

Date: 27/12/2023

Request for Quotation No. UNFPA/PAL/RFQ/23/014

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **5,000** dignity kits and their delivery to Amman, Jordan. These kits are specifically **allocated for the Gaza crisis, necessitating an expedited delivery.**

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
1	Soap	Each	2	<p>Product description: Bar of toilet soap</p> <p>Specification for soap bar:</p> <p>Suitable for both baby and adults, preferably non-scented, firm, and smooth in texture, should generally contain, fatty acids, surfactants, preservatives, and moisture. Able to form a good lather. May also contain suitable quantities of coloring matter. Bathing bars shall not contain any ingredients in amounts that are harmful to the human body and environment. Bar soap should be individually wrapped. One bar of 100g.</p>	

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
2	Sanitary Pads	Each	40	<p>High quality disposable sanitary pads with wings to manage menstruation and to maintain a menstrual health. Unscented. (Always or equivalent). Packing preference: Highest packing to accommodate the needed quantity. Size and absorbent capacity must be suitable for heavy flow. Minimum size: 35 cm</p> <p>Specs: Thin, High absorbent with wings; Leak proof bottom layer. Absorbency is 75 g.</p> <p>Materials: Non-woven tissue, cotton touch feels top sheet, not containing allergic and dangerous substances</p> <p>Each napkin includes a plastic cover for discreet disposal.</p> <p>The product consists of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad has wings so that it could be attached to the panties.</p>	
3	Absorbent cloth towel	Each	2	<p>Specification: Made of 100% cotton; woven, preferably terry toweling fabrics; size of 70x40cm; Fabric should not be less than 400gsm. Color: dark colors, fixed dye, assorted colors must be available.</p> <p>The dimensions should not vary beyond 10%, No colour bleeding; should have adequate dimensional stability while washing, Edges of the fabrics should be sewn by appropriate methods; Fabric should have good wettability (should be able to wick water fast enough); No visual defects such as loose threads, stains, and no</p>	

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
				<p>objectionable odour. Color should be uniform under one stock code.</p> <p>Primary Packaging: Each item should be packed in a pouch.</p>	
4	Toothbrush	Each	2	<p>Product Description: Toothbrush for adult, medium hardness (for personal hygiene).</p> <p>Specification: Toothbrush of adult size, medium hardness, and 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 should be safe for use Minimum length of handle 150mm made from plastic and shall be free from disagreeable odour; Cleaning element shall consist of nylon filaments, polyester filaments, poly butylene terephthalate filaments, thermoplastic elastomer, polyethylene filaments, polypropylene filaments, or any combinations of above materials and shall be free from any disagreeable odour, taste and toxic elements; The heads of the monofilaments shall be polished to give them round shape. The number of monofilaments should be 300 minimum.</p> <p>Primary packaging: one per pack. The toothbrushes shall be packed individually in suitable pouches to protect them hygienically from external elements. Typical containers are paperboard or blister packing, polyethylene pouch, etc. Environmentally sustainable packaging options are recommended.</p>	
5	Toothpaste	Each	2	<p>High quality, Colgate or equivalent</p> <p>Product description: Toothpaste for adults 100ml</p> <p>Specification: The paste</p>	

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
				<p>should not contain fluoride (as this product will be distributed to regions with excess levels of fluoride), should be non-flavored or peppermint flavour. Primary packaging: Tube material should be made of laminate: outer part polypropylene or HDPE, and inner part non-reactive, gas impermeable barrier layer of aluminum foil. The top end of the tube should have rigid top with a shoulder to fit the nozzle and bottom end should crimped to form a seal, with a flexible wall. The nozzle should have a cap to seal the tube. Shelf life at least 2 years.</p>	
6	Shampoo	Bottle	1	<p>High quality (Min 400 ml) Specifications: Product description: Adult shampoo for all types of hair</p> <p>Specifications: Aqua based, Easy-lathering general purpose adult shampoo formulated for all types of hairs, to wash hair and scalp. May contain perfume, colorants, and preservatives, Eligible for use in sensitive scalps.</p> <p>The product, anionic and non-ionic surfactants should be specified; Preservatives, organic acids and salts must be safe under normal conditions of use, foam ability. It shall work with all types of water. Shall be biodegradable. pH shall be neutral or slightly acidic for smoother hair. No pathogens and less than 20 colony-forming units (CFU) per ml. The product must be safe under normal conditions of use. Shelf life not less than 3 years</p>	

