



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](https://www.facebook.com/unfpa.vietnam)

Date: 23 May 2022

## REQUEST FOR QUOTATION RFQ N° UNFPA/VNM/RFQ/2022/05

Dear Sir/Madam,  
We hereby solicit a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
<b>LOT 1: OFFICE EQUIPMENT, KITCHENWARE AND OTHERS</b>						
<b>1.1 Office Equipment</b>						
(*Note: The dimension of furniture products would be accepted within $\pm 5\%$ of the measurement required)						
1	<b>Sofa table and chairs</b>	<ul style="list-style-type: none"> <li>- 01 three-seater sofa depth 88cm x length 218 cm x height 88cm</li> <li>- 01 two-seater sofa 88cm x length 165 cm x height 88cm</li> <li>- 03 one-seater sofas 77cm x length 77.5 cm x height 84cm</li> <li>- High-quality fabric sofa with wood (elasticity and anti-subsidence)</li> <li>- Wooden frame: possessed oil</li> <li>- Foam mattress: D40 Legs: natural wood</li> <li>- Material: High-quality fabric</li> <li>Warranty: 3 years (frame and foam)</li> <li>Neutral, warm colors (mint green or beige).</li> </ul>	Set	1	1	0
2	<b>Set of desks + chairs</b>	<ul style="list-style-type: none"> <li>- 01 Wooden computer desk has a drawer hanging on the foot of the table 1 drawer, 1 open door, a keyboard tray and a CPU shelf, made from scratch-resistant, water-resistant melamine industrial wood 25mm thick yellow tabletop. 18mm thick blue legs and bibs. Size 1200x700x750mm</li> <li>- 01 standard office chair: Size L58cmxW50cmxH90cm, covered foam cushion, stainless steel legs, plastic arms</li> </ul>	Set	1	1	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
3	<b>A Desk +3 chairs</b>	- 01 Wooden computer desk has a drawer hanging on the foot of the table 1 drawer, 1 open door, a keyboard tray, and a CPU shelf, made from scratch-resistant, water-resistant melamine industrial wood 25mm thick yellow tabletop. 18mm thick blue legs and bibs. Size L1200xW700xH750mm - 03 standard office chairs: Size L58cmxW50cmxH90cm, covered foam cushion, stainless steel legs, plastic arms	Set	1	1	0
4	<b>Desk and office chairs</b>	- 01 desk size: length 1m x width 0.6m x height 0.75m. Large table surface area, easy to use - 01 chair size L90 x W40 x H72cm.	Set	1	1	0
5	<b>The document cabinet has 2 standing compartments</b>	Size (mm): Width 800 x Depth 400 x Height 2000, MDF wood 12 months warranty. Polished PU paint, anti-scratch. Designed with 2 compartments, cabinets with pull handles and locks, separate compartments for documents.	Pc.	3	3	0
6	<b>Wall Mounted Whiteboard</b>	The board is made from easy-to-write magnetic steel.	Pc.	1	1	0
7	<b>1 Set of teapots and 1 set of tall drinking glasses</b>	- A set of teapots: 01 teapot 0.47L, 14 cm + lid and 10 ceramic cups 200ml. Elliptical tea set, elegant and polite patterns, suitable for guests - A set of drinking glasses: Premium heat-resistant glass water bottle set with 6 cups 300ml, upside down rack, and tray	Set	2	2	0
8	<b>Plastic trash bin</b>	- Trash bin size 25.2 x 33.9 x 43.4 cm, capacity 20 liters, convenient for office, kitchen, living room etc.	Pc.	3	3	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
		<ul style="list-style-type: none"> <li>- Exquisite design, elegant colors, and eye-catching</li> <li>- Simply open the lid with a smart design pedal</li> <li>- Inside trash with a sturdy inox handle</li> <li>- Ag + ion-molecule antibacterial deodorant, safe for health.</li> </ul> PP, PA plastic material, odorless, high durability.				
9	Plastic trash bin	Compact size 29.1 x 28.2 x 34.5 cm, capacity 12 liters suitable for living room, bedroom, office... <ul style="list-style-type: none"> <li>- Exquisite design, elegant colors, and eye-catching</li> <li>- Simply open the lid with a smart design pedal</li> <li>- Inside trash with a sturdy inox handle</li> <li>- Ag + ion-molecule antibacterial deodorant, safe for health.</li> </ul> PP, PA plastic material, odorless, high durability.	Pc.	5	3	0
10	Plastic trash bin	Compact size 30.4 x 19.7 x 48.6 cm, 15 liter capacity for convenient use of many spaces: office, kitchen, living room,... <ul style="list-style-type: none"> <li>- Exquisite design, elegant colors, and eye-catching</li> <li>- Simply open the lid with a smart design pedal</li> <li>- Inside trash with a sturdy inox handle</li> <li>- Ag + ion-molecule antibacterial deodorant, safe for health.</li> </ul> PP, PA plastic material, odorless, high durability.	Pc.	1	1	0
11	A set of sofa + tea table	1) Tea table: Corner rectangular tea table, wooden material, elegant color. Size (cm): L110cm x W50cm x H45cm Material: round natural wood legs, MDF wood tabletop Color: natural wood legs, MDF material brown tabletop	Pc.	1	1	0



