REQUEST FOR QUOTATION

RFQ Nº UNFPA/TKM/RFQ/17/04

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Procurement of medical literature/books on Reproductive Health”.**

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

1. **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 child birth 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](http://www.unfpa.org/about-us)

**II – Service Requirements/Terms of Reference (ToR)**

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| **Specification** | |
| **Item** | **Books /Literature** |
| **Thematic areas** | 1. Neonatology 2. Midwifery 3. Obstetrics 4. Gynecology 5. Adolescents reproductive health 6. Andrology 7. Male reproductive health 8. Cervical cancer 9. Family planning 10. Contraception 11. Sexually transmitted infections 12. HIV 13. Pregnancy and it’s warning signs for women 14. Antenatal care 15. Ultra sound diagnostic in obstetrics 16. Modern reproductive technologies 17. Fertilization technologies 18. Bioengineering 19. Ethical aspects of reproductive technologies. |
| **Type of publication** | 1. Textbook 2. Monograph 3. Guidelines 4. Handbook |
| **Year of publication** | Publications later than year of 2007 |
| **Language of publication** | **Russian in original version or translated into Russian language** |
| **Quantity** | 30 publications for each thematic area |
| **Font size** | 11-13 |
| **Binding** | Sewed with thread |

**Objectives and scope of the Services**

* The goal for procurement of the publications is to meet demand on the field among medical professionals on latest evidence in the area of RH practice and facilitate the research in this thematic area.
* Timing / Schedule – Delivery time of products to be the final destination (customs point in Ashgabat) should not exceed more than 5 weeks.
* Price quotations should include cost of insurance, packing and airway transportation to Ashgabat International Airport

1. **Questions**

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

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| --- | --- |
| Name of contact person at UNFPA: | *Mr. Kemal Goshliyev* |
| Tel Nº: | *+99312 488325 (ext. 326)* |
| Fax Nº: | *+99312 488368* |
| Email address of contact person: | *goshliyev@unfpa.org* |

The deadline for submission of questions is [*13 October, 2017, 6:00 P.M., Ashgabat Time*]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

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

1. **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, are to be sent by e-mail to the contact person indicated below no later than : [*Sunday, October20th 2017 at 6:00 PM Ashgabat Time*][[1]](#footnote-1).

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| --- | --- |
| Name of contact person at UNFPA: | *Mr. Kemal Goshliyev* |
| Email address of contact person: | *goshliyev@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/TKM/RFQ/17/04 – Procurement of medical literature/books on Reproductive Health. 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.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (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.

1. **Award Criteria**

UNFPA shall award a Purchase Order / Professional Service Contract on a fixed-cost basis or ceiling prices basis to the lowest-priced most technically acceptable offer.

1. **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 services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

Bid process is handled by CO. 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 Ms. Bayramgul Garabayeva, UNFPA Assistant Representative at garabayeva@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, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **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).

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)