



Date: [29/11/2023]

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/TKM/RFQ/2023/04**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product specification	Q-ty
1	<b>UNFPA Notepad</b>	Size: A6; Cover 250 gr, 4+1, matte lamination, design Internal pages: 80 g, 4+2, 50 pages; Spiral bind	500 1000 2000
2	<b>Diary with UNFPA with logo</b>	Cover: faux thermal leather, color: black, matte; logo: stamped; Size:10,5x14,8cm; glue bind Internal pages: 80 g, Layout: single; design	200 500 1000
3	<b>Paper/Carton bag with UNFPA logo</b>	Size 35*9*25; 250 gr, 4+0, matte lamination; Handle: cord; *sample available	200 500 1000
4	<b>Eco bag with UNFPA logo</b>	Material: gabardine Size: 33x38 Logo size:20x12, silk/screen printing; design	200 500 1000
5	<b>Nylon tote bags</b>	Material: nylon Size: 30x40 thickness: 420D; foldable with button holder *sample available design	200 500 1000
6	<b>UNFPA Folder</b>	Size 31x22x1cm, art paper cardboard white-orange 300g, print 4+0, matte lamination 1+0, pocket whole with punching, color: orange	200 500 1000 2000
7	<b>UNFPA Polo Shirt with national ornaments</b>	Material: Knitted cotton; Sizes: XL, L, M, S; Color: black with UNFPA logo embroidered; Logo size: 10x5, design	200 (50 each size) 400 (100 each size) 800 (200 each size)

8	<b>Vests with UNFPA logo</b>	<p>Material: polyester (outer), high-quality polyester(inner)</p> <p>Sizes: XL, L, M, S; (regular)</p> <p>Logo size: 10x5; Features: full zip, 3pockets (2 front); Cuffs and hem: Elastic</p> <p>Color: black with UNFPA logo embroidered; 3 pockets (2 front, 1 inner); design; *sample available</p>	<p>200 (50 each size) 400 (100 each size) 800 (200 each size)</p>
9	<b>Hoodies over size with national ornaments</b>	<p>Material: cotton(wool); lining: fleece</p> <p>Sizes: XS, S, M, L; Color: UNFPA black/navy blue</p> <p>Logo size: 10x5; Features: full zip, 2 pockets front; Cuffs and hem: Elastic; design; *sample available</p>	<p>200 (50 each size) 400 (100 each size) 800 (200 each size)</p>
10	<b>Umbrella with logo</b>	<p>Sun and rain umbrella</p> <p>Type: double folding, automatic</p> <p>Size diameter: 98-140cm</p> <p>Material: polyester/nylon/pongee</p> <p>Frame: 60 cm +/- 10 cm, minimum 8 rib metal or plexiglass windscreen.</p> <p>Shaft: Metal.</p> <p>Handle: Bent or straight plastic handle. Logo: silk, heat, digital printing</p> <p>Logo size: 10x5</p> <p>Color: silver or white</p>	<p>200 500</p>
11	<b>Thermal Mugs with UNFPA logo</b>	<p>Material: stainless steel; 220 ml; Logo: engraving</p>	<p>200 500 1000</p>

12	<b>UNFPA calendar (table)</b>	Base: 21 x 25,5; 350 gr Bristol, 4+0; Calendar pages: 21 x 25,5cm, 4+4, coated paper: 250 gr, 14 lists, spiral bind; design *sample available	200 500
13	<b>Wall calendar</b>	Upper part 297x210mm  Basis cardboard binding 2 mm, printing 4+0, matte lamination *sample available  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	200 500
14	<b>UNFPA postcards</b>	Postcard: 10.16 x 15.24 cm, 4+4, 250gr, matte lamination  Design (one sided/formal/unfpa logo)	200 500 1000
15	<b>Neck Lanyard with logo</b>	Material: polyester/nylon; metal trigger clip/ dog clips  Color: Black *sample available  Length:82cm width: 2,54, thickness: 0.5; design	200 500 1000
16	<b>ID Card holders</b>	Material: vinyl; Size:11,5x6,7, vertical (color/transparent), lanyard attachment, design	100 200 500
17	<b>Mouse pad with UNFPA logo</b>	Material: White polyester top, anti-slip natural rubber base  Size 23,5x19,5cm; design	100 200 500 1000
18	<b>Baby bags with UNFPA logo and motto</b>	Material: cotton/canvas/polyester; Lining: fleece;  Pockets: insulated 2 pockets for bottles, pocket on buttons;  Size: 38,1x30,5x20,3,  Padded handles, shoulder strap(adjustable)  UNFPA logo, + design	100 200 500 1000
19	<b>Power bank with logo</b>	Capacity 10000mah; (fast charge)	100 200 500



		Ports: Type C, USB A color: black; logo size: 5.08x7.62	
20	<b>Card holder with national ornaments integration or design</b>	Material: stainless steel, Size: 9,3cm x 6 cm x 0,77 Logo size: 3,3x2	100 200 500 1000
21	<b>Whistle, referee's,</b>	Material: metal, color: silver uv logo print engraved	100 200 500

## 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>Muhammet Kadyrov</i>
Tel N°:	+99312 488326 (ext. 323)
Fax N°:	+99312 488368
Email address of contact person:	<a href="mailto:kadyrov@unfpa.org">kadyrov@unfpa.org</a>

The deadline for submission of questions is **05 December 2023**. 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 07 December 2023**.

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/2023/04**. 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](mailto: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](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation №:</b>	UNFPA/TKM/RFQ/2023/04
<b>Currency of quotation:</b>	USD
<b>Validity of quotation:</b>	
<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					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TKM/RFQ/2023/04 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.

	<a href="#">Click here to enter a date.</a>
Name and title	Date and place





**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](#)