



United Nations Population Fund
Jordan, Amman.
Amman, Jordan. 941631
E-mail: alkilani@unfpa.org
Website: www.unfpa.org

Date: [Feb, 6, 2025]

REQUEST FOR QUOTATION
RFQ N° UNFPA/JOR/RFQ/25/001_Provision of Finished Pharma Products

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Description	Quantity	Unit of Measure	Targeted shelf life	Targeted delivery date
1.	Mefenamic Acid 500mg tablet	12,000	Tablet	75%	12 days
2.	Cefixime 200mg, tablet	23,488	Tablet	75%	12 days
3.	Methyldopa 250mg tablet	26,200	Tablet	75%	12 days
4.	Multivitamin coated tablet for pregnant women	102,000	Tablet	75%	12 days
5.	Dydrogesterone 10mg tablet	50,000	Tablet	75%	12 days
6.	Ferrous sulphate 150mg and folic acid 0.5mg tablet	40,000	Tablet	75%	12 days
7.	Ferrous sulphate 80 mg	150,000	Tablet	75%	12 days
8.	Enoxaparin 4000IU syringe	4,800	Syringe	75%	12 days
9.	Calcium Carbonate 500mg tablet	229,400	Tablet	75%	12 days
10.	Vitamin K-1 (Phytomenadione) 10mg/ml, 1ml vial	150	Vial	75%	12 days
11.	Ergometrine maleate 0.2mg base/ml injection in 1ml ampoule	1,200	Vial	75%	12 days
12.	Hydrocortisone 100mg in vial	21	Vial	75%	12 days
13.	anti-D (RhO) immunoglobulin 300mcg (winrho SDF)	63	Vial	75%	12 days
14.	Calcium gluconate 100mg/ml injection in 10ml ampoule	20	Vial	75%	12 days

I. About UNFPA

	<p>United Nations Population Fund Jordan, Amman. Amman, Jordan. 941631 E-mail: alkilani@unfpa.org Website: www.unfpa.org</p>
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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](#)

Objective:

The objective of the RFQ is to identify a supplier/s who can provide UNFPA with all the above mentioned products. The selected supplier is expected to provide such products, based on specific Purchase Orders submitted to the supplier.

II. Questions

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

Name of contact person at UNFPA:	Omar Kilani
Tel N°:	+962 6 593 0689
Email address of contact person:	alkilani@unfpa.org

The deadline for submission of questions is Wednesday, 13 Feb 2025, 1:00 PM, Amman Time (GMT+3). 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.
- The bidders shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of their obligations under any contract awarded to them ("National Laws").

In addition, the bidders shall maintain compliance with all obligations relating to their participation in this solicitation, including compliance with National Laws, registration as a qualified vendor of goods or services to UNFPA, as such obligations are set forth in the United Nations and UNFPA vendor registration procedure.

- 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](#)

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[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:

- Technical proposal, in response to the requirements outlined in the specifications:
 - Partial bidding is permitted: The bidder **shall not be required** to quote for all items. Nonetheless, bidders are encouraged to quote items as much as possible.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- Price quotation, to be submitted strictly in accordance with the price quotation form.
- Pictures for the quoted items pictures that fully show all the details.

Both 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 contact person indicated below **no later than: [Saturday, 15 February 2025 at 11:59 PM – Amman Time]**¹.

Name of contact person at UNFPA:	<i>Omar Kilani</i>
Email address of contact person:	Jordan-bids@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/JOR/RFQ/25/001 – Provision of finished pharma products**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- 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.
- 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/item (as per price quote).

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



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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. Samples might be required during this process.

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 the Business Unit [Himyar Abdulmoghni, Representative] at aabubarham@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.

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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).



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**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](#)