



Date: 4 January 2022

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/22/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following item:

No	Product Name*	Quantity
1	Multipurpose RH Tent (details of the specification described in Annex II)	5 sets

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

### I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

#### Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

### II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Mr. Untung S. Atmojo</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- Price quotation, to be submitted strictly in accordance with the price quotation form.

All part of the quotation must be signed by the company's relevant authority and submitted in PDF format.



#### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org) no later than: **Tuesday, January 11<sup>th</sup> 2022 at 23:59 Jakarta Time<sup>1</sup>.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/IDN/RFQ/22/001 - Provision of RH Tent for UNFPA Indonesia.** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers).** Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications stated in the Annex II and the total cost of the goods (price quote).

The evaluation will be carried out in a step by step process by an ad-hoc evaluation panel:

1. All requirements set forth in Section III received by the deadline.
2. Evaluation on the technical specification details of goods quoted, to determine:
  - Yes: meet the requirements
  - No: does not meet the requirements
3. Bidder(s) who pass the above number (2) will be processed for price comparison.

#### VI. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

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<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



**IX. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**X. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Ms. Anjali Sen at [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/IDN/RFQ/22/001
<b>Currency of quotation:</b>	IDR
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the RFQ submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

**TABLE 1: Price and Delivery:**

Item No.	Product Name and Description	QTY	Unit price (IDR)	Total price (IDR)
1	Multipurpose RH Tent (details of the specification described in Annex 2)	5 sets	[insert unit price]	[insert unit price]
2	Delivery cost to UNFPA warehouse in Jakarta (if applicable)			[insert total price]
<b>TOTAL</b>				[insert total price]
<b>Delivery schedule (in calendar days) *</b>				[insert delivery schedule]

\*delivery lead time calculated from date of UNFPA confirmation until goods arrive at UNFPA warehouse in Jakarta

**TABLE 2: Specification details of goods quoted:**

Item No.	Product Name	Description of specification details
1	Multipurpose RH Tent	[insert specification details]



**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted: <ul style="list-style-type: none"> <li>to submit copy of company legal documents (operation in Indonesia);</li> <li>to provide clarification(s) related to the submission;</li> <li>to present the installation process of the goods quoted</li> </ul>	[insert answer]	[insert answer]	[insert answer]
Delivery Lead Time as per the quoted in Table 1, with no delay	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is 3 months after the RFQ submission deadline	[insert answer]	[insert answer]	[insert answer]
All Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/22/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place



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Jl. MH Thamrin Kav.3, Jakarta 10250  
E-mail: [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.unfpa.org)

## **ANNEX I:**

### **General Conditions of Contracts: De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

**ANNEX II:  
 MINIMUM TECHNICAL SPECIFICATION  
 REPRODUCTIVE HEALTH TENT (RH TENT)**

Name of Goods	Technical Specification
<b>RH TENT Size 6 m x 12 m</b>	
	<b>TENT ROOF</b>
	Outside : White Color
	Inside : Grey/navy blue/similar
	Coating Technique : Triple Coating
	Coating : to reduce solar heat, water resistant and anti-fungi
	Chemical Coating Material
	Coating Material : Standard ISO 9001-2008/OEKOTEX
	Type of polyester : 100% 450 D
	Raw Material of yarn : New material Grade A (not recycle)
	Finishing of Yarn : Military Standard/Indonesian Standard (SNI)
	Twist system, light and strong
	<b>PLAFON TENDA</b>
	Ceiling Material : Satin Polyester, Full tent ceiling
	Print logo <b>MOH-UNFPA (4 Tents) dan KPPPA-UNFPA (3 Tents)</b> above the front and rear entrances.
	<b>MAIN FRAME</b>
	Material : Black Pipe/Galvanized or equivalent and coating
	Load resistance : Not easy to break/crack
	Pipe type : Unreinforced pipe
	Construction
	a. Main Pipe (pole) : Pipe
	- Diameter,mm : 45
	- Thickness,mm : 2
	- Length (main pole),mm : 1800
	- Quantity,bar : 14
	b. Base pipe
	- Outside Diameter, mm : 45
	- Thick, mm : 2
	- Length, mm : 1800
	- Quantity, bar : 12
	c. Connecting of Main Pole
Name of Goods	Technical Specification



