



United Nations Population Fund  
304 Kim Ma Street, Ba Dinh District  
Ha Noi - Viet Nam

Tel: 84-24-38500100; Fax: 84-24-37265520

Email: [vietnam.office@unfpa.org](mailto:vietnam.office@unfpa.org)

Website: <http://vietnam.unfpa.org>

[www.facebook.com/unfpa.vietnam](http://www.facebook.com/unfpa.vietnam)

**Date:** 01 September 2020

### Request for Quotation No. UNFPA/VNM/RFQ/20/02

Dear Sir/Madam,

We hereby solicit your quotation for the following items:

No	Product Name	Product Description	Unit of Measure	Quantity
1	<b>Dignity Kit</b>	<b>Dignity kit for emergency</b>	<b>Kit</b>	<b>3,000</b>

Each kit shall be consistent of the following items:

Item	Item Description	Minimum/mandatory specifications	Unit of Measure	Quantity per kit
1	Disposable menstrual pad	10 pads per box, 26 cm length, thin, wide, single use, individually wrapped, high absorbent with wings for extra heavy flow right after childbirth, leak proof bottom layer, good quality non-woven tissue, cotton touch feel top sheet, not containing allergic and dangerous substances, remaining shelf life of 80%.	<b>Box</b>	<b>4</b>
2	Women's underwear (panties)	Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Solid Color black or dark, fixed dye.  01 medium size: US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm.  01 large size: US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm.	<b>Each</b>	<b>2</b>
3	Socks	Pair of socks, 100% cotton, 1 medium and 1 large woman size, preferably white/light grey/pink/light blue colors, fixed dye good quality thick fabric, nontransparent, durable, skin friendly not containing any allergic substances.	<b>Pair</b>	<b>2</b>
4	Rubber slippers	Pair of rubber slippers, large woman size (#39-40), good quality, rubber sole with durable plastic strap, assorted color, non-toxic or harmful material.	<b>Pair</b>	<b>1</b>
5	Hand soap bar (100g)	100g, individually wrapped, good quality, hypoallergenic, unscented, antibacterial, long durability (does not melt easily), remaining shelf life of 80%.	<b>Bar</b>	<b>2</b>

6	Soap bar for washing laundry by hand	150g, individually wrapped, not containing mercury or any other toxic substance, not-harmful or causing allergy for hands, long durability (does not melt easily), remaining shelf life of not less than 80%.	<b>Bar</b>	<b>2</b>
7	Hand Towel	100% cotton, preferably 75x45 cm size, good quality, thick and absorbent, preferably white/blue/pink colors, fixed dye, not containing harmful or dangerous substances.	<b>Each</b>	<b>1</b>
8	Pack of wet tissues	Pack of wet tissues, household, antibacterial, hypoallergenic skin cleaning wet wipes, non-woven, soft, thick material, without alcohol, preferred sheet size 18x18 cm, 30 pcs packaging, refill pack, unscented, free of harmful chemicals including free of parabens, sulfates and dyes.	<b>Pack</b>	<b>2</b>
9	Pack of table tissue	Pack of table tissue, household, +100 sheets - 1 ply packaging, white, 100% virgin pulp. Free of harmful or dangerous substances.	<b>Pack</b>	<b>1</b>
10	Cleansing solution/rubbing alcohol (30ml)	Bottle of cleansing solution/rubbing alcohol, solution for cleaning hands, 30 ml minimum, good quality, isopropyl 70% solution, rub-in-hand antiseptic-disinfectant, labelled with a flammable sticker which is clearly visible in local language.	<b>Bottle</b>	<b>2</b>
11	Shampoo (300ml)	Shampoo, household, bottle of minimum 300ml, for adults. Must be suitable for children.  For normal hair. Hypoallergenic, PH neutral, not harmful to human and in particular not irritating to the eyes. Neutral scent. 80% shelf life.	<b>Bottle</b>	<b>1</b>
12	Laundry powder (400g)	Pack of laundry powder, 400g minimum per pack, for washing laundry by hand; water resistant package (i.e. made of sturdy material, bio plastic bag or similar, a carton pack with bio plastic bag insert, or with protective lamination of the carton); preferred resealable bag.  Not containing mercury or any other toxic substance, not-harmful or causing allergy for hands. The offer shall detail the number of standard washes possible per pack in relation to a specific weight of laundry. Remaining shelf life not less than 80%.	<b>Pack</b>	<b>1</b>
13	Toothbrush	Soft, adult use, strong plastic handle, strong plastic toothbrush, medium hardness nylon bristle, individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.	<b>Each</b>	<b>1</b>
14	Toothpaste tube (30-50g)	30-50g, concentrated paste, with fluoride, free of parabens. Neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as	<b>Tube</b>	<b>1</b>

