



Date: [31/10/2022]

REQUEST FOR QUOTATION
RFQ N° UNFPA/TKM/RFQ/2022/08

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product specification	Q-ty
1	UNFPA Notepad	Format: A5; Cover 250 gr, 4+1, matte lamination, design Internal pages: 80 g, 4+2, 50 pages Spiral bind	1000 2000 2500 3000 4000
2	Pen with UNFPA logo	Material: metal Blue ink Logo: engraving; UV print	500 1040 1500 2000
3	Paper/Carton bag with UNFPA logo	Size 35*9*25 350 gr, 4+0, matte lamination Handle: cord *sample is available	200 500 1000
4a	Eco bag with UNFPA logo	Material: cotton canvas Size: 30x40 Logo: 4+0, silk, heat, digital printing Logo size: 15x7.5	200 500 1000
4b	Printed Eco bag	Material: cotton canvas Size: 30x40 Print: 4+0 silk, heat, digital printing Print size: 20x20	200 500 1000



	UNFPA Folder	Size 31x22x1cm, paper cardboard white-orange 300g, print 4+0, matt lamination 1+0, pocket whole with punching, color – orange	200 500 800
4	USB flash drive with UNFPA logo	Capacity: 8 GB Compatibility: Mac, PC, Unix Material: metal Logo: engraving; UV print	200 500 720 1000
6	UNFPA Polo Shirt	Material: Knitted cotton; Sizes XL, L, M, S; color: Orange with UNFPA logo embroidered; Logo size: 10x5	200 (50 each size) 400 (100 each size) 800 (200 each size)
8	UNFPA Cap	100% brushed cotton twill - size: 108 x 58 cm, diameter 20 cm adjustable (circular 58 cm); color: grey with UNFPA logo Logo size: 5x2.5	200 500 1000
	Hoody with UNFPA logo	Material: fleece Sizes XL, L, M, S; color: black with UNFPA logo embroidered; Logo size: 10x5	200 400 800
	Umbrella with UNFPA logo	Sun and rain umbrella Type: double folding, automatic Size diameter: 98-140cm Material: polyester/nylon/pongee Frame: 60 cm +/- 10 cm, minimum 8 rib metal or plexiglass windscreen. Shaft: Metal. Handle: Bent or straight plastic handle. Logo: silk, heat, digital printing Logo size: 10x5	200 400



9	Thermal Mugs with UNFPA logo	Material: stainless still; 220 ml	200
		Logo: engraving	400
10	UNFPA calendar (table)	Base: 230 x 170, 350 gr Bristol, 4+0 Calendar pages: 210 x 160, 4+4, coated paper: 250 gr, 14 lists, spiral bind, design	500
	UNFPA calendar (wall)	Upper part 297x210mm Basis cardboard binding 2 mm, printing 4+0, matte lamination. Calendar blocks 297x140mm. Print 4+0. Coated paper 115gr. 3 blocks of 12 sheets. Substrates for blocks medium 0+0 Bristol 250g. Lower substrate 297x190mm print 4+0 bristol 250gr. Additionally: cursor, grommet, 3 metal springs. Design	250
11	UNFPA postcards	Envelope: 18x13.5, 4+0, Postcard: 17x25, 4+4, 250 gr, matte lamination	200
		Design	400

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 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](#)

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>Yana Demchuk</i>
Tel N°:	+99312 488326 (ext. 331)
Fax N°:	+99312 488368
Email address of contact person:	demchuk@unfpa.org

The deadline for submission of questions is **03 November 2022**. 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.
- 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 or in an envelope whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - Partial bids are allowed.
- 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.

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: **COB 06 November 2022**.

Name of contact person at UNFPA:	<i>UNFPA Turkmenistan</i>
Email address of contact person:	<i>turkmenistan@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/TKM/RFQ/2022/08**. 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 the acceptance of any 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 (as per 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 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 Office, Ayna Seyitliyeva at seyitlieva@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.

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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/TKM/RFQ/2022/08
Currency of quotation:	USD
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
3					
4					
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/TKM/RFQ/2022/08 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



United Nations Population Fund
UNFPA Turkmenistan
Archabil 21, 74400, Ashgabat, Turkmenistan
Email: turkmenistan@unfpa.org

**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](#)