Date:24 November, 2020

**Authorized by:**

**Jaime Nadal**

**UNFPA Representative**

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/UKR/RFQ/20/33**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the **Female Health Worker Sanitary Kits** as per specification below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Item | Specification | Unit | Q-ty |
| 1 | Roll of toilet paper | 2-ply, Each roll is individually packed | pcs | 2 |
| 2 | Antibacterial soap | Toilet soap bar, 90/100 g for personal hygiene.Unscented, antibacterial, hypoallergenic, free of harmful or dangerous substances. Remaining shelf life 80%. | pcs | 2 |
| 3 | Hairbrush  | Durable Plastic with handle. Medium hardness bristles.  | pcs | 1 |
| 4 | Toothpaste | 100g or more. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste shall extrude from the tube in form of a continuous mass with the application of normal force. The tooth paste shall be packed in collapsible tubes or any other suitable material which shall not corrode, deteriorate or cause contamination of the tooth paste during normal conditions of storage. Remaining shelf life 80% | pcs | 1 |
| 5 | Toothbrush | Strong Plastic Toothbrush of adult size, medium hardness nylon bristles, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use. | pcs | 1 |
| 6 | Antibacterial wipes | Wet wipes, hypoallergenic, antibacterial, free of harmful chemicals including free of parabens, sulphates and dyes. Unscented. At least 30 pieces per pack | pcs | 2 |
| 7 | Dry napkins | Not less than 10 pieces in the package | pcs | 5 |
| 8 | Washing soap | Soap bar, for washing dishes by hand, individually wrapped, 180g, Not containing mercury or any other toxic substance, not-harmful or causing allergy for hands, long durability (does not melt easily), remaining shelf life of not less than 80%;  | pcs | 1 |
| 9 | Disposable Menstrual Pads  | Disposable. Non woven tissue, cotton touch feel top sheet, thin, individually wrapped. High absorbent with wings; leak proof bottom layer. Each napkin include plastic cover for discreet disposal. Not containing allergic and dangerous substances. 20 pcs. or more in the package | pcs | 2 |
| 10 | Cotton swabs | At least 50 pcs per pack. The cotton swab is made of 100% high-quality organic cotton, which has undergone strict sterilization treatment, soft and absorbent. The handle is made of bamboo or other safe and treated wood.  | pcs | 1 |
| 11 | Cotton swabs | At least 100 pieces in a package. The cotton swab is made of 100% high-quality organic cotton, which has undergone strict sterilization treatment, soft and absorbent. The handle is made of bamboo or other safe and treated wood.  | pcs | 1 |
| 12 | Disinfectant (Sanitizer) for hands | Isopropyl 70% solution, rub-in-hand antiseptic–disinfectant for cleaning hands, 60 ml or more in a bottle, labelled with a flammable sticker which is clearly visible  | pcs | 1 |
| 13 | Washcloth | 100% cotton, very absorbent. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Mixed colours, fixed dye and free of harmful or dangerous substances. Size 30x30 cm approximately  | pcs | 1 |
| 14 | Ladies disposable shaving stick | Minimum pack of 5 disposable razors, twin blade. Durable sharp metal, skin friendly. | pcs | 3 pcs (in 1 pack) |
|  |  | see above |  | 2 pcs (in 1 pack) |
| 15 | Antiperspirant female  | Natural women's deodorant, free of aluminium, parabens, dyes, sulphates, artificial colours, preservatives, propylene glycol, antibacterial chemicals, and phthalates; natural/mild scent, synthetic fragrance free, cutely free, approximately 50 - 100 grams; Cream or gel formula, in non-aerosol can packaging. Shelf life not less then 3 years, indicated on packaging | pcs | 2 |
| 16 | Shampoo | Bottle of minimum 200ml, for adults. For normal hair. Hypoallergenic, PH neutral, not harmful to human and in particular not irritating to the eyes. Neutral scent. 80% shelf life | pcs | 1 |
| 17 | Shower Gel | Bottle of minimum 200ml, for adults. For normal hair. Hypoallergenic, moisturizing, not harmful to human and in particular not irritating to the eyes. Neutral scent. 80% shelf life | pcs | 1 |
| 18 | Washing powder  | Washing powder pack, for washing synthetic fragrance free laundry by hand. The washing powder package is water resistant (i.e. made of sturdy material, bio plastic bag or similar, a carton pack with bio plastic bag insert, or with protective lamination of the carton). The bag should be resealable.Not containing mercury or any other toxic substance, not-harmful or causing allergy for hands. The offer shall detail the number of standard washes possible per pack in relation to a specific weight of laundry.Remaining shelf life not less than 80%. | kg | 6 kg |
|  |  | See above | kg | 6 kg |
|  |  | See above | kg | 3 kg |
| 19 | Hand cream | For hygienic skin care of medical staff at least 500 ml; Simply moisturizing and restorative not less than 100 g X 5 pieces. Free of harmful or dangerous substance. Neutral Scent. Hypoallergenic  | pcs | 5 |
| 20 | Face cream | Moisturizing for all skin types. Specifically designed for use on face. at least 50 g. Free of harmful or dangerous substance. Neutral Scent. Hypoallergenic | pcs | 1 |
| 21 | T-shirts  | Simple cotton white women size M, L, XL. Fixed dye. Free of harmful or dangerous substances  | pcs | 5 |
| 22 | Socks | White cotton socks women’s size 38-42. Fixed dye. Free of harmful or dangerous substances  | pcs | 5 |
| 23 | High disposable shoe covers (PPE) | High boot shoe covers spunbond or polyethylene | pcs | 10 |
| 24 | Tampons female | Tampons, normal flow. Not less than 16 pieces in packing. The supplier to certify that the tampon does not contain any dangerous substances, is fit for use by human beings in accordance with international standards, as well as accepted by the sanitary inspection at final destination, the stricter one of both prevailing.Manufacturers must comply with their obligations under the European General Product Safety Directive Ref: 2001/95/EC of 3 December 2001 (O.J. L011 of 15 January 2002).

