

**Date:** 19/11/2023

**Request for Quotation No. UNFPA/PAL/RFQ/23/012**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **10,000 [Menstrual Hygiene Management Kit](#)** and their delivery to Ismalia, Egypt.

Additionally, we are soliciting quotes for insurance coverage for the kits while they are temporarily stored in Ismalia warehouse before their shipment to Rafah border. Although we encourage all bidders to offer a quote for this insurance, it's not obligatory. These kits are specifically **allocated for the Gaza crisis, necessitating an expedited delivery.**

Menstrual Hygiene Management Kit Content					
Item #	Item Description	Specifications	Unit of Measure (UoM)	Quantity per kit	Image (If available)
1	Soap	Toilet soap abr.100-110gm bar. Antibacterial and hypoallergenic. Unscented. Free from harmful and dangerous substances. Targeted shelf life 80%., Suitable for both baby and adults, preferably non-scented, firm and smooth in texture. Able to form a good lather. May also contain suitable quantities of coloring matter. Bar soap should be individually wrapped.	Each	3	
2	Disposable Menstrual Pads	Female disposable (single use) sanitary pads with wings to manage menstruation and to maintain a menstrual health. Supplied as unscented menstrual pads. Each napkin include plastic cover for discreet disposal. It shall be safe for skin contact and shall not cause any allergy or irritation and applicable standards shall be referred while selection of raw materials.  Size: Extra Large: Size and absorbent capacity must be suitable for heavy flow. Extra-large size with	Pack of 10	6	

		<p>length 260mm to 300mm and width excluding wings shall be 60mm–100mm. Absorbency shall be 30-40 ml when measured as per standard test method</p> <p>Wear Time: Shall be able to wear for 4-6 hours. Shelf life shall be minimum 3 years from date of production with minimum 80% of total shelf life on delivery.</p> <p>Primary packaging: 10 one size units per pack. Primary package shall be a plastic type with good seal integrity to protect the item from moisture and contamination during storage and transportation.</p> <p>Labelling: Printing on primary packing shall have manufacturers name and address, product name, size of the pad, Lot/batch No, Date, month and year of manufacture, expiration date, Number of Napkins, caution statements.</p> <p>Further details and specifications can be found here <a href="https://www.unfpa.org/sites/default/files/resource-pdf/Specifications%20Disposable%20Menstrual%20Pads%20-%20UNFPA%2C%20UNHCR%2C%20UNICEF.pdf">https://www.unfpa.org/sites/default/files/resource-pdf/Specifications%20Disposable%20Menstrual%20Pads%20-%20UNFPA%2C%20UNHCR%2C%20UNICEF.pdf</a></p>			
3	Female Underwear	<p>Female Underwear (panty style) Medium Size (EU40 waist 71-76 cm). With elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Dark colour, no prints, cotton material (a minimum of 75%), fixed dye and free from harmful or dangerous substances. Final product should be free of any sewing defects such as loose stitches. Product should be free from odour such as sweat, alcohol, kerosene, any aromatic smell etc.</p> <p>Packaging: Primary packaging should be each packed in a clean and transparent pouch. Labelled with product name and size, materials used, manufacturer name and address.</p>	Each	3	

4	Carry Bag	<p>Cloth Bag to carry all items of the kit.</p> <p>Material: Textile, water-proof durable textile nylon.</p> <p>Size: Should fit all items (40cm x 45cm, 30 liter approximately).</p> <p>Design with printed UNFPA logo on the flap (7 x 10 cm approximately). With wide padded straps for easy carrying and zipper, rope or Velcro to close the bag.</p> <p>Color: Blue "Pantone" standards, ex: Pantone Process Blue or Pantone Reflex Blue.</p>	Each	1	 
5	baby safe wipes	<p>Packet of 70 pcs minimum, P.h 5.5, with olivera, alcoholic free, with 3 years shelf life. neutral smell, Hypoallergenic, free of harmful and dangerous substance. Package should be re-sealable.</p>	Pack	2	
6	Prayer suit for adults	<p>Grey/black two pieces prayer dress, fabric is soft cotton easy to wear practical fits all sizes.</p>	Each	1	
7	Small black plastic bags (disposal)	<p>Plastic bag for disposal of used menstrual pads. Strong preference for biodegradable bags.</p>	Each	60	
8	Hand-rub (alcohol-based hand sanitizer)	<p>Isopropyl 70% solution, rub-in-hand antiseptic–disinfectant for cleaning hands, 30 ml or more in a bottle, labelled with a flammable sticker which is clearly visible</p>	Each	2	
9	Printing and insertion of leaflet	<p>Printing of leaflet (to be shared with supplier) and insertion in kit - 1 page double sided</p>	Each	1	
<b>Kitting and Packing Services</b>					
1	Kitting and packing	<p>Cardboard box closed with long lasting tape or glued flaps. Box size to be tightly adjusted to content. Marking a list of items, PO#, UNFPA</p>	Kit	1	