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
7	Baby wipes	Pack of 80	1	Wipes include at least 80 sheets PH 5.5 with Olivera, alcoholic free, with 3 years shelf life. High quality. Does not contain harmful chemicals or ingredients linked to allergies and skin or eye irritation. Baby safe product	
8	Facial tissues	Each	3	A highly absorbent and soft that is produced to use on the face, high quality, sterilized, 2 ply, standard size, at least 170 papers per pack.	
9	Prayer suit for adults	Each	1	Grey/black two pieces prayer dress, fabric is soft cotton easy to wear practical fits all sizes	
10	Cotton female underwear's different sizes L, XL	Each	4	Worn next to skin, made of soft cloth material, an elastic waistband, a crotch panel to cover the genitalia (usually lined with absorbent material such as cotton), and a pair of leg openings. Size: 2 L and 2 XL. Material specifications: Material of construction could be cotton or cotton blended with elastic fabric types such as spandex. The cotton should be 75% minimum. Various materials could be used but they should be breathable and should be generally safe to one's health and wellbeing. The elastic band and cloth material should be of good quality to overcome the repeated hand or machine wash with soap and water. Color: Dark solid colors, for examples black, blue etc.	
11	Cotton Bras for women	Each	2	Women's bra made of 100 % cotton, high quality, Size: L Colors: Preferably dark solid colors.	

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
12	Thermal tights	Each	2	<p>Polyester and Spandex - One Size</p> <p>Warm and Comfortable, Female fleece leggings</p> <p>Fits close to the body with elastic waistband.</p> <p>Polyester, spandex, and fleece lined.</p>	
13	Lady slipper	Pair	1	<p>Open-heel slippers (size 40 EU)</p> <p>Materials specification: Made up of properly vulcanized natural and synthetic rubber compounds or Memory Foam. Cushioned foot bed with rubber sole.</p>	
14	Female Socks	Pair	2	<p>Product Description: Female socks, ankle length</p> <p>Material specifications: Elastic and breathable; Made of cotton. Generally safe to use with skin.</p> <p>Size: Medium, US 6-10 size; Solid Color: black or dark, fixed dye.</p> <p>Visual Appearance: Product surface shall have no stains from perspiration, oils, rust, blood, color, mildew etc. All the units coming under one product code should be uniform in color. 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. No bleeding of color while washing.</p>	
15	Torch / flashlight	Each	1	<p>General purpose LED flashlight</p> <p>Specifications: Small to medium sized handheld torch with LED bulbs of minimum 100 lumens; Full battery run time should be greater than 8h. No</p>	

#	Item	Unit of Measure	Quantity	Specification	Picture sample or similar
	(self-powered)			<p>Cadmium or Mercury is allowed at levels greater than trace amounts. Emitting colour is white. Beam distance (throw) of minimum 15m. Must be self-powered (e.g. by cranking or pumping mechanism). One-minute wind-up or pumping should generate a minimum of 10 minutes of continuous bright illumination. Water resistant. Guarantee period of at least 1 year. Size: Small and easy to carry</p>	
16	Backpack	Each	1	<p>Product description: Backpack with UNFPA logo</p> <p>Made of textile, waterproof durable nylon with two wide padded shoulder straps for easy carrying and zipper and Velcro to close the bag,</p> <p>Dimensions: A minimum size that comfortably fit all items identified on this table. 35-40 liter approximately.</p> <p>For backpack with logo, design with printed logo on the flap in color is required. UNFPA logo size is 7 x 10 cm approximately and will be provided to the awarded bidder.</p> <p>Colour: Blue "Pantone" standards, ex: Pantone Process Blue or Pantone Reflex Blue; fixed dyemaximum of 3 mm. All material edges to be tucked and stitched to prevent fraying.</p> <p>Colour: Blue "Pantone" standards, ex: Pantone Process Blue or Pantone Reflex Blue; fixed dye</p>	

Kitting and Packing Services	
Kitting and packing service per kit	<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 "Dignity Kits" 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 style="background-color: yellow;">PACKING INSTRUCTIONS ARE ANNEXED HEREUNDER WHERE AWARDED SUPPLIER/S ARE REQUIRED TO PERFECTLY COMPLY WITH THE SAID REQUIREMENTS.</p>

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. Omar Kilani, UNFPA Jordan Country Office by COB 3 January 2024 3:00 PM local time**. Interested bidders can obtain the office address by contacting the below address.

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:

- 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. Or pictures of the quoted items including clear pictures of the ingredients/materials printed on the item's package/label.
- 5) Your company's registration papers.
- 6) Your company's profile.

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 **3/1/2024, 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

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.

¹ 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

² 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.

³ 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](#)