**Section II: Schedule of Requirements**

**eSourcing reference: RFQ/2021/18531**

* 1. **Objective:** UNOPS is soliciting quotations for the establishment of a Blanket Purchase Agreement as defined in this document. Quotations must be submitted by using the Returnable Bidding Forms contained in Section III. The overall objective of this solicitation is to establish a Blanket Purchase Agreement (BPA) to facilitate and expedite the process by which UNOPS will contract the supply of **printed** **fabric face masks** against the terms and conditions of the BPA once there are specific requirements in the 12 months following the signature of the BPA.
  2. **Estimated Volume**. The estimated quantities to be purchased during term of the BPA is specified in the Schedule of Requirements
  3. **Number of BPAs and non-Exclusivity:** UNOPS will enter into a single BPA agreement with one supplier selected as a result of this procurement process, as per evaluation methodology and criteria specified herein. The BPA shall be considered by UNOPS as non-exclusive and UNOPS will not be committed to purchase any minimum quantity.
  4. **Call-Off Mechanism and prices:** Once the BPA is signed, if there is a specific requirement for **printed** **fabric face masks,** the UNOPS appointed focal person shall issue a release Purchase Order (PO) to the supplier. The PO will include details on the number of masks to be supplied and other practical details. The pricing will be based on prices in the BPA contract as quoted in this RFQ.
  5. **Contract Management/Service Level Agreement:** The BPA supplier shall provide quarterly reports to the UNOPS focal point indicated in the BPA. UNOPS will regularly monitor the performance of the BPA supplier, based on the following Key Performance Indicators (KPIs):
* KPI 1: On-time delivery. Supplier shall deliver within maximum **21** working days after receipt of the Purchase Order.
* KPI 2: Completeness of the order. Supplier shall deliver goods or services as per specification/description/model included in the order and at the right quantity.
* KPI 3: Price Compliance. Supplier shall supply goods as per unit prices identified in the BPA.
* KPI 4: Accuracy of payment documentation. Supplier shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.

If the supplier fails to meet UNOPS’s performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result in termination of the BPA.

**1.6 Technical specifications for Goods and Comparative Data Table:**

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| --- | --- | --- |
| **No.** | **UNOPS minimum technical requirements** | **Estimated Quantity** |
| 1 | Printed fabric face masks (**adult size**)   * Material: premium quality cotton fabric, double layered. * Printing: textile printing based on artwork in attachment (both Arabic and English). **The final artwork will be agreed upon and approved prior to printing.** * Front of mask to be fully covered in pattern with no white areas visible * Height of each graphic box – 5cm * Only use graphic attached in repeated format as per pattern layout as per illustrative cutting pattern below   C:\Users\Administrator\Desktop\example cutting pattern.jpg | **10,000** |
| 2 | Printed fabric face masks (**Children’s size**)   * Material: premium quality cotton fabric, double layered. * Printing: textile printing based on artwork in attachment (both Arabic and English). **The final artwork will be agreed upon and approved prior to printing.** * Front of mask to be fully covered in pattern with no white areas visible * Height of each graphic box – 5cm * Only use graphic attached in repeated format as per pattern layout as per illustrative cutting pattern below   C:\Users\Administrator\Desktop\example cutting pattern.jpg | **5,000** |
| 3 | The bidder will seek to minimize the amount of packaging required while ensuring the safe delivery of products to the project location, and shall provide an outline of how product packaging will be minimized. | |

**Delivery requirements and Comparative Data Table:**

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| --- | --- |
| **UNOPS Requirements** | |
| **Delivery time** | The Blanket Purchase Agreement (BPA) will be signed for a period of 12 months and a cap of USD 50,000. Upon issuance of a Purchase Order, the vendor shall deliver the items within a maximum of **21** **working days** of receipt of the Purchase Order. |
| **Delivery place and Incoterms rules** | UNMAS Entebbe Support Office  C/o MONUSCO  Old Airport Road  Entebbe, Uganda  (Local delivery, Incoterms do not apply) |
| **Consignee details** | To be specified in the Purchase Order |

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