

Date: 6th May 2024

(Second amendment of 7th May 2024)

REQUEST FOR QUOTATION RFQ N° UNFPA/MNG/RFQ/24/006

Dear Sir/Madam,

We hereby solicit your quotation for the supply of below items including their shipment to UNFPA's named warehouse in Ulaanbaatar.

A. List of items to be purchased.

Items	Minimum technical requirements	Quantity
Item 1	Dignity kits for women and girls	4000 kits
Item 2	Stationary set for adolescent girls	2000 sets
Item 3	Hygiene products set for People with disability	105 sets
Item 4	Mobile phone solar charger	4000 pcs
Item 5	Backpack	4000 pcs

B. Minimum technical requirements of each item and sub items:

No	Items	Minimum technical requirements	Quantity	Sample (Samples are shown only for reference and not a preference of specific brands)
Item 1. Dignity kits for women – 4000 kits				
1.1	Soap bar	<p>Toilet soap bar, individually wrapped, skin friendly, antibacterial, suitable for both baby and adults, preferably non-scented, firm and smooth in texture, should generally contain, fatty acids, surfactants, preservatives and moisture. Bathing bars shall not contain any ingredients in amounts that are harmful to the human body and environment.</p> <p>Size: 90-120g</p> <p>Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery.</p> <p>The wrapping of the soap should be marked with 'soap bar', manufacturer's name and physical address, weight, ingredients, date of manufacture, storage conditions, special precautions as minimum.</p>	2 pieces	

1.2.	Plastic soap bar holder	A soap box which is a two-piece Plastic box. Fit should be proper when closed. Suitable size for the soap offered as above. No harmful dyes and chemicals in the plastic.	1 pc	
1.3.	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	
1.4	Towel	A towel is used for drying the face and hand when it is wet, such as after washing the face and hand. It is typically rectangular in shape. Made of 100% cotton; woven, preferably terry toweling fabrics; size of 70x40cm; Fabric should be around 400gsm. Colour: fixed dye, assorted colors except red and white must be available. The dimensions should not vary beyond 10%. Edges of the fabrics should be sewn by appropriate methods. No visual defects such as loose threads, stains, and no objectionable odor.	1 piece	
1.5	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	
1.6	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	
1.7	Toothbrushes	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 odor. Cleaning element shall be free from any	2 pieces	

		disagreeable odor, taste and toxic elements.		
1.8	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	
1.9	Hairbrush	Handle made from durable plastic, polyester, or wood, other durable but non-iron material. Can be round shaped or square shaped. Round headed bristle made from steel or high-quality polyester. Approx. size: Brush size 7-9cm wide, Total length 18-23cm User friendly design and all part should be safe for the use by adults and children	1 piece	
1.10	Mirror	Pocket or cosmetic type glass mirror, with frame made of plastic.	1 piece	
1.11	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	
1.12	Female underwear	Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel lined with absorbent material such as cotton. Material: Made of breathable and stretchable material. Not transparent. Made of 100% cotton or blend of cotton with other fabric types such as spandex. The elastic band and cloth material should be of good quality to overcome the repeated hand or machine wash with soap and water. Not containing any allergic substances. Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Solid Color black or dark, fixed dye. Size shall be as per international size guide. Visual Appearance: Product surface shall have no stains from perspiration, oils, rust, blood, colour, mildew etc. All the units coming under one product code	3 pieces	

		<p>should be uniform in colour. Final product should be free of any sewing defects such as loose stitches or loose threads.</p> <p>Product should be free from odor such as sweat, alcohol, kerosene, any aromatic smell etc.</p> <p>Packaging: Primary packaging should be each packed in a clean and transparent pouch with label having the size, manufacturing date printed on it.</p>		
1.13	Female socks	<p>Pair of women socks. Elastic and breathable; Made of cotton mixed with other fabric for elasticity. The percentage of cotton should be at least 75%.</p> <p>Generally safe to use with skin. Medium, US 6-10 size; solid color: black or dark, fixed dye.</p> <p>Product surface shall have no stains from perspiration, oils, rust, blood, color, mildew etc. Final product should be free of any sewing defects such as loose stitches. Product should be free from odor such as sweat, alcohol, kerosene, any aromatic smell etc. No bleeding of color while washing. Each socks pair should be individually wrapped with label including basic information of at least manufacturer name, country of origin, product name, size, component, user instruction etc. Date of manufacturing should not be more than 12 months at the time of dispatch.</p>	2 pieces	
1.14	Disposable menstrual pad (daytime)	<p>Pack of disposable menstrual pad for use during the night.</p> <p>Each pack should contain at least 10 menstrual pads with following requirement.</p> <p>Individually wrapped. Length: 26cm.</p> <p>Wear time: 4-6 hours.</p> <p>Shall have sufficient absorbency to manage normal to heavy flow of menstruation.</p> <p>The adhesive layer is sufficiently strong so that no dislocation happens while use and the product shall not disintegrate within the recommended wear time.</p> <p>With wings to attached to the panties. The adhesive layer shall not leave adhesive residues on the panties while removal of pads.</p> <p>Free from acids and alkali, unscented, safe for skin contact and does not cause any allergy or irritation.</p>	3 packs	