|  |  |
| --- | --- |
| Absorbent core material | 100 % purified cotton and/or rayon |
| Absorbency | To be measured using the Syngina absorbency protocol (one droplet: light flow < 6 grams, two droplets: 6 to 9 grams, three droplets: 9 to 12 grams, regular flow) as per 21 CFR 801.430(f) |
| Cover or overwrap | Thin, non-woven 100% cotton or polypropylene layer attached to the surface of absorbent core to facilitate removal |
| Withdrawal cord | Stitched or knitted cotton with polypropylene braid |
| Must be suitably sewn with a polyester thread to the absorbent core to ensure safe and efficient removal |
| Applicator | To help comfortably inserting the tampon. |
| If present, model and material to be described by supplier. |
| If a plastic applicator is supplied, it must be guaranteed BPA (Bisphenol A) free |
| Fragrance | No fragrance or deodorants |
| Packaging | Individual paper, cellophane or polypropylene packaging to ensure hygienic quality of the product is maintained prior to use |
| Component Materials | Supplier will guarantee tampons to be free of 2,3,7,8- tetrachlorodibenzo-p-dioxin (TCDD)/2,3,7,8-tetrachlorofuran dioxin (TCDF) and any pesticide and herbicide residues. |
| For any materials bleached during processing, the bleaching process used will be described, e.g., Elemental Chlorine-Free (ECF) or Totally Chlorine-Free (TCF). |
| Toxicology | Supplier will provide biocompatibility data resulting from testing as described in the guidance “Use of International Standard ISO-10993, Biological Evaluation of Medical Devices Part-1: Evaluation and Testing”, for repeat use devices--30 days or more-- in contact with skin/mucosal membrane surface |
| Microbiology | Supplier will provide evidence that the tampon, in its final manufactured form, does not enhance the growth of Staphylococcus aureus, increase the production of Toxic Shock Syndrome Toxin-1 (TSST-1) or alter the growth of normal vaginal microflora |
| Notice | Each pack of tampons must be provided with a set of instructions, which give clear advice and guidance on the correct use of the tampons. |
| The information should be clear and legible and in the language of the country of distribution. |
| The notice will provide important information regarding Toxic Shock Syndrome (TSS), inform consumers that TSS is potentially fatal, provide a full description of the symptoms of TSS, instruct the users to consult a doctor if the symptoms of TSS occur, limit wear-time per tampon to no more than 4 hours and advise against the use of tampons “overnight”, as well as general user instructions on the method for insertion and withdrawal of the tampon, advise to use the lowest absorbency/size to suit the flow, provide a full description of all the absorbencies/sizes available linking them to the menstrual flow, provide a statement on frequency of use, emphasize the importance of personal hygiene, inform the user to only use one tampon at a time and advise the user to ensure the removal of the last tampon once menstruation has finished |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
|  |  |
|  |  |

