

Request for Quotation (RFQ) for Goods

Reference No.: UNWHQRFQ36

HeForShe Pins and Silicone Wristbands

Dear Supplier,

Subject: Request for Quotation (RFQ) for the provision of **HeForShe Pins, Pins Packaging and Silicone Wristbands**.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of **HeForShe Pins, Pins Packaging and Silicone Wristbands** as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents and its annexes:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. [Schedule of Requirements \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex II\)](#)
 - d. [UN Women General Conditions of Contract \(Annex III\)](#)
3. Quotations submitted by email must be limited to a maximum of **10** MB, virus-free or corrupted contents to avoid rejection, and no more than **one (1)** email.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. offering optimum combination of life cycle costs and benefits.
5. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
6. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
7. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.

8. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions.
9. Any contract that will be issued as a result of this RFQ shall be subject to the UN Women General Conditions of Contract. A mere act of submission of a quotation implies the vendor's acceptance of the UN Women General Conditions of Contract.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	<p>Date and Time : November 11, 2015 12:00 PM</p> <p><i>New York, NY, USA, (ET)]</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
Address for Quotation Submission	<p><input checked="" type="checkbox"/> Electronic submission of Quotation: Procurement@UNWomen.org</p>
Language of the Quotation	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Others (pls. specify) _____</p>
Quotation Currencies	USD ONLY
Quotation Validity Period commencing after closing date of RFQ	<p>60 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing</p>

Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted – partial quotes are allowed by lots.
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods <input type="checkbox"/> Other
Alternative Offer	<input type="checkbox"/> Authorized <input checked="" type="checkbox"/> Not authorized <p>Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.</p>
Clarifications of solicitation documents	Requests for clarification may be submitted <i>three (3)</i> days before the submission date.
Contact for requesting clarifications:	<p>E-mail address dedicated for this purpose: procurement@unwomen.org</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
Responses to clarification requests will be binding on all Suppliers and will be distributed via:	<input type="checkbox"/> Paper Mail <input checked="" type="checkbox"/> E-mail

Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ	<input checked="" type="checkbox"/> 45 days from the issuance of the Purchase Order <input type="checkbox"/> As per Delivery Schedule attached Time : Time Zone of Reference :	
Mode of Transportation	<input checked="" type="checkbox"/> Air <input checked="" type="checkbox"/> Sea	<input checked="" type="checkbox"/> Land
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to specification requirements and lowest price <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract <input type="checkbox"/> Earliest Delivery / Shortest Lead Time	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement	

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Akhtar Zazai

Chief of Procurement

UN Women Headquarters

New York, NY 10017

ANNEX I

Schedule of Requirements

1. HeForShe Lapel Pins (Lot 1)



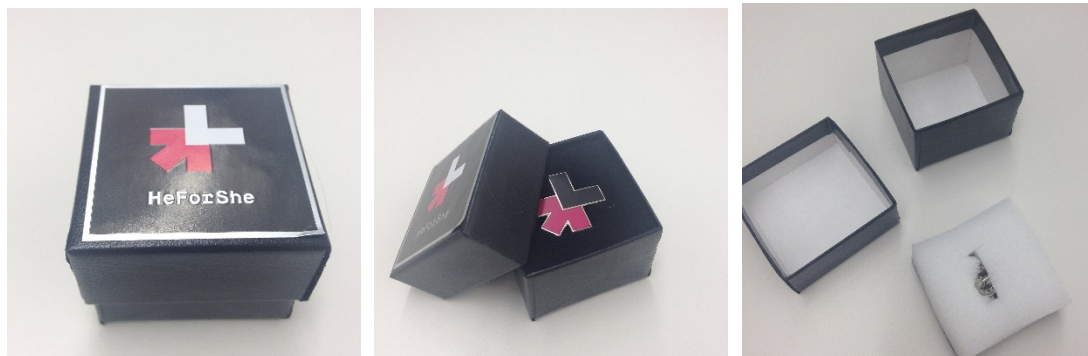
Qty 20,000

Nickel-based metal; PMS 214c, Rubine Red, PMS Black colors. Butterfly back clip.

The pin should fit within the dimensions of 25 mm x 21 mm

2. Small Pin Packaging (Lot 1)

To include a foam insert, sticker labeling on top and packaging of pin inside box.



Qty 10,000

Approx. Cover dimensions: 47 x 47 x 21 mm

Approx. Box dimensions: 42 x 42 x 33 mm

Approx. Foam insert dimensions: 40 x 40 x 21 mm

Approx. Sticker size: 42 x 42 mm

3. Large Pin Packaging (Lot 1)

To include a foam insert, producing and affixing sticker on top and inside (is required to be visibly perfectly-centered to the naked eye), ribbon ties and packaging of pin inside box.



Qty 10,000

Approx. Bottom/Top Cover dimensions: 82 x 78 mm

Approx. Box Section dimensions: 73 x 73 x 25 mm

Approx. Foam insert dimensions: 70 x 70 x 18 mm

Approx. Outside Sticker size: 43 x 43 mm

Approx. Onside Cover Sticker size: 51 x 51 mm

Approx. Ribbon ties' lengths, two (2) count, affixed to bottom and top cover: 210 mm

4. Silicone HeForShe Wristbands (Lot 2)

Qty 20,000



Pink silicone material, customized with print and colors identical to photo sample, with "HeForShe" in white, and black-and-white logo.

100 mm diameter length (as measured when flattened), 12 mm height, approx. 2 mm width, Debossed colorfill; size 202; 12*2mm, rubine red c, bottom, Black C, Logo; White C, Logo

ANNEX II

QUOTATION SUBMISSION FORM

To: UN Women Procurement, New York, NY, USA

Date: _____

We, the undersigned, declare that:

- (a) We (representatives, inclusive of associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex III) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following HeForShe pins, packaging and silicone wristbands, and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of 60 days from the date fixed for RFQ closing, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED

SIGNATORY: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

TABLE 1: Item Description and Price

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (USD):	
				UNIT PRICE (Inclusive of DAP delivery)	TOTAL PRICE, (inclusive of DAP shipping)
LOT 1	a. HeForShe Pins	20,000	EACH	\$	\$
	b. Small Pins Packagin, all-inclusive	10,000	EACH	\$	\$
	c. Small Pins Packagin, all-inclusive	10,000	EACH	\$	\$
LOT 2	Silicon HeForShe Wristbands	20,000	EACH	\$	\$
TOTAL DAP PRICE:					\$
ADDITIONAL FREIGHT /INSURANCE/HANDLING COSTS:					\$
TOTAL PRICE:					\$

TABLE 2: Compliance Requirements

Indicate compliance information:	Yes, we will comply	No, we cannot comply	Provide reasons for non-compliance
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: 45 Days			
Country/ies Of Origin ¹ requirement			
Validity Period of Quotation: 60 Days			
Delivery to: UN Women HQ, 4 th Floor Attn to: Sonah Lee, #409-84 220 East 42 nd Street New York, NY 10017, USA			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

¹ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.

ANNEX III

UN WOMEN GENERAL CONDITIONS OF CONTRACT

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>