		separates or discrete particles. The tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste shall extrude from the tube in form of a continuous mass with the application of normal force. The tooth paste shall be packed in collapsible tubes or any other suitable material which shall not corrode, deteriorate or cause contamination of the tooth paste during normal conditions of storage. Remaining shelf life of 80% or 18 months, whichever is greater.		
15	Nail clipper/cutter	Adult nail clipping use with straight blade for cutting nails, durable stainless steel, good quality, maximum 6-8 cm size, sharp cutting surface.	<b>Each</b>	<b>1</b>
16	Hair Comb	Plastic, 10-20 cm long, teeth spacing no less than 2mm, good quality, durable plastic, assorted color.	<b>Each</b>	<b>1</b>
17	Flashlight	Standard flashlight, LED, portable, approximately 10 cm long, with handle rope, batteries included, durable metal.	<b>Each</b>	<b>1</b>
18	Whistle	Standard, with rope for portability, stainless steel. Whistle produces at least 70db of sound	<b>Each</b>	<b>1</b>
19	Woven fabric face mask	Woven fabric face masks, cotton, 3 ply, reusable, 2 mask packaging with a disclaimer that the effectiveness of these masks for reduction of spread of the virus is not known.	<b>Each</b>	<b>2</b>
20	T-shirt	Non-printed T-shirt, large women size, cotton, round neck, short sleeve, assorted colors, fixed dye	<b>Each</b>	<b>1</b>
21	Bucket with lid	Bucket with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Poly Ethylene), UV resistant and safe for food and water storage. The top is reinforced to prevent ovaling. The bucket has a tight-fitting lid of the same material of the bucket. 24 liters approximately. Orange colour. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore the handle has to resist a minimum of 30 kg.	<b>Each</b>	<b>1</b>
	Kitting service	Packing and assembling of Dignity Kits.	<b>Package</b>	<b>1</b>
	Printing service	<i>Items to be printed &amp; included in each Dignity Kit</i> 1. Logo sticker: to be placed outside the bucket. Size: 30cmx10cm; Material: waterproof decal; 2. Infographic: Size 21cmx21cm; Material: Paper (type: Offset 250), Printing: 4 Colors 3. Disclaimers: Size A4, Material: Paper (type: Offset 200) <i>See the attached samples/designs.</i>	<b>Each</b>	<b>1</b>
	Transportation /Unloading cost	Transportation to destinations (see <b>Delivery Time/Places</b> section below) and unloading fees.	<b>Package</b>	<b>1</b>

### Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### Language of the Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid shall be written in English.

### Sample submission:

All interested bidders must deliver a sample of the dignity kit containing all requested items in a sealed container to:

**UNFPA Viet Nam - 304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam**

**Attention: Ms. Le My Linh**

**By 17h00 on Monday 14 September 2020.**

### Validity of Bid:

Quotations shall be valid at least for **90 days** after the closing date. A bid valid for a shorter period shall be rejected by UNFPA.

### Partial Bids

Partial bids are **not allowed** under this tender. All items must be quoted. UNFPA reserves the right to select and accept a part of parts of any bid.

All prices must be **inclusive of all taxes** (if any).

Quoted prices should include transportation to the places/warehouses as nominated by UNFPA and unloading fees.

### Delivery Time/Places:

Delivery Time: The maximum allowed delivery time is **3 weeks** upon issuing of purchase order (PO).

