



UNITED NATIONS POPULATION FUND

Manila, Philippines

15/F North Tower, Rockwell Business Center Sheridan

Sheridan cor. United Sts., Highway Hills,

Mandaluyong City

Website: <http://www.unfpa.org>

Date: 09 April 2025

**REQUEST FOR QUOTATION
RFQ N° UNFPA/PHL/RFQ/2025/001
SUPPLY and DELIVERY of
DIGNITY KITS, MATERNITY PACKS and MENSTRUAL HYGIENE KITS**

Dear Sir/Madam:

The United Nations Population Funds (UNFPA), an international development agency, hereby solicits a quotation for the following kits for its programme in the Philippines:

- 1. DIGNITY KITS;**
- 2. MATERNITY PACKS; and**
- 3. MENSTRUAL HYGIENE KITS.**

As a result of this bidding process, UNFPA shall sign a non-exclusive Long Term Agreements (LTA) with one or multiple vendors for Two (2) years. In addition to the initial term, the LTA(s) shall have the option of a one-year extension, subject to satisfactory performance and price competitiveness.

This Request for Quotation (RFQ) is open to all legally-constituted companies that can provide the aforementioned kits and have legal capacity to supply and deliver the kits.

Interested suppliers/parties may visit the UNGM website for further details. The link for the website is found below:

xxxxxxxxxxxxxxxxxxxxxx

Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

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](#)







Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with any or all of the aforementioned kits. The selected vendor is expected to provide such kits based on specific Purchase Orders submitted to the vendor.






II – Detailed Technical Specifications



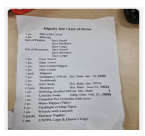
1. DIGNITY KITS

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY
1	MALONG (personal blanket) - sewn together on one (1) side / tubular cloth	1. 75% cotton; 15% polyester 2. 37" (width) x 64" (length) [minimum size] 3. Floral design for women 4. Assorted colors.	 	piece	1 pc./kit
2	SET OF PANTIES Set of Panties 3 pcs per size NOTE: bundled together per size and put in	1. Material: 100% cotton 2. Assorted light/pastel color or floral/simple prints 3. Sizes: Small / Medium / Large 4. Thick fabric, not transparent 5. Durable 6. Skin Friendly		piece	9 pcs./kit (3 small, 3 medium, 3 large)



	1 plastic bag / ziplock	7. Not containing any allergenic substances			
3	BRASSIERE, WIRED 2 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. 75% Polyester; 25% cotton 2. Assorted colors 3. Sizes: Small / Medium / Large 4. Thick Fabric; not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances		piece	6 pcs./kit (2 small, 2 medium, 2 large)
4	FACE TOWEL	1. 100% Cotton 2. Size: 11" x 11" [minimum size] 3. Thick and absorbent 4. Color: Assorted Color 5. Tear Resistant		piece	1 pc /kit
5	BATH TOWEL	1. Good Quality Material (100% cotton) 2. Size: 27" (width) x 52" (length) [minimum size] 3. <u>Weight: 320g minimum</u> 4. <u>400 to 600 GSM - (this is important)</u> 5. Thick and absorbent 6. Color: Assorted Color		piece	1 pc./kit
6	NAIL CUTTER/ CLIPPER	1. Durable metal (Cromonium Plated) 2. Size 6 min – 8 max cm [range] 3. Sharp cutting surface		piece	1 pc./kit
7	HAIR COMB	1. Durable plastic 2. Size: 20 cm.– 40 cm max. [range] 3. Large tooth comb with Handle 4. Assorted Color		piece	1 pc. /kit
8	SLIPPERS	1. High quality rubber sole with PVC strap 2. Size: between 6 – 9 inches 3. Assorted colors		piece	1 pair/kit





Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY
9	TOOTHPASTE	1. Concentrated paste with fluoride 2. 150 ml. Minimum 3. 3. Remaining shelf life of 80% or 18 months (whichever is greater)		piece	1 pc./kit
10	TOOTHBRUSH	1.Strong plastic toothbrush 2. Adult size 3. Medium size bristle 4. Individually wrapped 5. Soft Bristle 6. Any Color		piece	1 pc./kit
11	BATH SOAP	1. Mildly Scented, anti-bacterial, hypoallergenic 2. 135g (minimum size) 3. Skin friendly 4. Long durability (does not melt easily) 5. Remaining Shelf life of 80%		piece	1 pc./kit
12	SHAMPOO	1. For normal hair 2. Good Smell. 3. Hypo-allergenic 4. 7g / 7ml. (minimum) 5. PH factor 5.5 6. Remaining shelf life of 80%		piece	12 sachets/kit
13	RUBBING ALCOHOL	1. Isopropyl 2. 70% Solution 3. 250 ml. (minimum) 4. rub-in-hand antiseptic – disinfectant 5. Labelled with a flammable sticker which is clearly visible.		bottle	1 bottle/kit
14	LAUNDRY SOAP	1. Good Smell 2. 170g (minimum size) 3. Does not melt easily 4. Remaining shelf life of 80%		piece	1 pc./kit



Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY
15	PAIL WITH COVER	1. Made of strong, high quality, non-breakable/ durable plastic 2. Size: 24 Liters Capacity 3. Basin type cover which should fit the pail snugly 4. With metal handle 5. With lock/seal provision on both sides 6. Durable metal handle 7. Orange or Red Color		piece	1 pc./kit
16	CHAMBER POT (ARINOLA) WITH COVER	1. Made of strong, high quality, non-breakable / durable plastic 2. 2 – 3 liters capacity 3. Size: 4 ¾" (height); 4. Inside diameter: 7 ½"; 5. Top rim: 1" 6. Cover should fit snugly at the rim of the chamber pot snugly.		piece	1 pc./kit
17	WATER DIPPER (TABO)	1. Made of strong, high quality, non-breakable. 2. Durable plastic 3. Size: 4 ¼" (height) , minimum 4. Diameter: 5 ½", minimum		piece	1 pc./kit
18	CRANK TYPE FLASHLIGHT	1. Solar powered / rechargeable 2. Crank 3. Durable		piece	1 pc. /kit
19	WHISTLE	1. Durable plastic 2. With lanyard 3. Size: 17 inches (L) ¾ inches (W) 4. Assorted Colors		piece	1 pc./kit

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY
20	SANITARY NAPKIN	1. With wings 2. 8 pieces per pack 3. Disposable 4. Non-woven tissue, cotton touch feel top sheet 5. Thin, highly absorbent 6. Individually wrapped in pack containing 8 pieces 7. Each napkin includes plastic cove for discreet disposal 8. For heavy and medium menstruation 9. Remaining shelf life of 80%		pack	3 packs/kit (8pcs / Pack)
21	VISIBILITY STICKERS	1. UNFPA Logo (Colored, A4 Size, waterproof sticker) 2. Australian Aid Logo (Colored, A4 Size, waterproof sticker)			1 set for each logo
22	List of items inside the bucket printed on a paper including the manufacturing and expiry date of the items			piece	1 pc./kit



2. MATERNITY PACKS




Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (<u>minimum/mandatory</u>)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY																		
1	DISPOSABLE POST-PARTUM PADS	<p>1. 8 pads per pack.</p> <p>2. Size: 9cm x 26 cm — extra-long and wide</p> <p>3. Disposable and Non-woven tissue.</p> <p>4. 3 layers, soft cotton-like touch top layer, absorbent core, leak proof bottom layer</p> <p>5. Free of latex and not containing allergic and dangerous substances, perfume free and chlorine free.</p> <p>6. For extra heavy flow right after childbirth.</p> <p>7. Remaining shelf life of 80%.</p>	<div></div> <p>Any brand</p>	pack	2 Packs/kit																		
2	NEW BORN CLOTHES	<p>1. 100% Cotton, small only (1 to 3 months old)</p> <p>2. Thick Fabric and Durable</p> <p>3. Skin Friendly</p> <p>4. Does not contain any allergenic substance.</p> <p>5. ADD COLOUR, Fixed Dye</p> <p>See Contents Below:</p> <table><tr><td>1. Short Sleeved top</td><td>Tie close</td><td>1</td></tr><tr><td>2. Long Sleeved top</td><td>Tie close</td><td>1</td></tr><tr><td>3. Pajamas</td><td>Bottoms only</td><td>1</td></tr><tr><td>4. Mittens</td><td>(see specifications above) Fingerless</td><td>1</td></tr><tr><td>5. Booties</td><td>(see specifications above)</td><td>1</td></tr><tr><td>6. Bonnets</td><td>(see specifications above)</td><td>1</td></tr></table>	1. Short Sleeved top	Tie close	1	2. Long Sleeved top	Tie close	1	3. Pajamas	Bottoms only	1	4. Mittens	(see specifications above) Fingerless	1	5. Booties	(see specifications above)	1	6. Bonnets	(see specifications above)	1	<div></div>	pack	1 Pack/kit
1. Short Sleeved top	Tie close	1																					
2. Long Sleeved top	Tie close	1																					
3. Pajamas	Bottoms only	1																					
4. Mittens	(see specifications above) Fingerless	1																					
5. Booties	(see specifications above)	1																					
6. Bonnets	(see specifications above)	1																					

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY
3	REUSABLE DIAPER CLOTH SHEET	1. Size: Approximately 100cm x 70 cm +/- 5% 2. 100% Cotton 3. Color: White 4. 2 ply 5. Not containing any allergenic substances		piece	12 pcs./kit
4	RECEIVING BLANKET	1. 90cm (L) x 57cm (W) – Printed 2. 100% cotton or wool. 3. Not containing any allergic substances. 4. Available in a range of light colors with print, fixed dye.		piece	1 pc./kit
5	DIAPER BABY NAPPY CLAMP	1. Safe, durable, hard plastic 2. Free of harmful or allergic substances 3. Available in a range of light colors		piece	8 pcs./kit
6	MATERNITY BAG	1. Fits all diaper sizes; 2. With zipper 3. Material: Water proof 4. Bag Size: 40 cm (w) X 40 cm (H) 5. Handle Drop: 30 cm Depth: 3 inches expandable on both sides and bottom 6. Water Resistant 7. COLOR: Orange with UNFPA Logo (Black Silkscreen) 8. UNFPA Logo Size is 11.5 x 7 inches		piece	1 pc./kit
7	HAND RUB	1. Isopropyl 2. 70% Solution 3. 500 ml (minimum)		piece	1 pc./kit

		4. Rub-in-hand antiseptic-disinfectant 5. Labelled with a flammable sticker which is clearly visible 6. Minimum 80% shelf life			
8	BAR SOAP	1. Toilet soap bar, 100/110 g for personal hygiene. 2. Unscented 3. Antibacterial 4. hypoallergenic, free of harmful or dangerous substances. 5. Remaining shelf life 80%.		piece	1 pc./kit