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)

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
		2) Sofas: 3 one-seater sofas Wooden frame, upholstery fabric can be removed for washing Warm colors Size: Length 80cmx Depth 70cm Material: Natural wood, SF23 felt fabric upholstery, both the backrest and the cushion can be removed				
12	<b>Table and chairs: 01 table, 2 chairs</b>	- 01 Tea table 25mm thick, size 600x600x600mm. - 02 chairs: size L600xW610xH650mm. Smili upholstered chair mattress, rubberwood frame	Set	3	0	0
13	<b>Water containers, drinking cups</b>	1) Water bottle size: 16 x 14 x 27 cm, Capacity: 1l, outstanding cold keeping up 24 hours and hot keeping up to 12 hours, stainless steel material, blue color, 12-month warranty. 2) 04 Large drinking glasses, Height: 10cm, Capacity: 230ml, stackable, Material: Heat-resistant lead-free glass	Set	3	2	0
14	<b>Desk sets, study chairs + bookshelves</b>	1) Smart study table set size 70 x 53cm. Table and chair legs can be raised and lowered in many steps. The tabletop is made of MDF, which is scratch and mildew-resistant. 2) Study chair: length and width 40x35cm. Chair legs with powder-coated steel frame. Upholstered seatback. 3) Mounted wall bookshelf: Yellow color, MDF material. Dimensions (depth x width x height): 20cm x 100cm x 75cm	Set	3	2	0
15	<b>Whiteboard with mobile legs</b>	Easy to write, easy to clean, attract magnets, 5x5cm blurry line. The portable frame has sturdy legs	Pc.	1	1	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
16	<b>Table and chairs set: 1 table + 12 chairs</b>	1) Rectangular tabletop, covered with MFC wood, covered with Melamine with moldy scratch resistance. Length 480cm x 120cm x 75cm. 2) 12 chairs: Folding leg chair, dimensions are: Width 45 - depth 52 - height 85cm, PVC-coated seat cushion	Set	1	0	0
17	<b>Bookshelf</b>	Mounted wall bookshelf: Yellow color, MDF material. Dimensions (depth x width x height): 20cm x 100cm x 75cm	Pc.	0	1	0
18	<b>Bookshelf</b>	Mounted wall bookshelf: Yellow color, MDF material. Dimensions (depth x width x height): 20cm x 175cm x 75cm	Pc.	1	0	0
<b>1.2. Kitchenware</b>						
1	<b>Dining Table &amp; chair set: 01 table and 6 chairs</b>	- Table size length 160cm x width 80cm x height 75cm, - Chair size L45cm x W44 x H93cm - Russian oak material for both table and chairs	Set	1	1	0
2	<b>Saucepans and pans</b>	A set consists of 4 Stainless Steel saucepans and 01 non-stick pan 1 saucepan size: diameter 18cm x height 10cm – Capacity 2.5L 1 saucepan size: diameter 20 x height 11cm – Capacity 3.5L 1 saucepan size: diameter 24cm x height 13cm – Capacity 6L 1 steamer rack saucepan size diameter 24cm x height 10cm (all 304 stainless steel material) 1 pan size diameter 20cm, non-stick 2 layers of ceramic glaze, solid aluminum die-cast pan body	Set	1	1	0
3	<b>Kitchenware (dishes, spoons, chopsticks, baskets, wooden</b>	- Set of 4 kitchen knives: Chopping knife 30cm long, blade 18cm long. Slicing knife 19.5cm long. Fruit knife 20cm long, blade 12cm long. Chicken	Set	1	1	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
	<b>cutting boards, bowls, knives...)</b>	bone cutting scissors 23cm long. Stainless steel material, wooden handle.  - Set of 3 plastic baskets with pots in ABS material: 35cm in diameter with plastic pots - Set of 12 dishes (6 rice bowls 11 cm; 2 round plates 20 cm; 2 round deep plates 23 cm; 1 round plate 27 cm; 1 soup bowl 19 cm) - Stainless steel chopsticks and spoons: 10 sets of spoons and 10 pairs of chopsticks - Set of 3 chopping boards: 1 plastic cutting boards: L42.9cm x 23 x W1.4cm, antibacterial PE plastic material, 2 wooden cutting board: L34cm x W22cm x H3.3 cm and L32cm x W20cm x H1.3cm, rubber wood material				