Delivery places:

No.	Quantity (Kit)	Locations for Delivery in Viet Nam
1	370	MOLISA Project, 12 Ngo Quyen Street, Hoan Kiem District, Ha Noi
2	500	CSAGA Office, No. 35, Alley 66 Dich Vong Hau Road, Cau Giay District, Ha Noi
3	2,000**	Farmer Association in Da Nang City No. 12, Ho Nguyen Trung, Hoa Cuong Nam Ward, Hai Chau District, Da Nang City
4	40	CCIHP, No. 48, Lane 251/8, Nguyen Khang Street, Group 39, Yen Hoa, Cau Giay District, Ha Noi
5	90	Sunshine House, No. 35A, Dien Bien Phu, Hong Ha Ward – Ha Long City – Quang Ninh province
<b>Total</b>	<b>3,000*</b>	

\* The final quantity of dignity kits is subject to the finally accepted offer of all related items requested above.

\*\* The remaining number of dignity kits, after distribution to Delivery place 1, 2, 4, and 5, is delivered to Delivery place 3.

**Payment:** UNFPA's payment terms are 30 days after presentation of invoice and proof of related documents for the order.

**Instructions for quotation submission:**

If you are interested in submitting a quotation for these items, kindly send the followings by email to the UNFPA Viet Nam's secured email address [vbidtender@unfpa.org](mailto:vbidtender@unfpa.org) no later than **17h00 (Ha Noi Time, GMT+7) on Monday 14 September 2020.**

- A filled, signed and stamped Quotation Form
- A filled Product Overview Form
- Pictures of the quoted items
- Your company's registration papers
- A signed and stamped Vendor Form along with a bank account certificate

Please submit your quotation in **Viet Nam Dong (VND) currency**. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Under no circumstances shall UNFPA be required to accept any goods that do not conform to the specifications or requirements of the Contract. In no case shall UNFPA be obligated to accept any goods unless and until UNFPA has had a reasonable opportunity to inspect the goods following delivery. The goods shall not be deemed accepted unless and until UNFPA in fact provides such written acceptance. In no case shall payment by UNFPA in and of itself constitute acceptance of the goods.

**Guidelines for electronic submissions:**

- The following reference must be included in the email subject line:  
**RFQ N° UNFPA/VNM/RFQ/20/02 – Procurement of Dignity Kits.**
- 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.
- **Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid. Do not submit the bid to the contact person.**

**Contract Award:** UNFPA shall award the contract to the lowest priced bidder whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time.

**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 quantity of goods specified in this bid without any change in price or other terms and conditions.

Your earliest response to this RFQ would be highly appreciated.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Nguyen Minh Ha

Tel No. +84-24-38500 328; Email: [mnguyen@unfpa.org](mailto:mnguyen@unfpa.org)

## Quotation Form

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Request for Quotation No: \_\_\_\_\_

Currency of Bid price: \_\_\_\_\_

Delivery time (*weeks from receipt of order till dispatch*): \_\_\_\_\_

**Expiration of Validity of Quotation** (*The quotation shall be valid for a period of at least 90 days after the Closing date*). \_\_\_\_\_

*You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific case.*

### Price Schedule:

Item No.	Price/unit	Quantity	Transportation cost to port of Destination (specify mode of transportation)	Shipment volume (cmb) and Weight of goods	Total CPT/CFR (Destination port)	Delivery schedule (days upon order)
<b>1/ Dignity Kit</b>		<b>3,000</b>				
<b>2/ Transportation/ unloading cost to delivery places</b>						
<b>3/ Printing Package</b> ( <i>logo sticker, list of items, disclaimer, etc.</i> )						