3. MENSTRUAL HYGIENE KITS

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	UNIT OF MEASUREMENT	QUANTITY
1	SET OF PANTIES 3 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. Material: 100% cotton 2. Assorted light/pastel color or floral/simple prints 3. Sizes: Small / Medium / Large 4. Thick fabric, not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances		piece	9 pcs./kit (3 small, 3 medium, 3 large)
2	WASHCLOTH/ HAND TOWELS	1. 100% Cotton 2. Size: 20" x 9" [minimum size] 3. Thick and absorbent 4. Color: Assorted light colored 5. Tear Resistant 6. <u>Weight: 320g minimum</u>		piece	1 pc./kit

		<u>7. IMPORTANT:</u> <u>400 to 600 GSM</u>			
3	BATH SOAP	1. Mildly Scented, anti-bacterial, hypoallergenic 2. 135g (minimum size) 3. Skin friendly 4. Long durability (does not melt easily) 5. Remaining Shelf life of 80%		piece	1 pc./kit
4	LAUNDRY SOAP	1. Good Smelling 2. 2. 200g (minimum size) 3. Does not melt easily 4. Remaining shelf life of 80%		piece	1 pc./kit
5	SOAP BOX	1. Made of strong, high quality, non-breakable/ durable plastic 2. the bath soap included in the bag should fit the soap box		piece	1 pc./kit

Objectives and scope of the kits:

1. DIGNITY KITS:

Dignity Kits are designed to meet the essential needs of women and girls in emergencies/crisis situations such as disasters and conflicts, by providing them with critical and essential supplies. The kits contain supplies to maintain hygiene such as disposable sanitary pads, underwear, soap, shampoo, toothpaste, clothing, and safety items like radios, whistles, flashlights, and a bucket, among others.

By providing these essential items, Dignity Kits support survival in the immediate aftermath of an emergency and enable women and girls to allocate their limited resources to other critical needs. The dignity kits contribute to recovery efforts by promoting economic empowerment activities for women and girls¹.

¹ Cecilia Katzenstein, What is a UNFPA Dignity Kit?

A standard dignity kit comprises the basic items that women and girls need to protect themselves and maintain hygiene, respect and dignity in the face of natural disasters and crises².



2. MATERNITY PACKS:

The maternity kit contains essential items for newborns and mothers, including sanitary pads, undergarments, baby clothes (pajamas, booties, mittens, cloth diapers), and clamps, all packed in a maternity bag with a receiving blanket. By providing these necessities, the maternity packs support survival in the immediate aftermath of an emergency and enable women and girls to prioritize other critical needs, such as baby supplies, milk formula, medicines, childbirth expenses, and utility bills.³ In sum, these kits echo UNFPA's aim to ensure sexual and reproductive rights, even in the midst of natural disasters.⁴

3. MENSTRUAL HYGIENE KITS:

This kit is a dry bag with a washcloth/hand towel, bath soap, laundry soap, soap box, undergarments, sanitary napkin and reusable pads, whistle and flashlight and provided during emergency situations. Similar to dignity kits, it is crucial for adolescents especially girls to give them protection and ensure that their rights to sexual and reproductive health are realized even during emergencies.

² Cecilia Katzenstein, What is a UNFPA Dignity Kit?

³ Google Search-Maternity Pack

⁴ Google Search-Maternity Pack

II. Questions

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

Name of contact person/s at UNFPA:	CHARIS OLETHEA MALIJAN <i>Humanitarian Procurement Associate</i> malijan@unfpa.org
Email address:	MARIA ROWENA VILORIA <i>Procurement Associate</i> viloria@unfpa.org

The deadline for **submission of questions is on 28 April 2025, Monday, 5:00 PM, Philippine time.** 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 goods/products and have legal capacity to enter into a contract with UNFPA to supply and deliver/perform 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 per kit.
- 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.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

V. Instructions for submission

1. DEADLINE FOR THE SUBMISSION OF QUOTATION:	Quotations 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 persons indicated below no later than: 05 May 2025, Monday, Philippine time.
2. Name of contact person and email address at UNFPA:	CHARIS OLETHEA MALIJAN <i>Humanitarian Procurement Associate</i> malijan@unfpa.org MARIA ROWENA VILORIA <i>Procurement Associate</i> viloria@unfpa.org
3. METHOD OF SUBMISSION:	Please note the following guidelines for electronic submissions to UNFPA <u>secured email address: Procurement.PH@unfpa.org:</u> 1. The following reference must be included in the email subject line: RFQ N° UNFPA/PHL/RFQ/2025/001 – SUPPLY and DELIVERY of DIGNITY KITS, MATERNITY PACKS and MENSTRUAL HYGIENE KITS.

Note: Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

2. 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.

3. 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.

4. The following reference must be included in the email subject line: **RFQ N° UNFPA/PHL/RFQ/2025/001 – SUPPLY and DELIVERY of DIGNITY KITS, MATERNAL PACKS and MENSTRUAL HYGIENE 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.

5. Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind 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.

6. Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind 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.