<b>1.3. Others</b>						
1	<b>Wooden bed</b>	- 03 Beds are made of beech wood, buttresses and bed ladders are made of acacia or eucalyptus wood. Size: L1m2 x W1m9 x H45cm. There are bed legs, and height of the headboard is 100cm, no bottom barrier of the bed - 02 oak-wooden bed, size 1.8m x 2m, gray color the same color as the existing cabinet. There are bed legs, and height of the headboard is 100cm, no bottom barrier of the bed.	Pc.	03 beech-wood beds	02 oak-wooden beds	0
2	<b>Blankets, pillows, sheets, mattress</b>	A set consists of 1 blanket (1m2x1m9), 02 pillows (45cmx65cm), 01 sheet (1m2x1m9), and 01 mattress (1m2x1m9xthickness of 10cm) - Soft colors, warm feeling. Cotton material, absorbent, soft.	Set	6	0	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
3	<b>Blankets, pillows, sheets, mattress</b>	A set consists of 1 blanket (1m8x2m), 02 pillows (45cmx65cm), 01 sheet (1m8x2m), and 01 mattress (1m8x2mxthickness of 10cm) - Soft colors, warm feeling. Cotton material, absorbent, soft.	Set	0	4	0
4	<b>Wardrobes</b>	Type 3 wings, MDF industrial wood, light wood color. Width120cm x Height200cm x Depth50cm. 2 small drawers in which one door has a locker.	Pc.	3	0	0
5	<b>Bedside cabinet</b>	Melamine-coated MDF has a design of 2 drawers and 1 shelf on the roof. Dimensions of drawers: Width 450 mm x Depth 400 mm x Height 550mm. Colors: 3 yellow cabinets (similar to color of wardrobes) and 2 gray cabinets	Pc.	3 yellow cabinets	2 gray cabinets	0
6	<b>Hanger (for adults)</b>	Aluminum hanger for hanging clothes. Big type to hang adult clothes: 40 x 21cm	Pc.	50	50	0
7	<b>Hanger (for children)</b>	Plastic hanger 26.5 x 16cm	Pc.	30	30	0
8	<b>Decoration by painting pictures on the wall</b>	Painting 3D pictures approved by CSAGA	M2	30	20	0
9	<b>Stories, books, magazines, books teaching life skills</b>	1) For adults: - 1 set chicken soup for the soul. Each book tells a story of life such as dreams, love, family,... Each genuine and touching story in the series brings a humane lesson, creating deeply sympathizing with the readers. - Vietnamese novel by Van Cao, Vu Trong Phung, Phung Quan, Nguyen Hong. - Vietnamese novel by Nguyen Nhat Anh - Cooking book	Set	1	1	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
		2) For children: - Coloring book with various theme: animal, people, fauna and flora. - Bilingual book in Vietnamese and English: Spelling book with flashcards - Keyboard book (piano sound book) - Cloth books for children - World Famous People Series in Vietnamese (10 Books) - 1 full Doraemon comic set (45 books)				
10	Fireproof safe	Weight 50kg± 5 kg. Outer dimensions (mm): Height 500 x width 410 x depth 390mm. Lock type: key and electronic. 36 months warranty, fireproof 1200 degrees Celsius for 90 minutes.	Pc.	1	1	0
11	Children's Toys	Plastic and wood products are safe and friendly for children - 1 crocodile dental toy, plastic material, L15,5cmx W12,5cm x H7.5 cm. - 1 set of fishing game, plastic material, with 5 fishing rods and 45 fish. - 1 inflatable deer bouncer with neutral color, rubber material, L34.8cm x W19cm x H13.5 cm. - 1 set of lego classic creative with 790 pieces, plastic material. - 1 set of wooden column building blocks with 54 pieces, block size: 5cm x 5cm x 12cm (length x width x height). - 1 set of 9-piece puzzles for children include animal, fauna and flora, landscape, paper material, dimension 15 x 15cm.	Set	2	2	0
12	Children's toy rack	MFC wood grain wood material - size (cm): 80 x 30 x 80	Pc.	1	1	0



Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
13	<b>Gear-grain sloth chair</b>	There is foam wrapped in fabric, safe for young children to easily move	Pc.	2	2	0
14	<b>Plastic stools</b>	Durable plastic material during use - Simple and elegant design - Withstand strong impact for long time use - Can be used for many purposes Dimensions: L33cm x W33cm x H45cm Material: PP	Pc.	10	10	0
15	<b>Children's slide</b>	Long slide; adjustable height Lovely bear-shaped swing; There is a basketball hoop. Age: from 1.5 - 8 (age). Size: L161 x W160 x H125 cm. Material: Korean virgin plastic	Pc.	1	1	0
16	<b>Smart mop set</b>	Size of the mop tray: 35 x 12 cm. This type of rectangular tray is often used to clean large areas. The mop bucket and handle are made from flexible plastic so that it does not get hot and brittle and then crack. The squeegee blade and cotton swab are very sturdy. Drain plug is made of silicone. The mop can be disassembled into several sections for easy movement. The mop is woven from soft natural cotton to help clean the house more. Length x width x height (cm): 40 x 35 x 22cm Mop maximum length 1m3	Set	3	3	0
17	<b>Garbage bag</b>	Thick black garbage bag with handles, a set including: 5kg of garbage bag 10-kg capacity 5kg of garbage bag 20-kg capacity	Set	2	2	0
18	<b>Curtains</b>	High-quality roller blinds with 100% sun protection - anti-ultraviolet - UV, good insulation, anti-dust. Polyester material. Thickness 0.314mm. Width 1m4 x height 2m	Set	8	1	0



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)

Item N°	Product Name	Product Description		Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
19	School supplies (pen, notebook, paper, line marker...)	Items	Quantity	Set	1	1	0
		1. School notebooks	50 pc				
		✓ Size: 170 x 240 (±2mm)					
		✓ Number of pages: 48 pages excluding cover					
		✓ Quantity: 100g/m <sup>2</sup>					
		✓ Whiteness: 90 - 92%ISO					
		✓ Produce: Hai Tien, VN					
20	Plastic bucket	2. Ball pens:	50 pc.	Pc.	3	3	0
		3. Colour pencils:	50 pc.				
		4. black pencils:	50 pc.				
		5. Photocopy papers:	20 R				
		10 liters plastic bucket with lid: HDPE plastic material, diameter of the lid with size 26 cmx21.5 cm for a diameter of the bottom x height 29,5 cm					
21	Plastic Basket	- Size 380mm x 290mm x 350mm - PP plastic material		Pc.	2	2	0
22	Slippers for victims	1 set including: - 2 size 39 - 2 size 38 - 4 size 37 - 2 size 36 Super soft rubber material		Set	1	1	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
23	<b>Locking laminate flooring</b>	<ul style="list-style-type: none"> <li>- Made from natural wood pulp combined with primary resins, binders and coloring.</li> <li>- Form in sheets with dimension/sheet flooring: W 177mm x L 1219mm x Thickness 4mm.</li> <li>- There is a system of yin and yang locks at the edge of the sheet flooring to help link them together.</li> </ul> <p><i>*Note: The field visit may be conducted to evaluate the current situation of the floor and propose for a solution to ensure the smoothness, quality, and sustainability of the floor cover later on</i></p>	m <sup>2</sup>	0	0	500

