

Date: 19th April 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/MNG/RFQ/24/005

Dear Sir/Madam,

We hereby solicit your quotation for the supply of (2000) Dignity kits including their shipment to UNFPA's named warehouse in Ulaanbaatar.

A. List of items and minimum technical requirements:

№	Items	Minimum technical requirements	Quantity	Sample (Samples are shown only for reference and not a preference of specific brands)
Item 1. Dignity kit – 2000 kits				
1.1	Hand soap	Toilet soap bar, Size: 90g minimum Individually wrapped, Skin friendly, antibacterial, Long durability (does not melt easily) Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery	2 pieces	
1.2	Toilet paper	Core type standard rolled toilet paper, preferably white color. 3 ply layers. Individually wrapped. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery	3 rolls	
1.3	Towel	100% cotton Size: 40 x 70 cm minimum Thick and absorbent, Color: fixed dye, different light colors except red and white Free of harmful and dangerous substances.	1 piece	
1.4	Laundry soap	Laundry soap bar for washing clothes by hand, Size: 150g minimum Individually wrapped. Doesn't containing mercury or any other toxic substance. Non-harmful and non-allergic. Long durability (does not melt easily) Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery	2 pieces	
1.5	Shampoo	Unscented, household form normal human hair shampoo, 300 ml liquid. Hypoallergenic, paraben and sulphate free. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery	1 package	

1.6	Toothbrushes	Good reputable quality Strong plastic toothbrush Adult size Medium hardness bristle Individually wrapped.	2 pieces	
1.7	Toothpaste tube	Good reputable quality Size: 100ml, Concentrated paste with fluoride, Free of parabens. Neutral flavor. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery	1 piece	
1.8	Hair comb	Made from durable plastic, Size: 15-20 cm long Assorted color.	1 piece	
1.9	Mirror	Pocket or cosmetic type glass mirror, with frame made of plastic.	1 piece	
1.10	Cosmetic bag	Reusable cosmetic bag to contain items such as toothbrush, toothpaste, hand soap, mirror, nail clipper, hair comb and shaving package etc.; With handle Waterproof durable material, Zipper type closure Any color, fixed dye.	1 piece	
1.11	Women's underwear (panties)	Women's underwear (panties) of brief type with elastic waistband, Elastic leg openings and crotch panel. Made of breathable and durable stretchable material. Nontransparent. Should not contain allergic substances. Size: S, M and L size. Color: solid color including beige, black or dark, fixed dye.	3 pieces	
1.12	Women's warm socks.	Wool socks for wearing in autumn and winter of Mongolia. Female type Good quality and durability, 70% made from wool. Medium length, free size suitable for 36-43	2 pieces	
1.13	Pack of menstrual pads (daytime)	Single use, disposable menstrual pad (for daytime use), Each pack should contain at least 10 pads, Size: 26 cm length. non-woven tissue, cotton touch feels top sheet, thin, Individually wrapped. High absorbent with wings. Leak proof bottom layer. Each napkin includes plastic cover for discreet disposal.	3 packs	

		Not containing allergic and dangerous substances. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery		
1.14	Pack of menstrual pads (nighttime)	Single use, disposable menstrual pad (for night use), Each pack should contain at least 5 pads, Size: 29 cm length, non-woven tissue, cotton touch feels top sheet, thin, Individually wrapped. High absorbent with wings Leak proof bottom layer. Each napkin includes plastic cover for discreet disposal. Not containing allergic and dangerous substances. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery	3 packs	
1.15	Whistle	Whistle, standard, With rope for portability Durable metal, or ABS plastic	1 piece	
1.16	Torch light	Standard LED torch light With rechargeable lithium battery Durable plastic or metal body. Working temperature is +30- (-40)	1 piece	
1.17	Kitting and Packing	Packaging all items in the dignity kit bags and carton boxes as requested by UNFPA in the packaging instruction below. The packaging cost should include the cost of packing materials and carton boxes specified.	per kit	
Item 2. Backpack – 2000 pcs				
2.1	UNFPA Bag	An orange backpack with printed UNFPA logo on it. With zipper. Made from good quality durable, washable, water-proof textile. Size: 45cm x 55cm approximately big enough to contain all items of the dignity kits and strong enough to carry 10 kg weight in the bag without damage/tear). UNFPA logo in size of 10*20cm is printed on it. With handle for easy carrying and zipper, rope or alternative to close the bag.	1 piece	

B. Schedule of Requirements:

Award: UNFPA has the right to place an order for all or some of the items.