7. 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

	<p>up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform CHARIS OLETHEA MALIJAN, Humanitarian Procurement Associate at malijan@unfpa.org and MARIA ROWENA VILORIA, Procurement Associate at viloria@unfpa.org</p>
4. COST OF PREPARATION OF THE QUOTATION:	UNFPA shall not be responsible for any costs associated with a Supplier's preparation and submission of their quotations.
5. CONFLICT OF INTEREST:	UNFPA encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNFPA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design specifications, cost estimates, and other information used in this RFQ.
6. CURRENCY OF QUOTATION:	Quotations shall be quoted in Philippine Peso (PHP).
7. DUTIES and TAXES:	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNFPA as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and exported for its official use. All quotations shall be submitted net of any direct taxes and other taxes and duties, unless otherwise specified below:</p> <p>All prices shall be exclusive of VAT and other applicable indirect taxes.</p>
8. LANGUAGE of QUOTATION and DOCUMENTATION:	Bid documents and all related correspondence will be written in English.
9. DOCUMENTS TO BE SUBMITTED:	<ol style="list-style-type: none"> 1. DULY COMPLETED and SIGNED TECHNICAL OFFER 2. DULY COMPLETED AND SIGNED PRICE QUOTATION FORM 3. DECLARATION FORM
10. QUOTATION VALIDITY PERIOD:	Quotation shall remain valid for Sixty (60) days from the deadline for the Submission of Quotation.
11. PRICE VARIATION:	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation

	after the quotation has been received.
12. PARTIAL QUOTES:	Not allowed
13. ALTERNATIVE QUOTES:	Not allowed
14. RIGHT NOT TO ACCEPT ANY QUOTATION:	UNFPA is not bound to accept any quotation, nor award a contract or Purchase Order
15. RIGHT TO VARY REQUIREMENT AT TIME OF AWARD:	At the time of award of Contract or Purchase Order, UNFPA reserves the right to vary (increase or decrease) the quantity of the goods, by up to a maximum 10% of the total offer, without any change in the unit price or other terms and conditions.
16. TYPE OF CONTRACT TO BE AWARDED:	Purchase Order
17. EXPECTED DATE FOR CONTRACT AWARD:	To be confirmed
18. PUBLICATION OF CONTRACT AWARD:	UNFPA will publish the contract award on the United Nations Global Marketplace http://www.ungm.org with the RFQ Reference Number and information of the awarded Bidder.
19. POLICIES and PROCEDURES:	This RFQ is conducted in accordance with the Policies and Procedures of UNFPA which can be accessed at: Regular Procurement Procedures .
20. PAYMENT TERMS:	100% within thirty (30) days after receipt of goods, works and /or services and submission of complete payment documentation.
21. CONTACT PERSON for CORRESPONDENCE, NOTIFICATIONS and CLARIFICATIONS:	CHARIS OLETHEA MALIJAN <i>Humanitarian Procurement Associate</i> malijan@unfpa.org MARIA ROWENA VILORIA <i>Procurement Associate</i> viloria@unfpa.org
22. EVALUATION METHOD:	The contract will be awarded to the LOWEST PRICE SUBSTANTIALLY COMPLIANT OFFER.
23. EVALUATION CRITERIA:	Full Compliance with the technical specifications

24. UNGM REGISTRATION:	<p>UNFPA posts all Bids notices, clarifications, and results in the United Nations Global Marketplace; hence we strongly encourage Bidders to register at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM. Bidders can also access all UN Bids online, and by subscribing to the tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.</p>
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VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods with delivery cost/kit (as per submitted financial proposal/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/Long Term Agreement with a duration of two (2) years 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 treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at supplychain@unfpa.org.

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 LEILA JOUDANE at joudane@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).







DRAFT






TECHNICAL PROPOSAL FORM






Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/PHL/RFQ/2025/001
Currency of quotation:	PHP
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	



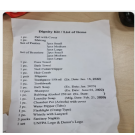
1. DIGNITY KITS

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY
1	MALONG (personal blanket) - sewn together on one (1) side / tubular cloth	1. 75% cotton; 15% polyester 2. 37" (width) x 64" (length) [minimum size] 3. Floral design for women 4. Assorted colors.	 	<input type="checkbox"/> COMPLY	piece	1 pc./kit
2	SET OF PANTIES Set of Panties 3 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. Material: 100% cotton 2. Assorted light/pastel color or floral/simple prints 3. Sizes: Small / Medium / Large 4. Thick fabric, not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances		<input type="checkbox"/> COMPLY	piece	9 pcs./kit (3 small, 3 medium, 3 large)
3	BRASSIERE, WIRED 2 pcs per size	1. 75% Polyester; 25% cotton 2. Assorted colors 3. Sizes: Small / Medium / Large		<input type="checkbox"/> COMPLY	piece	6 pcs./kit (2 small, 2 medium, 2 large)



	NOTE: bundled together per size and put in 1 plastic bag / ziplock	4. Thick Fabric; not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances				2 medium, 2 large)
4	FACE TOWEL	1. 100% Cotton 2. Size: 11" x 11" [minimum size] 3. Thick and absorbent 4. Color: Assorted Color 5. Tear Resistant		<input type="checkbox"/> COMPLY	piece	1 pc./kit
5	BATH TOWEL	1. Good Quality Material (100% cotton) 2. Size: 27" (width) x 52" (length) [minimum size] <u>3. Weight: 320g minimum</u> <u>4. 400 to 600 GSM - (this is important)</u> 5. Thick and absorbent 6. Color: Assorted Color		<input type="checkbox"/> COMPLY	piece	1 pc./kit
6	NAIL CUTTER/ CLIPPER	1. Durable metal (Cromonium Plated) 2. Size 6 min – 8 max cm [range] 3. Sharp cutting surface		<input type="checkbox"/> COMPLY	piece	1 pc./kit
7	HAIR COMB	1. Durable plastic 2. Size: 20 cm.– 40 cm max. [range] 3. Large tooth comb with Handle 4. Assorted Color		<input type="checkbox"/> COMPLY	piece	1 pc./kit
8	SLIPPERS	1. High quality rubber sole with PVC strap 2. Size: between 6 – 9 inches 3. Assorted colors		<input type="checkbox"/> COMPLY	piece	1 pair/kit
9	TOOTHPASTE	1. Concentrated paste with fluoride 2. 150 mL. Minimum 3. 3. Remaining shelf life of 80% or 18 months (whichever is greater)		<input type="checkbox"/> COMPLY	piece	1 pc./kit