 | pcs | 1 |
| 25 | Slippers | Medical reusable / disinfectable slippers (size 38,39,40,41) | pcs | 1 |

The goods are to be picked up from supplier’s warehouse maximum in 3 weeks upon issuing of PO. The quotation shall be valid at least for 2 months after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the address indicated below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Iryna Bohun* |
| Email address of contact person: | **ua-procurement@unfpa.org** |

Please submit your quotation in Ukrainian Hryvnias. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than Friday, **27 November, 2020 at 15:00 Kyiv time.**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:** UNFPA/UKR/RFQ/20/33

**Currency of Bid price:** UAH

**Delivery time** *(weeks from receipt of order till dispatch):*

**Expiration of Validity of Quotation** *(The quotation shall be*

*valid for a period of at least 2 months* *after the Closing date.):*

**Price Schedule:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Item | Description of the goods | Unit | Q-ty | EXW unit price, VAT free | Total |
| 1 | Roll of toilet paper |  | pcs | 2 |  |  |
| 2 | Antibacterial soap |  | pcs | 2 |  |  |
| 3 | Hairbrush  |  | pcs | 1 |  |  |
| 4 | Toothpaste |  | pcs | 1 |  |  |
| 5 | Toothbrush |  | pcs | 1 |  |  |
| 6 | Antibacterial wipes |  | pcs | 2 |  |  |
| 7 | Dry napkins |  | pcs | 5 |  |  |
| 8 | Washing soap |  | pcs | 1 |  |  |
| 9 | Disposable Menstrual Pads  |  | pcs | 2 |  |  |
| 10 | Cotton swabs |  | pcs | 1 |  |  |
| 11 | Cotton swabs |  | pcs | 1 |  |  |
| 12 | Disinfectant (Sanitizer) for hands |  | pcs | 1 |  |  |
| 13 | Washcloth |  | pcs | 1 |  |  |
| 14 | Ladies disposable shaving stick |  | pcs | 3 pcs (in 1 pack) |  |  |
|  |  |  | pcs | 2 pcs (in 1 pack) |  |  |
| 15 | Antiperspirant female  |  | pcs | 2 |  |  |
| 16 | Shampoo |  | pcs | 1 |  |  |
| 17 | Shower Gel |  | pcs | 1 |  |  |
| 18 | Washing powder  |  | kg | 6 kg |  |  |
|  |  |  | kg | 6 kg |  |  |
|  |  |  | kg | 3 kg |  |  |
| 19 | Hand cream |  | pcs | 5 |  |  |
| 20 | Face cream |  | pcs | 1 |  |  |
| 21 | T-shirts  |  | pcs | 5 |  |  |
| 22 | Socks |  | pcs | 5 |  |  |
| 23 | High disposable shoe covers (PPE) |  | pcs | 10 |  |  |
| 24 | Tampons female |  | pcs | 1 |  |  |
| 25 | Slippers |  | pcs | 1 |  |  |
|  | Total amount, VAT free |  |
|  | VAT |  |
|  | Total amount, incl. VAT |  |
|  | Delivery time, days (EXW from date of order) |  |

**In your offer, please include:**

1. Specific technical specifications of products offered
2. Delivery time
3. Quality standard of the products



**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (**<http://www.unfpa.org/resources/unfpa-general-conditions-contract> **) and we will abide by this quotation until it expires.**

**Name and title Date and Place**