### In your offer, please include:

1. Specific technical specifications of products offered
2. Quality standard of the products

*Vendor's Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.**

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place

## PRODUCT OVERVIEW FORM

UNFPA Viet Nam

Dignity Kit – A Customized List of Items

Item	Description and minimum/mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	4 boxes of disposable menstrual pad, 10 pads per box, 26 cm length, thin, wide, single use, individually wrapped, high absorbent with wings for extra heavy flow right after childbirth, leak proof bottom layer, good quality non-woven tissue, cotton touch feel top sheet, not containing allergic and dangerous substances, remaining shelf life of 80%.		
2	Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Solid Color black or dark, fixed dye. 01 medium size: US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm. 01 large size: US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm.		
3	2 pairs of socks, 100% cotton, 1 medium and 1 large woman size, preferably white/light grey/pink/light blue colors, fixed dye good quality thick fabric, nontransparent, durable, skin friendly not containing any allergic substances.		
4	1 pair of rubber slippers, large woman size (#39-40), good quality, rubber sole with durable plastic strap, assorted color, non-toxic or harmful material.		
5	2 hand soap bars, 100g, individually wrapped, good quality, hypoallergenic, unscented, antibacterial, long durability (does not melt easily), remaining shelf life of 80%.		
6	2 soap bar for washing laundry by hand, 150g, individually wrapped, not containing mercury or any other toxic substance, not-harmful or causing allergy for hands, long durability (does not melt easily), remaining shelf life of not less than 80%.		
7	1 hand towel, 100% cotton, preferably 75x45 cm size, good quality, thick and absorbent, preferably white/blue/pink colors, fixed dye, not containing harmful or dangerous substances.		

Item	Description and minimum/mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
8	2 packs of wet tissues, household, antibacterial, hypoallergenic skin cleaning wet wipes, non-woven, soft, thick material, without alcohol, preferred sheet size 18x18 cm, 30 pcs packaging, refill pack, unscented, free of harmful chemicals including free of parabens, sulfates and dyes.		
9	1 pack of table tissue, household, +100 sheets - 1 ply packaging, white, 100% virgin pulp. Free of harmful or dangerous substances.		
10	2 bottles of cleansing solution/rubbing alcohol, solution for cleaning hands, 30 ml minimum, good quality, isopropyl 70% solution, rub-in-hand antiseptic-disinfectant, labelled with a flammable sticker which is clearly visible in local language.		
11	1 shampoo, household, bottle of minimum 300ml, for adults. Must be suitable for children. For normal hair. Hypoallergenic, PH neutral, not harmful to human and in particular not irritating to the eyes. Neutral scent. 80% shelf life.		
12	1 pack of laundry power, 400g minimum per pack, for washing laundry by hand; water resistant package (i.e. made of sturdy material, bio plastic bag or similar, a carton pack with bio plastic bag insert, or with protective lamination of the carton); preferred resealable bag.  Not containing mercury or any other toxic substance, not-harmful or causing allergy for hands. The offer shall detail the number of standard washes possible per pack in relation to a specific weight of laundry. Remaining shelf life not less than 80%.		
13	1 toothbrush, soft, adult use, strong plastic handle, strong plastic toothbrush, medium hardness nylon bristle, individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.		
14	1 toothpaste tube, 30-50g, concentrated paste, with fluoride, free of parabens. Neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste shall not segregate, ferment or physically deteriorate		

Item	Description and minimum/mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
	during normal conditions of storage or use. The bulk of the tooth paste shall extrude from the tube in form of a continuous mass with the application of normal force. The tooth paste shall be packed in collapsible tubes or any other suitable material which shall not corrode, deteriorate or cause contamination of the tooth paste during normal conditions of storage. Remaining shelf life of 80% or 18 months, whichever is greater.		
15	1 nail clipper/cutter, adult nail clipping use with straight blade for cutting nails, durable stainless steel, good quality, maximum 6-8 cm size, sharp cutting surface.		
16	1 hair comb, plastic, 10-20 cm long, teeth spacing no less than 2mm, good quality, durable plastic, assorted color.		
17	1 flashlight, standard flashlight, LED, portable, approximately 10 cm long, with handle rope, batteries included, durable metal.		
18	1 whistle, standard, with rope for portability, stainless steel. Whistle produces at least 70db of sound		
19	2 woven fabric face masks, cotton, 3 ply, reusable, 2 mask packaging with a disclaimer that the effectiveness of these masks for reduction of spread of the virus is not known.		
20	1 non-printed T-shirt, large women size, cotton, round neck, short sleeve, assorted colors, fixed dye		
21	Buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Poly Ethylene), UV resistant and safe for food and water storage. The top is reinforced to prevent ovaling. The bucket has a tight-fitting lid of the same material of the bucket. 24 liters approximately. Orange colour. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore the handle has to resist a minimum of 30 kg.		