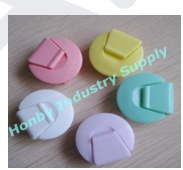

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY
10	TOOTHBRUSH	1.Strong plastic toothbrush 2. Adult size 3. Medium size bristle 4. Individually wrapped 5. Soft Bristle 6. Any Color		<input type="checkbox"/> COMPLY	piece	1 pc./kit
11	BATH SOAP	1. Mildly Scented, anti-bacterial, hypoallergenic 2. 135g (minimum size) 3. Skin friendly 4. Long durability (does not melt easily) 5. Remaining Shelf life of 80%		<input type="checkbox"/> COMPLY	piece	1 pc./kit
12	SHAMPOO	1. For normal hair 2. Good Smell. 3. Hypo-allergenic 4. 7g / 7ml. (minimum) 5. PH factor 5.5 6. Remaining shelf life of 80%		<input type="checkbox"/> COMPLY	piece	12 sachets/kit
13	RUBBING ALCOHOL	1. Isopropyl 2. 70% Solution 3. 250 ml. (minimum) 4. rub-in-hand antiseptic – disinfectant 5. Labelled with a flammable sticker which is clearly visible.		<input type="checkbox"/> COMPLY	bottle	1 bottle/kit
14	LAUNDRY SOAP	1. Good Smell 2. 170g (minimum size) 3. Does not melt easily 4. Remaining shelf life of 80%		<input type="checkbox"/> COMPLY	piece	1 pc./kit



Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY
15	PAIL WITH COVER	1. Made of strong, high quality, non-breakable/ durable plastic 2. Size: 24 Liters Capacity 3. Basin type cover which should fit the pail snugly 4. With metal handle 5. With lock/seal provision on both sides 6. Durable metal handle 7. Orange or Red Color		<input type="checkbox"/> COMPLY	piece	1 pc./kit
16	CHAMBER POT (ARINOLA) WITH COVER	1. Made of strong, high quality, non-breakable / durable plastic 2. 2 – 3 liters capacity 3. Size: 4 ¾" (height); 4. Inside diameter: 7 ½"; 5. Top rim: 1" 6. Cover should fit snugly at the rim of the chamber pot.		<input type="checkbox"/> COMPLY	piece	1 pc./kit
17	WATER DIPPER (TABO)	1. Made of strong, high quality, non-breakable. 2. Durable plastic 3. Size: 4 ¼" (height) , minimum 4. Diameter: 5 ½", minimum		<input type="checkbox"/> COMPLY	piece	1 pc./kit
18	CRANK TYPE FLASHLIGHT	1. Solar powered / rechargeable 2. Crank 3. Durable		<input type="checkbox"/> COMPLY	piece	1 pc. /kit
19	WHISTLE	1. Durable plastic 2. With lanyard 3. Size: 17 inches (L) ¾ inches (W) 4. Assorted Colors		<input type="checkbox"/> COMPLY	piece	1 pc./kit

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY
20	SANITARY NAPKIN	1. With wings 2. 8 pieces per pack 3. Disposable 4. Non-woven tissue, cotton touch feel top sheet 5. Thin, highly absorbent 6. Individually wrapped in pack containing 8 pieces 7. Each napkin includes plastic cove for discreet disposal 8. For heavy and medium menstruation 9. Remaining shelf life of 80%		<input type="checkbox"/> COMPLY	pack	3 packs/kit (8pcs / Pack)
21	VISIBILITY STICKERS	1. UNFPA Logo (Colored, A4 Size, waterproof sticker) 2. Australian Aid Logo (Colored, A4 Size, waterproof sticker)		<input type="checkbox"/> COMPLY		1 set for each logo
22	List of items inside the bucket printed on a paper including the manufacturing and expiry date of the items			<input type="checkbox"/> COMPLY	piece	1 pc./kit


2. MATERNITY PACKS





Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (<u>minimum/mandatory</u>)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY												
1	DISPOSABLE POST-PARTUM PADS	<p>1. 8 pads per pack.</p> <p>2. Size: 9cm x 26 cm — extra-long and wide</p> <p>3. Disposable and Non-woven tissue.</p> <p>4. 3 layers, soft cotton-like touch top layer, absorbent core, leak proof bottom layer</p> <p>5. Free of latex and not containing allergic and dangerous substances, perfume free and chlorine free.</p> <p>6. For extra heavy flow right after childbirth.</p> <p>7. Remaining shelf life of 80%.</p>	<div></div> <p>Any brand</p>	<div><input type="checkbox"/></div> <p>COMPLY</p>	pack	2 Packs/kit												
2	NEW BORN CLOTHES	<p>1. 100% Cotton, small only (1 to 3 months old)</p> <p>2. Thick Fabric and Durable</p> <p>3. Skin Friendly</p> <p>4. Does not contain any allergenic substance.</p> <p>5. ADD COLOUR, Fixed Dye</p> <p>See Contents Below:</p> <table><tr><td>1. Short Sleeved top</td><td>Tie close</td><td>1</td></tr><tr><td>2. Long Sleeved top</td><td>Tie close</td><td>1</td></tr><tr><td>3. Pajamas</td><td>Bottoms only</td><td>1</td></tr><tr><td>4. Mittens</td><td>(see specifications above) Fingerless</td><td>1</td></tr></table>	1. Short Sleeved top	Tie close	1	2. Long Sleeved top	Tie close	1	3. Pajamas	Bottoms only	1	4. Mittens	(see specifications above) Fingerless	1	<div></div>	<div><input type="checkbox"/></div> <p>COMPLY</p>	pack	1 Pack/kit
1. Short Sleeved top	Tie close	1																
2. Long Sleeved top	Tie close	1																
3. Pajamas	Bottoms only	1																
4. Mittens	(see specifications above) Fingerless	1																