Delivery time: The goods are to be delivered maximum in (2) weeks upon approval of the order.

Liquidated damages: In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Purchase Order, UNFPA reserves the

rights to claim liquidated damages from the Vendor and deduct 1% of the value of the goods pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Purchase Order.

Customs clearance: Shall be done by the Awarded supplier if customs clearance is needed.

Packaging and labelling:

- All items should be placed in a transparent plastic bag as a protection from water and damage, and the completed sets of kits put in the backpacks.
- Each kit with backpacks and plastic wrappings should be packet in a box made from 5 layered white colored carton. The UNFPA logo and the words “**Эрүүл ахуй, ариун цэврийн багц**” in blue color should be imprinted on two sides of the carton boxes as below instead of the words **Dignity kit**.



The list of the items included in the kit should be whether imprinted, glued or stuck on the empty side of the carton boxes.

The selected supplier will be requested to prepare 1 box with logos and marks, take a photo and send it to the UNFPA for approval.

Liquid items shall be adequately sealed in a way to avoid any leakage during transportation or storage. Bidders shall identify their method of proper sealing.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://unfpa.org/about-us)

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Procurement Officer</i>
Tel N°:	976-11-353503, ext 3355
Email address of contact person:	Batsuuri@unfpa.org



The deadline for submission of questions is Monday, 22nd April 2024, 6:00pm (GMT +8). Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size.

Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
 - Offered item overview form showing the technical specifications relevant to the UNFPA requirement, brand name, expiry date, actual photo of each item offered.
 - Detailed time schedule for each item as per price form
 - Bidder's previous experience relevant to the current bidding. List of contracts etc.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form.
 - The quotation shall be valid at least for (90) days after the closing date.
 - The bid price should be DAP price at named warehouse in Ulaanbaatar

All forms must be parts of the quotation must be signed by the company's relevant authority and submitted in PDF format!

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form and are to be sent by email to the address indicated below no later than: **Friday, 26th April 2024, at 10:00 AM Ulaanbaatar Time**¹.

Name of contact person at UNFPA:	Procurement Officer
Official Email address:	procurement@unfpa.org.mn

Please note the following guidelines for electronic submissions to UNFPA Mongolia's secured email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MNG/RFQ/24/005 – Dignity kits**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



- 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a carbon copy (CC) or blind carbon copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Procurement official at: batsuuri@unfpa.org.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VII. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VIII. 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.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives' agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).



XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of Office, Khalid Sharifi at ksharifi@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at supplychain@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MNG/RFQ/24/005
Currency of quotation:	
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form

Item	Product Name & Description	Unit Price (DAP)	Unit of measure	Quantity	Total price (DAP)	Delivery schedule
1	Dignity kit		kit	2000		
2	Backpack		Each	2000		
Grand total						

- DAP point is the warehouse of UNFPA located in Ulaanbaatar.
- For the price analysis, a detailed list of price of each item included in the dignity kit should be attached to this price form.
- For local suppliers, please indicate in the *Vendor's comment* section below if the unit price includes the **Value Added Tax (VAT)**. Otherwise, no indication will be understood as the unit price are exclusive of VAT.

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MNG/RFQ/24/005 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA, and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place



DECLARATION FORM

UNFPA.MNG.RFQ.24.005

The undersigned, being a duly authorized representative of the Company represents and declares that:

		YES	NO
1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:		
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:

UNGM N°:

Postal Address:

Email:



ANNEX I: 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](#)

Please note that a PDF version of the applicable General Conditions of Contracts must be provided.