	service per kit	<p>Logo, and "Menstrual Hygiene Kit" in English and Arabic. All boxes should be palletised (maximum 120cm width x 120cm length with maximum height of 130cm. Maximum weight of 750kg). Each pallet should be wrapped in 4 layers of shrink wrap plastic and outer pallet should be labelled with UNFPA Logo.</p> <p><b>PACKING INSTRUCTIONS ARE ANNEXED HEREUNDER WHERE AWARDED SUPPLIER/S ARE REQUIRED TO PERFECTLY COMPLY WITH THE SAID REQUIREMENTS.</b></p>			
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The goods are to be delivered maximum in **21 calendar days** upon issuing of PO, **note that UNFPA shall award one or multiple supplier/s**. Scheduled delivery might be required where the awarded supplier/s shall deliver the ordered quantities to the said destination **in multiple deliveries**.

\*All interested bidders **must deliver a sample of the bag/kit containing all requested components to the attention of Mr. Satish Pandey, UNFPA Regional Office by COB 22 November 2023 3:00 PM local time**. Address: Cairo, Egypt. No. 22, Maadi as Sarayat Al Gharbeyah, Maadi, Cairo Governorate 4212224.

The quotation shall be valid at least for 2 months after the closing date. If you are interested in submitting a quotation for these items, kindly send the following by email to [palestine.proc@unfpa.org](mailto:palestine.proc@unfpa.org):

- 1) The **filled, signed, and stamped version** of the attached Excel sheet "Price Quotation Form"
- 2) Filled and Signed Declaration Form.
- 3) Technical specifications or certificates of the quoted items, if available.
- 4) Pictures of the quoted items
- 5) Your company's registration papers
- 6) Your company's profile, including details of similar orders in the past 5 years (e.g. client name, number of kits, delivery in calendar days ...etc.).

Please submit your quotation in **USD** 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.

Your earliest response to this query would be highly appreciated, but not later than **26/11/2023, time (11:59 PM Cairo Time GMT+2)**. Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,  
 Mr. Omar AlKilani  
 Email: [alkilani@unfpa.org](mailto:alkilani@unfpa.org)

## **Annex A**

### **Packing Instructions: All Incoming Supplies to Gaza via Rafah**

In addition to [normal packing instruction on labeling and storage conditions](#). There are additional requirements for goods moving into Gaza via Rafah border crossing.

#### **Box Limitations and Labeling**

All cargo arriving to El arish airport OR transiting though the scanners at Rafah should be packed in boxes.

- Box specifications for suppliers should be 3-layered and sealed
- Maximum weight per box should be 25-30 KG
- Each boxes should have UNFPA logo clearly indicated on all sides of the box
- All boxes should be labeled with internal contents (if possible itemized packing list) as well as batch numbers, expiry dates and PO numbers
- Box should indicate first item to expire (if it includes Items with expiration date)

#### **Pallet Limitations and Preparation**

All cargo arriving to El Arish airport OR transiting through the scanners at Rafah crossing and Nitsana must be palletised.

- Dimensions
  - Maximum 120cm width x 120cm length with maximum height of 130 cm
- Weight
  - Maximum weight of pallet should be 750 kg
- Wrapping
  - Each pallet must be wrapped in 4 layers of clear shrink wrap
- Labeling: Each pallet must be clearly marked with:
  - United Nations Population Fund - Gaza
  - Consignment/tracking number.
  - Total number of pallets in consignment
  - Number of pallets per kit and/or Kit(s) included in pallet if possible
    - E.g. 11B pallet 1 of 5; OR
    - E.g. 5x Kit 3
  - UNFPA logo on all sides of pallet wrapping
  - Copy of the itemized packing list for the pallet sealed on the outside of the shrink wrapping

If possible boxes including items with high risk for rejection by Israeli authorities should be concentrated on single pallets. The UNFPA Palestine country office will indicate high risk items at the time of procurement.

<sup>1</sup> If sending items which can not fit in standard boxes, this requirement is null and void, maximum pallet weight restrictions and dimensions should still be observed

<sup>2</sup> If sending items which are heavier than 25-30 KG (e.g. medical equipment) this requirement is null and void). Note that manual handling in Gaza may not be possible for these items.

<sup>3</sup> If sending items which can not be palletised due to size, CO should discuss with the logistics cluster and if required COGAT to determine feasibility to send into Gaza based on current procedures and protocols for scanning and inspection special instructions.

If possible boxes including items with high risk for rejection by Israeli authorities should be concentrated on single pallets. The UNFPA Palestine country office will indicate high risk items at the time of procurement.



**Annex B**  
**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](#)