		<div>5. Booties (see specifications above) 1</div> <div>6. Bonnets (see specifications above) 1</div>				
3	REUSABLE DIAPER CLOTH SHEET	1. Size: Approximately 100cm x 70 cm +/- 5% 2. 100% Cotton 3. Color: White 4. 2 ply 5. Not containing any allergenic substances		<input type="checkbox"/> COMPLY	piece	12 pcs./kit
4	RECEIVING BLANKET	1. 90cm (L) x 57cm (W) – Printed 2. 100% cotton or wool. 3. Not containing any allergenic substances. 4. Available in a range of light colors with print, fixed dye.		<input type="checkbox"/> COMPLY	piece	1 pc./kit
5	DIAPER BABY NAPPY CLAMP	1. Safe, durable, hard plastic 2. Free of harmful or allergenic substances 3. Available in a range of light colors		<input type="checkbox"/> COMPLY	piece	8 pcs./kit
6	MATERNITY BAG	1. Fits all diaper sizes; 2. With zipper 3. Material: Water proof 4. Bag Size: 40 cm (w) X 40 cm (H) 5. Handle Drop: 30 cm Depth: 3 inches expandable on both sides and bottom 6. Water Resistant 7. COLOR: Orange with UNFPA Logo (Black Silkscreen) 8. UNFPA Logo Size is 11.5 x 7 inches		<input type="checkbox"/> COMPLY	piece	1 pc./kit

7	HAND RUB	1. Isopropyl 2. 70% Solution 3. 500 ml (minimum) 4. Rub-in-hand antiseptic-disinfectant 5. Labelled with a flammable sticker which is clearly visible 6. Minimum 80% shelf life		<input type="checkbox"/> COMPLY	piece	1 pc./kit
8	BAR SOAP	1. Toilet soap bar, 100/110 g for personal hygiene. 2. Unscented 3. Antibacterial 4. hypoallergenic, free of harmful or dangerous substances. 5. Remaining shelf life 80%.		<input type="checkbox"/> COMPLY	piece	1 pc./kit

3. MENSTRUAL HYGIENE KITS

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (<u>minimum/mandatory</u>)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY
1	SET OF PANTIES 3 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. Material: 100% cotton 2. Assorted light/pastel color or floral/simple prints 3. Sizes: Small / Medium / Large 4. Thick fabric, not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances		<input type="checkbox"/> COMPLY	piece	9 pcs./kit (3 small, 3 medium, 3 large)

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	INDICATIVE PHOTO	STATEMENT of COMPLIANCE (PLEASE TICK THE BOX)	UNIT OF MEASUREMENT	QUANTITY
2	WASHCLOTH /HAND TOWELS	1. 100% Cotton 2. Size: 20" x 9" [minimum size] 3. Thick and absorbent 4. Color: Assorted light colored 5. Tear Resistant 6. <u>Weight: 320g minimum</u> 7. <u>IMPORTANT: 400 to 600 GSM</u>		<input type="checkbox"/> COMPLY	piece	1 pc./kit
3	BATH SOAP	1. Mildly Scented, anti-bacterial, hypoallergenic 2. 135g (minimum size) 3. Skin friendly 4. Long durability (does not melt easily) 5. Remaining Shelf life of 80%		<input type="checkbox"/> COMPLY	piece	1 pc./kit
4	LAUNDRY SOAP	1. Good Smelling 2. 200g (minimum size) 3. Does not melt easily 4. Remaining shelf life of 80%		<input type="checkbox"/> COMPLY	piece	1 pc./kit
5	SOAP BOX	1. Made of strong, high quality, non-breakable/ durable plastic 2. the bath soap included in the bag should fit the soap box		<input type="checkbox"/> COMPLY	piece	1 pc./kit

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/PHL/RFQ/2025/001
Currency of quotation:	PHP
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

Example Price Schedule below if delivery is not required, please delete corresponding line and ensure the appropriate wording from Clause VI: *[Delete after properly completing the Price Schedule also develop excel version]*

1. DIGNITY KITS

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
1	MALONG (personal blanket) - sewn together on one (1) side / tubular cloth	1. 75% cotton; 15% polyester 2. 37" (width) x 64" (length) [minimum size] 3. Floral design for women 4. Assorted colors.	piece		1 pc./kit	
2	SET OF PANTIES Set of Panties 3 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. Material: 100% cotton 2. Assorted light/pastel color or floral/simple prints 3. Sizes: Small / Medium / Large 4. Thick fabric, not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances	piece		9 pcs./ kit (3 small, 3 medium, 3 large)	