		Each napkin includes plastic cover for discreet disposal. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery.		
1.15	Pack of menstrual pads (nighttime)	<p>Pack of disposable menstrual pad for use during the night. Each pack should contain at least 5 menstrual pads with following requirement. Individually wrapped. Length: 29cm. Wear time: 4-6 hours. Shall have sufficient absorbency to manage normal to heavy flow of menstruation. The adhesive layer is sufficiently strong so that no dislocation happens while use and the product shall not disintegrate within the recommended wear time. With wings to attached to the panties. The adhesive layer shall not leave adhesive residues on the panties while removal of pads. Free from acids and alkali, unscented, safe for skin contact and does not cause any allergy or irritation. Each napkin includes plastic cover for discreet disposal. Products shall be recently manufactured and have at least 80% of its shelf life remaining at the time of delivery.</p>	3 packs	
1.16	Whistle	<p>A whistle is an instrument which produces sound from air. It should be mouth-operated; made of durable, shatterproof, and food grade plastic, assorted colors and comes with a lanyard. The whistle shall be capable of emitting an audible characteristic sound when blown by the mouth with medium or high breath pressure. Should be able to make a minimum of 100dB. Each whistle packed individually in a blister pack. Food grade plastic, no azo dyes should be used.</p>	1 piece	
1.17	Torch light	<p>General purpose LED flashlight. Small to medium sized handheld torch with LED bulbs of minimum 100 lumens. Full battery run time should be greater than 8hours. No Cadmium or Mercury is allowed at levels greater than trace amounts. Emitting color is white. Beam distance (throw) of minimum 15m.</p>	1 piece	

		<p>Must be self-powered (e.g. by cranking, solar powered, or pumping mechanism). One-minute wind-up or pumping should generate a minimum of 10 minutes of continuous bright illumination.</p> <p>ABS plastic body (or equivalent) with impact resistance that can pass a 1.5m drop test on a concrete surface.</p> <p>Water resistant.</p> <p>Guarantee period of at least 1 year.</p> <p>Suppliers shall include information according to ANSI/NEMA F1 Flashlight Basic Performance Standard.</p> <p>Small and easy to carry, greater than 4"</p> <p>Each packed individually,</p> <p>Label with product name, manufacturers name and address, warnings if any, disposal after use.</p>		
1.18	Nail clipper.	<p>Nail clipper for cutting adult finger and toenails. Medium size (approx. 60-70mm long), stainless steel or chromium plated, ergonomic design, and smooth action.</p> <p>Blade edges should be sharp and durable. The cutting head should be convex shaped for trimming finger and toenails. Metal with smooth surface finishing. Individually packed in a pouch.</p> <p>Should be free from heavy metals and other hazardous or restricted chemicals.</p>	1pc	
1.19	Safety ear cleaner stick (Q-tip),	<p>Safety ear cleaner stick made from wood or plastic stick with cotton bud at two end of the stick, 50 piece in each box; free of harmful and dangerous substances.</p>	1 pack	
1.20	Wet Tissue (pack),	<p>Wet Tissue (pack), household, skin cleaning wet wipes, non-woven, soft, thick material, without alcohol, preferred sheet size 18x18 cm, 30 pcs packaging, refill pack, flowery scented. Remaining shelf life of 80%.</p>	1 pack	
1.21	Facial moisturizing cream,	<p>Facial moisturizing cream, moisturizing face cream – with hyaluronic acid for moisture and glycolic acid to gently remove rough, dry skin - fragrance-free, hypoallergenic – 50-60ml. Remaining shelf life of 80%.</p>	1 pc	

