



Date: July 19, 2021

REQUEST FOR QUOTATION

RFQ N° UNFPA/UGA/RFQ/21/012 Supply of Re-usable sanitary pads

Dear Sir/Madam,

UNFPA hereby solicits quotation for the following specifications:

Item N°	Product Name	Product Specifications	UOM	Quantity
1	Re-usable sanitary pads	<p>Each set to comprise of:</p> <p>1.2 super maxi pads, 2 maxi pads, and 2 mini pads plus 2 carrying pouches for storage</p> <p>2. Use and care instructions leaflet with universal pictograms, and</p> <p>3. Adolescent girl handbook with pictogram</p> <p>The pads are made of cotton for high absorbance on one side and synthetic material on the flip side for protection against leakage (stay dry top layer, super absorbent core and an anti-leak layer). The pads must have double fasteners to keep it in position on the underwear.</p> <p>Re-usable for 12 months</p> <p>Packaging should be branded with provided logos</p>	Set	20,000

This Request for Quotation is open to all legally constituted companies that can provide the requested product and have legal capacity to deliver in the country, or through an authorized representative.

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 the entire above-mentioned product. The selected vendor is expected to provide such products, based on specific Purchase Order submitted to the vendor.

II. Questions

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

Name of contact person at UNFPA:	<i>Karuhanga Egidius</i>
Tel N°:	+256 4177 44 500 or +256 4177 44511 or 0712 222850
Email address of contact person:	karuhanga@unfpa.org

The deadline for submission of questions is **Tuesday July 27, 2021 12.00 noon, Kampala Time**. Questions will be answered in writing, shared with all parties as soon as possible after this deadline, and posted on the UNFPA Uganda Country Office website.



III. Content of quotations

Quotations should be submitted in a single e-mail 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.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

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

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: **Monday August 02, 2021, at 04.00 p.m. Kampala Time¹. In your bid submission, please indicate availability of physical sample for physical inspection.**

Name of contact person at UNFPA:	<i>Egidius Karuhanga</i>
Email address of contact person:	<i>Procurement.ug@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N°. UNFPA/UGA/RFQ/21/012 Supply of Re-usable sanitary pads**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (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.

VI. Award

UNFPA shall award a Purchase Order to the lowest priced bid item whose bid has been determined to be substantially compliant with the bidding documents.

VII. 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.

VIII. Payment Terms

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

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



IX. 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, representative's 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](#).

X. 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](#).

XI. 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 Rosemary Kindyomunda at kindyomunda@unfpa.org.

Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Representative at sibenaler@unfpa.org.

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



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/UGA/RFQ/21/012
Currency of quotation:	
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule below:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (CURRENCY)
1	Re-usable sanitary pads	Set			
	Delivery Charges based on the following 2020 Incoterm, to: WFP Stores at Nalukolongo, Kampala Uganda	DAP	EA	1	
GRAND TOTAL					

<i>Vendor's Comments:</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/UGA/RFQ/21/012 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