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (<u>minimum/mandatory</u>)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
3	BRASSIERE, WIRED 2 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. 75% Polyester; 25% cotton 2. Assorted colors 3. Sizes: Small / Medium / Large 4. Thick Fabric; not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances	piece		6 pcs. / Kit (2 small, 2 medium, 2 large)	
4	FACE TOWEL	1. 100% Cotton 2. Size: 11" x 11" [minimum size] 3. Thick and absorbent 4. Color: Assorted Color 5. Tear Resistant	piece		1 pc./kit	
5	BATH TOWEL	1. Good Quality Material (100% cotton) 2. Size: 27" (width) x 52" (length) [minimum size] 3. <u>Weight: 320g minimum</u> 4. <u>400 to 600 GSM - (this is important)</u> 5. Thick and absorbent 6. Color: Assorted Color	piece		1 pc./kit	
6	NAIL CUTTER/ CLIPPER	1. Durable metal (Cromonium Plated) 2. Size 6 min – 8 max cm [range] 3. Sharp cutting surface	piece		1 pc. / kit	
7	HAIR COMB	1. Durable plastic 2. Size: 20 cm.– 40 cm max. [range] 3. Large tooth comb with Handle 4. Assorted Color	piece		1 pc./kit	

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
8	SLIPPERS	1. High quality rubber sole with PVC strap 2. Size: between 6 – 9 inches 3. Assorted colors	pair		1 pair/kit	
9	TOOTHPASTE	1. Concentrated paste with fluoride 2. 150 ml. Minimum 3. 3. Remaining shelf life of 80% or 18 months (whichever is greater)	piece		1 pc./kit	
10	TOOTHBRUSH	1.Strong plastic toothbrush 2. Adult size 3. Medium size bristle 4. Individually wrapped 5. Soft Bristle 6. Any Color	piece		1 pc./kit	
11	BATH SOAP	1. Mildly Scented, anti-bacterial, hypoallergenic 2. 135g (minimum size) 3. Skin friendly 4. Long durability (does not melt easily) 5. Remaining Shelf life of 80%	piece		1 pc./kit	
12	SHAMPOO	1. For normal hair 2. Good Smell. 3. Hypo-allergenic 4. 7g / 7ml. (minimum) 5. PH factor 5.5 6. Remaining shelf life of 80%	sachet		12 sachets/kit	

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
13	RUBBING ALCOHOL	1. Isopropyl 2. 70% Solution 3. 250 ml. (minimum) 4. rub-in-hand antiseptic – disinfectant 5. Labelled with a flammable sticker which is clearly visible.	bottle		1 bottle/kit	
14	LAUNDRY SOAP	1. Good Smell 2. 170g (minimum size) 3. Does not melt easily 4. Remaining shelf life of 80%	piece		1 pc./kit	
15	PAIL WITH COVER	1. Made of strong, high quality, non-breakable/ durable plastic 2. Size: 24 Liters Capacity 3. Basin type cover which should fit the pail snugly 4. With metal handle 5. With lock/seal provision on both sides 6. Durable metal handle 7. Orange or Red Color	piece		1 pc./kit	
16	CHAMBER POT (ARINOLA) WITH COVER	1. Made of strong, high quality, non-breakable / durable plastic 2. 2 – 3 liters capacity 3. Size: 4 ¾” (height) 4. Inside diameter: 7 ½” 5. Top rim: 1” 6. Cover should fit snugly at the rim of the chamber pot	piece		1 pc./kit	

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
17	WATER DIPPER (TABO)	1. Made of strong, high quality, non-breakable. 2. Durable plastic 3. Size: 4 ¼" (height) , minimum 4. Diameter: 5 ½", minimum	piece		1 pc./kit	
18	CRANK TYPE FLASHLIGHT	1. Solar powered / rechargeable 2. Crank 3. Durable	piece		1 pc./kit	
19	WHISTLE	1. Durable plastic 2. With lanyard 3. Size: 17 inches (L) ¾ inches (W) 4. Assorted Colors	piece		1 pc./kit	
20	SANITARY NAPKIN	1. With wings 2. 8 pieces per pack 3. Disposable 4. Non-woven tissue, cotton touch feel top sheet 5. Thin, highly absorbent 6. Individually wrapped in pack containing 8 pieces 7. Each napkin includes plastic cove for discreet disposal 8. For heavy and medium menstruation 9. Remaining shelf life of 80%	pack		3 packs/kit (8pcs / Pack)	
21	VISIBILITY STICKERS	1. UNFPA Logo (Colored, A4 Size, waterproof sticker) 2. Australian Aid Logo (Colored, A4 Size, waterproof sticker)			1 set for each logo	

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
22	List of items inside the bucket printed on a paper including the manufacturing and expiry date of the items		piece		1 pc/kit	
	Delivery Charges based on the following 2020 Incoterm, Choose an item. to:		Each		1	
	Insert the applicable delivery address, Zip Code, City Country					
GRAND TOTAL: PHP						

2. MATERNITY PACKS

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (USD)	NUMBER OF UNITS	TOTAL (USD)
1	DISPOSABLE POST-PARTUM PADS	1. 8 pads per pack. 2. Size: 9cm x 26 cm — extra-long and wide 3. Disposable and Non-woven tissue. 4. 3 layers, soft cotton-like touch top layer, absorbent core, leak proof bottom layer 5. Free of latex and not containing allergic and dangerous substances, perfume free and chlorine free. 6. For extra heavy flow right after childbirth. 7. Remaining shelf life of 80%.	pack		2 Packs/ kit	