### LOT 3 – ELECTRICAL EQUIPMENT

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
1	<b>Air conditioners</b>	18000BTU, one-way cooling, Inverter Technology. Capable of rapid cooling On/Off timer - 12-month warranty	Set	1	0	0
2	<b>Air conditioners</b>	9000BTU; one-way cooling, Inverter Technology. Capable of rapid cooling, On/Off timer - 12-month warranty	Set	3	2	0
3	<b>Air conditioners</b>	12000 BTU; one-way cooling, Inverter Technology. Capable of rapid cooling, On/Off Timer - 12-month warranty	Pc.	4	0	0
4	<b>Vacuum Cleaner</b>	Handheld. 2000W Moving Wheel, 270W Suction Power, Easy To Disassemble	Pc.	1	1	0
5	<b>Drinking Water Purifier</b>	Hot and cold-water dispenser with RO. Technology filter Refrigeration by Block. Election stainless steel kettle. Hot faucet with safety lock, capacity 500w/85W (Hot/cold). 12 months warranty	Pc.	1	1	0

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
6	<b>Controlled tree fan</b>	- Power 48W. Number of 3-blade propellers. 3-speed wind speed Fan diameter 400mm. - Adjust the height of the fan from 1m – 1.4m. 12 months warranty.	Pc.	2	2	0
7	<b>Controlled ceiling fan</b>	Remote control Wingspan 1.1m, 3 speeds to choose 1, 3, 6-hour timer Sleep mode Painted ABS plastic wings Equipped with Seatbelts and Safety Switch Special design helps prevent propeller from falling Color: Silver Gray	Pc.	7	5	0
8	<b>Controlled ceiling fan</b>	Wingspan 140cm, Capacity 59W with timer mode	Pc.	0	0	6
9	<b>A Handheld video camera</b>	ZEISS lens is 26.8mm wide angle. Full HD 1920x1080. The 2.7-inch screen – rotate. 24-month warranty	Pc.	1	1	0
10	<b>Recorder</b>	- Internal Memory: 4GB. Memory card support: Yes (up to 32G). PC Connection: Yes (USB). Headphone jack: Yes - Focus and Wide-Stereo recording modes. Recording Format: MP3/L-PCM Playback format: MP3/WMA/AAC-LC/L-PCM. - Battery type: Dry battery (AAA x 2)	Pc.	1	1	0
11	<b>Camera</b>	3-inch 920,000-dot fixed LCD monitor. Creative filters: Yes F/1.8-F/2.8 lens, zoom 4.2 x (24-100mm) Battery life: 500 shots on a single charge. SD card: 128GB Wifi/NFC	Pc.	1	1	0
12	<b>Tripod</b>	Maximum height 1550mm, maximum load 2 kg. Aluminum material	Pc.	1	1	0



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)

Item N°	Product Name	Product Description	Unit of Measure	Quantity for Da Nang	Quantity for Ho Chi Minh City	Quantity for Thanh Hoa
13	<b>Television</b>	Smart TV size 32 inch. LED screen, HD resolution (1366x768 pixels). Full LAN Port, HDMI	Pc.	3	2	0
14	<b>Television</b>	Smart TV size 65 inch, Resolution 4K (Ultra HD). Full LAN Port, HDMI	Pc.	2	2	0
15	<b>TV Mount</b>	Alloy iron material, load 40kg. - 5 items for 32-inch TV (3 Da Nang, 2 HCM) - 4 items for 65-inch TV (2 Da Nang, 2 HCM)	Pc.	5	4	0
16	<b>School photography lights</b>	Anti-nearsighted LEDs – With four modes.	Pc.	3	2	0
17	<b>Refrigerator</b>	4-door refrigerator Inverter, capacity 401 litres: 268 litres refrigerator, 133 litres ice compartment. There is an ice compartment under it. Power supply 220v/50Hz.	Pc.	1	1	0
18	<b>Refrigerator</b>	Capacity 125 liters, 2 wings: cooler and freezer, inverter technology, multi-way refrigeration technology.	Pc.	1	1	0
19	<b>Washing machine</b>	9 kg horizontal door type. Inverter technology. The Vietnamese panel is easy to use. Have a secure lock	Pc.	1	1	0
20	<b>Rice cooker</b>	Industrial rice cooker, capacity 3.6l. Power 900W. Non-stick pot material, multi-functions and inox 304 covered rice cooker	Pc.	1	1	0
21	<b>Microwave</b>	Combine microwave Grilled and cooking. There is a safety lock, 5 power levels. Capacity 900w	Pc.	1	1	0
22	<b>Double Induction</b>	Relay double Induction. Inverter - electricity saves. There are safe child locks, which automatically turn off the stove when there is no pot. Voltage 220-240v/50-60Hz. Kitchen size 736x416mm, stone cutting size 680x390mm	Pc	1	0	0



