



United Nations Population Fund,  
UNFPA  
Palestine Country Office  
26 Nablus Road, Khan ElOmdan  
Building  
Tel: +972 2 5817167  
Website: [palestine.unfpa.org/en](http://palestine.unfpa.org/en)

**Date:** 6/12/2023

**Request for Quotation No. UNFPA/PAL/RFQ/23/013**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the items named below and their delivery to Amman, Jordan.

Item N°	Product Name	Unit of Measure	Quantity	Targeted Shelf Life	Targeted Delivery to Amman in Calendar days
1.	Paracetamol 1 gram vial	Vial	11,000	At least 75%	Within 7 days upon PO issuance
2.	Saline 0.9% Bag of 500 ml	Each	30,000	At least 75%	Within 7 days upon PO issuance
3.	Ceftriaxone 1 gm (IM)	Vial	10,000	At least 75%	Within 7 days upon PO issuance
4.	Enoxaparin prefilled syringes 60 mg/ml	Syringe	10,000	At least 75%	Within 7 days upon PO issuance

Kitting and Packing Services			
5.	<p><b>Kitting and packing service per kit</b></p> <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 Logo, and "Pharmaceuticals" 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>	Kit	1

The goods are to be delivered maximum in **7 calendar days** upon issuing of PO, **note that UNFPA may award one or multiple supplier/s**. This RFQ is open for partial bidding where bidders may wish not to quote all items. Still, all bidders are encouraged to quote as many items as possible.

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) Jordan FDA certificate of the quoted batches for every item to proof that the goods are duly registered and traded in the country. This is a mandatory requirement and cannot be waived.
- 4) Pictures of the quoted items clearly showing the production and expiry dates and the front cover.
- 5) Your company's registration papers, if not already registered.

Please submit your quotation in **JOD** 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 **10/12/2023, time (11:59 PM Amman Time GMT+3)**. 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.

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](#)