1.22	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	service
Item 2. Stationary set for adolescent girls – 2000 sets				
2.1.	Coloring pencil pack	Pencil, coloring, metal, paper or plastic box containing 12 assorted colors. Coloring pencils in quality wood casing, without eraser, sharpened, hexagonal shape, length minimum 170mm, maximum 180mm. Set of 12 assorted colors, soft leads (core approximately 3mm.) for easy writing for school children, packed in a flat metal box with tight closure. A plastic pencil sharpener should be attached.	1 pack	
2.2.	Pencil pack	Pack of 10 pencils. Black lead core (3mm core), grade HB, quality wood casing, painted, hexagonal in shape, suitable for use on paper and plastic slate surfaces. Quality wood casing, cyan color, hexagonal in shape, suitable for use on all paper surfaces. The length of the pencil should be 175mm. The pencil should be presented without eraser and sharpened. The pencil should be easy to sharpen with a standard plastic or metal sharpener and pare smoothly and consistently. The lead should be strong, should not break off easily during sharpening and should be glued to the center to avoid breakage and centred along the length of the pencil. The black lead markings should be substantially removable with a standard eraser. The pencil should be comfortable to hold and use by children. The composition of the lead should ensure fine, smooth and consistent writing. The markings should be easy to read against a white surface paper.	1 pack	
2.3.	Eraser	Eraser, soft, white, synthetic or natural rubber, non-toxic, approximate dimensions are 30 x 20 x 10mm. The eraser is able to remove pencil marks without staining and erode at a uniform rate.	1 pc	

2.4.	Notebook	Diary notepad for girls, between 60-100 plain sheets, colorful hard cover, plain sheets, max A5 size	1 pc	
2.5.	Multi color ball-point pen	<p>Multi color ball point pen, 1 mm ball, blue, red, black and green ink.</p> <p>The pen must be capable of writing in a range of climates from hot and dusty, humid through to cold climates, even after long periods of storage under such conditions.</p> <p>The pens should be suitable for writing on paper and plastic bags. The pens are to be supplied with securely fitting lids, with no sharp edges.</p> <p>The volume of each ink reservoir and rate of consumption must be sufficient for a writing length of at least 1,500 metres at 20°C.</p> <p>The pen should be comfortable to hold and use by children. The flow of the ink should be fine, smooth and consistent with no blotches.</p> <p>The ink should be easy to read against a white surface. The pen should be able to write on glossy as well as matt paper surfaces.</p>	1 pc	
Item 3. Hygiene products set for People With Disability (PWD) – 105 sets				
3.1.	Disposable incontinence Bed Pads for adult.	Non-Woven Fabric material, Soft Breathable, Disposable. (10 pads per pack)	1 pack	
3.2.	Adult diapers pant for adult	Adult diapers pant for adult, non-woven fabric, Fluff Pulp, SAP material, Soft Breathable, Leak Guard, PE back sheet, leg cuff, disposable (10 pads per pack)	1 pack	
Item 4. Mobile phone solar charger – 4000 pcs				
4.1.	Mobile phone solar charger	Mobile phone solar charger Portable solar panel, very lightweight. With 12V output; approximately	4000 pcs	

		25000mAh or higher, nominal voltage 5.0Vdc, Solar charging input 5V-300mA approximately, compatible with all mobile phones via USB Can be used for any car-charger to charge satellite phones or mobile/smartphones. Features required About 20W peak power 12V output Weight: Less than 1kg Water resistant, dust resistant. Shock proof Should be compatible with all mobile phone vis USB Environmentally friendly and could recharge itself under sunshine for emergency purpose when outside. LED light to indicate the strength of charge Certified safe by national regulatory agency in manufacturing country. A test certificate from recognized authority should be provided at the time of bid. complies with civil aviation safety requirements.		
Item 5. Backpacks				
5.1	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.	4000 pieces	

C. Schedule of Requirements:

Award: UNFPA has the right to place an order for all or some of the items. UNFPA will select only one supplier for each item based on the price and technical comparison.

Partial bid: Bidders are allowed to submit a partial bid. Which means a bidder can submit its offer for more than 1 item or all items. However, the sub-items such as shampoo, soap etc included in the set items or kits should not be separated from the items. It should be considered as a single item.

Delivery time: The goods are to be delivered maximum in **Ten (10) days** 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:

- For item 1, all sub items should be packed in backpacks to be provided by UNFPA. If requested by UNFPA, the selected supplier will be asked to put the items 2, 3 and 4 supplied by other suppliers to the dignity kit backpack or carton boxes.
- Every kit (with backpacks) should be packed in a 5 layered white colored durable carton boxes. UNFPA's 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 carton boxes should be whether imprinted, glued or stucked 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.

The goods are to be delivered maximum in **10 days** upon issuing of PO. 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 fill in the attached Quotation Form and send by **email** to the address indicated below:

procurement@unfpa.org.mn

Please submit your quotation in USD currency and MNT for local bidders. 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.



United Nations Population Fund
UNFPA Mongolia Country Office
Email: contact@unfpa.org.mn
Website: www.unfpa.org

Your earliest response to this query would be highly appreciated, but not later than **10th May 2024, 10:00AM, (Ulaanbaatar time)**.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

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