	- Outside Diameter, mm : 40
	- Thick, mm : 2
	- Length, mm : 1800
	- Quantity, bar : 12
	d. Roof Frame, Curved Pipe
	- Outside Diameter, mm : 40
	- Thick, mm : 2
	- Length, mm : 2800
	- Quantity, bar : 21
	e. Roof Connecting Pipe
	- Outside Diameter, mm : 40
	- Thick, mm : 2
	- Length, mm : 1900
	- Quantity, bar : 18
	f. Connector, L type (Edge Base)
	- Outside Diameter, mm : 45
	- Thick, mm : 2
	- Whole pipe length, mm : 400
	- Outside pipe length, mm : 100 X 2
	- Inlet pipe length, mm : 100 X 2
	- Quantity, socket : 4
	g. Connector, T type
	- Outside Diameter, mm : 45
	- Thick, mm : 2
	- Whole pipe length, mm : 600
	- Outside pipe length, mm : 100 X 3
	- Inlet pipe length, mm : 100 X 3
	- Quantity, socket : 6
	h. Connector, Y type (Edge Roof Frame) ( Kaki Tiga )
	- Outside Diameter, mm : 40
	- Thick, mm : 2
	- Whole pipe length, mm : 900
	- Outside pipe length, mm : 100 X 4
	- Inlet pipe length, mm : 100 X 3
	- Quantity, socket : 4
	i. Middle roof truss (Four Legs)
	- Outside Diameter, mm : 40
	- Thick, mm : 2
	- Whole pipe length, mm : 900
	- Outside pipe length, mm : 100 X 4
	- Inlet pipe length, mm : 100 X 3
	- Quantity, socket : 10
	<b>PEGS</b>
<b>Name of Goods</b>	<b>Technical Specification</b>





	Fishing rod type
	Material : Steel Concrete
	Basic Shape : Round
	Construction
	a. Diameter, mm : 8
	b. Length, mm : 300
	c. Part of bends, mm : 50
	d. Straight part : 250
	Accessories : Pernekel
	U Shape
	Material : Steel Concrete
	Design : Round
	a. Diameter, mm : 12
	b. Length, mm : 500
	c. Part of bends, mm : 10
	d. Straight part : 400
	<b>D SHAPE</b>
	Raw Material : Iron
	Design
	- Outside Diameter, mm : 20
	<b>ZIPPERS</b>
	Material : Polyester 100%
	- Length, mm : 220 x 4
	- Width, mm : 30
	- Number : 30
	<b>ZIPPER HEAD</b>
	Material : Iron
	- Color : Black
	- Metal Finish : Pernekel
	- Number : 10
	<b>WEBING TAPE</b>
	Binding Tape
	a. Material : Polyester 100%
	b. Width, mm : min 150
	c. Color : Black
	<b>TENT PARTITION</b>
	Material : PVC Asian Power 550gsm or equivalent
	Size : 300cm x 200cm
	Distance : at each 200cm
	<b>WEBING TAPE</b>
	Binding Tape
	Material : Polyester 100 %
	Width, mm : min 100
<b>Name of Goods</b>	<b>Technical Specification</b>



	Color	: Black
	<b>SEWING THREAD</b>	
	Sewing Tread Nr. 24	
	- Material	: Nylon 100%
	- Number	: 24
	- Color	: Black
	<b>SEWING TECHNICAL</b>	
	Using chemical water resistant	: cover the stitches with a silicone that compound with cloth
	Strong sewing with SNI/Military standard	: Using a special sewing machine for thick material.
	Stitching strength standard	: Item Code 11244-3021
	Military-standard stitching	: Stitching requirement: 1. Stitch density is 3-4 stiches per cm 2. The stitches must be straight, the tension of sewing is balanced and shouldn't be jump