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)

**\*Notes:**

- *All above-mentioned products without a warranty from manufacturers are required to be guaranteed by suppliers at least 1 year from the delivery date.*
- *For the product with a shelf life, the remaining shelf life must be at least 01 year from the delivery date.*

**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

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

*Quoted prices should include transportation to the place as nominated by UNFPA and unloading fees; and any other fees such as installation, training, warranty, post-service technical assistance, field visit to Thanh Hoa for the floor covering (if any).*

**Language of the Bid**

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

**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 allowed on a lot by lot basis under this tender. UNFPA reserves the right to select and accept a part of parts of any bid.

**Bidders shall not be required to quote for all lots. However, bidders are encouraged to quote for as many lots as possible.**

**Delivery Time/Place**

Delivery Time: The maximum allowed delivery time is **2 weeks** upon issuing of purchase order (PO).

Delivery places:

- **In Da Nang: 148 Da Son, Hoa Khanh ward, Lien Chieu district, Da Nang city**
- **In Ho Chi Minh city: 60, D15 street, Hung Phu Townhouse, ward 6, Phuoc Long B, district 9, Ho Chi Minh city**
- **In Thanh Hoa: Thanh Hoa Social Work Center, 313 Ba Trieu, Ham Rong ward, Thanh Hoa city, Thanh Hoa province**

**Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and proof of related documents for the order.



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](https://www.facebook.com/unfpa.vietnam)

#### Instructions for quotation submission:

If you are interested in submitting a quotation for these items, kindly send the following by email to the UNFPA Viet Nam's secured email address **[vbiddtender@unfpa.org](mailto:vbiddtender@unfpa.org)** no later than **10h00 (Ha Noi Time, GMT+7) on 30 May 2022.**

- *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/2022/05 - [COMPANY NAME]**
- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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 others email address, including a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

#### Contract Award

UNFPA shall award the contract to one or multiple suppliers with the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

Contracts awards will be made on a Lot by Lot basis. A bidder can submit its bid for any individual lot or combination of Lots but cannot make partial bids for separate items within a Lot.

#### 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.

Your earliest response to this RFQ would be highly appreciated



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)

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)



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	_____
<b>Date of the quotation:</b>	_____
<b>Request for quotation N°:</b>	_____
<b>Currency of quotation:</b>	_____
<b>Delivery terms</b> ( <i>specify mode of transportation and the route</i> )	_____
<b>Validity of quotation:</b> ( <i>The quotation shall be valid for a period of at least 3 months after the submission deadline.</i> )	_____

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

Price Schedule:

Item	Product Name and Description	Unit	Unit Price	Quantity	Transportation cost to destination	Total (VND) (to destination)	Delivery Schedule (days upon order)
1							
2							
3							
<b>Sub-total (VND)</b>							
<b>VAT (VND)</b>							
<b>GRAND TOTAL (including VAT):</b>							

**In your offer, please include:**

1. Specific technical specifications of products offered
2. Quality standard of the products
3. Transportation to the place as nominated by UNFPA, unloading fees and any other fees such as installation, training, warranty, post-service technical assistance, field visit to Thanh Hoa for the floor covering (if any).

*Vendor's Comments:*

I hereby certify that the company mentioned above, 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

Name of Bidder: .....

Lot No:.....(lot name) .....

Item	Product Name	Description and minimum/mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by Bidder)	Pictures of quoted items	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
...					