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (<u>minimum/mandatory</u>)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)																		
2	NEW BORN CLOTHES	<div>1. 100% Cotton, small only (1 to 3 months old)</div> <div>2. Thick Fabric and Durable</div> <div>3. Skin Friendly</div> <div>4. Does not contain any allergenic substance.</div> <div>5. ADD COLOUR, Fixed Dye</div> <div>See Contents Below:</div> <table><tr><td>1. Short Sleeved top</td><td>Tie close</td><td>1</td></tr><tr><td>2. Long Sleeved top</td><td>Tie close</td><td>1</td></tr><tr><td>3. Pajamas</td><td>Bottoms only</td><td>1</td></tr><tr><td>4. Mittens</td><td>(see specifications above) Fingerless</td><td>1</td></tr><tr><td>5. Booties</td><td>(see specifications above)</td><td>1</td></tr><tr><td>6. Bonnets</td><td>(see specifications above)</td><td>1</td></tr></table>	1. Short Sleeved top	Tie close	1	2. Long Sleeved top	Tie close	1	3. Pajamas	Bottoms only	1	4. Mittens	(see specifications above) Fingerless	1	5. Booties	(see specifications above)	1	6. Bonnets	(see specifications above)	1	pack		1 Pack/ kit	
1. Short Sleeved top	Tie close	1																						
2. Long Sleeved top	Tie close	1																						
3. Pajamas	Bottoms only	1																						
4. Mittens	(see specifications above) Fingerless	1																						
5. Booties	(see specifications above)	1																						
6. Bonnets	(see specifications above)	1																						
3	REUSABLE DIAPER CLOTH SHEET	<div>1. Size: Approximately 100cm x 70 cm +/- 5%</div> <div>2. 100% Cotton</div> <div>3. Color: White</div> <div>4. 2 ply</div> <div>5. Not containing any allergenic substances</div>	piece		12 pcs./kit																			
4	RECEIVING BLANKET	<div>1. 90cm (L) x 57cm (W) – Printed</div> <div>2. 100% cotton or wool.</div> <div>3. Not containing any allergic substances.</div> <div>4. Available in a range of light colors with print, fixed dye.</div>	piece		1 pc./kit																			

Item N°	PRODUCT NAME/ DESCRIPTION	TECHNICAL SPECIFICATIONS (<u>minimum/mandatory</u>)	UOM	UNIT PRICE (USD)	NUMBER OF UNITS	TOTAL (USD)
5	DIAPER BABY NAPPY CLAMP	1. Safe, durable, hard plastic 2. Free of harmful or allergic substances 3. Available in a range of light colors	piece		8 pc./kit	
6	MATERNITY BAG	1. Fits all diaper sizes; 2. With zipper 3. Material: Water proof 4. Bag Size: 40 cm (w) X 40 cm (H) 5. Handle Drop: 30 cm Depth: 3 inches expandable on both sides and bottom 6. Water Resistant 7. COLOR: Orange with UNFPA Logo (Black Silkscreen) 8. UNFPA Logo Size is 11.5 x 7 inches	piece		1 pc.	
7	HAND RUB	1. Isopropyl 2. 70% Solution 3. 500 ml (minimum) 4. Rub-in-hand antiseptic-disinfectant 5. Labelled with a flammable sticker which is clearly visible 6. Minimum 80% shelf life	piece		1 pc./kit	
8	BAR SOAP	1. Toilet soap bar, 100/110 g for personal hygiene. 2. Unscented 3. Antibacterial 4. hypoallergenic, free of harmful or dangerous substances. 5. Remaining shelf life 80%	piece		1 pc./kit	

	Delivery Charges based on the following 2020 Incoterm, to:	Choose an item.	Each		1	
	<div>Insert the applicable delivery address, Zip Code, City Country</div>					
GRAND TOTAL:					PHP	

3. MENSTRUAL HYGIENE KITS

Item N°	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	UNIT PRICE (PHP)	NUMBER OF UNITS	TOTAL (PHP)
1	SET OF PANTIES 3 pcs per size NOTE: bundled together per size and put in 1 plastic bag / ziplock	1. Material: 100% cotton 2. Assorted light/pastel color or floral/simple prints 3. Sizes: Small / Medium / Large 4. Thick fabric, not transparent 5. Durable 6. Skin Friendly 7. Not containing any allergenic substances	piece		9 pcs. / Kit (3 small, 3 medium, 3 large)	
2	WASHCLOTH/ HAND TOWELS	1. 100% Cotton 2. Size: 20" x 9" [minimum size] 3. Thick and absorbent 4. Color: Assorted light colored 5. Tear Resistant 6. Weight: 320g minimum 7. IMPORTANT: 400 to 600 GSM	piece		1 pc./kit	
3	BATH SOAP	1. Mildly Scented, anti-bacterial, hypoallergenic 2. 135g (minimum size)	piece		1	

		3. Skin friendly 4. Long durability (does not melt easily) 5. Remaining Shelf life of 80%			pc./kit	
4	LAUNDRY SOAP	1. Good Smelling 2. 200g (minimum size) 3. Does not melt easily 4. Remaining shelf life of 80%	piece		1 pc./kit	
5	SOAP BOX	1. Made of strong, high quality, non-breakable/ durable plastic 2. the bath soap included in the bag should fit the soap box	piece		1 pc./kit	

Delivery Charges based on the following 2020 Incoterm, to:	Choose an item.	Each		1	
	Insert the applicable delivery address, Zip Code, City Country				
GRAND TOTAL: PHP					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/PHL/RFQ/2025/001 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

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

1.	The Company and its Management ⁵ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	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"/>

⁵ "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.

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"/>
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:

DRAFT

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.

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