

Date:23 July, 2021

**Authorized by:**

**Jaime Nadal**

**UNFPA Representative**

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/UKR/RFQ/21/14**

Dear Sir/Madam,

We hereby solicit your quotation for the supply **5000 pcs of the Female Health Worker Sanitary Kits** as per specification below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Item | Specification | Unit | Q-ty |
| 1 | Liquid soap | Liquid soap (300ml). Without dyes and perfume composition, does not dry the skin, does not cause irritation. Designed for children and adults with sensitive skin | pcs | 1 |
| 2 | Toothpaste | Toothpaste not less than 100 gr | pcs | 1 |
| 3 | Toothbrush | Medium stiffness | pcs | 1 |
| 4 | Wet wipes | Wet wipes, not less than, 30 pieces per pack, size not less than, 20 x 12 cm | pcs | 2 |
| 5 | Dry napkins | Not less than 10 pieces in the package | pcs | 5 |
| 6 | Female pads | Disposable. Non woven tissue, cotton touch feel top sheet, thin, individually wrapped. High absorbent with wings; leak proof bottom layer. Each napkin includes a plastic cover for discreet disposal. Not containing allergic and dangerous substances. 20 pieces per packaging or more.  | pcs | 2 |
| 7 | Cotton swabs | At least 50 pcs per pack | pcs | 1 |
| 8 | Disinfectant (Sanitizer) for hands | At least 60 ml | pcs | 1 |
| 9 | Ladies disposable shaving stick | At least 5 pcs in 1 pack | pack | 1 |
| 10 | Antiperspirant female | Ball or drain / solid hypoallergenic not less than 50 g (24 hours) | pcs | 2 |
| 11 | Shampoo | Universal for all hair types at least 200 ml 3 in one | pcs | 1 |
| 12 | Shower Gel | Moisturizing for all skin types at least 200 ml | pcs | 1 |
| 13 | 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 | pcs | 5 |
| 14 | Face cream | Moisturizing for all skin types at least 50 g | pcs | 1 |
| 15 | T-shirts  | Simple cotton white size M, L, XL | pcs | 5 |
| 16 | Socks | White cotton socks size 38-42 | pair  | 5 |
| 17 | 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 |

The goods are to be picked up from the supplier's warehouse in 4 weeks upon issuing of PO. The quotation shall be valid at least for 3 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 **Tuesday**, **03 August, 2021 at 17:00 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/21/14

**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 3 months* *after the Closing date.):*

**Price Schedule:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Item | Description of the goods | Unit | Q-ty | EXW Unit price, VAT free | Total |
| 1 | Liquid soap |  | pcs | 1 |  |  |
| 2 | Toothpaste |  | pcs | 1 |  |  |
| 3 | Toothbrush |  | pcs | 1 |  |  |
| 4 | Wet wipes |  | pcs | 2 |  |  |
| 5 | Dry napkins |  | pcs | 5 |  |  |
| 6 | Female pads |  | pcs | 2 |  |  |
| 7 | Cotton swabs |  | pcs | 1 |  |  |
| 8 | Disinfectant (Sanitizer) for hands |  | pcs | 1 |  |  |
| 9 | Ladies disposable shaving sticks |  | pack | 1 |  |  |
| 10 | Antiperspirant female |  | pcs | 2 |  |  |
| 11 | Shampoo |  | pcs | 1 |  |  |
| 12 | Shower Gel |  | pcs | 1 |  |  |
| 13 | Hand cream |  | pcs | 5 |  |  |
| 14 | Face cream |  | pcs | 1 |  |  |
| 15 | T-shirts  |  | pcs | 5 |  |  |
| 16 | Socks |  | pair | 5 |  |  |
| 17 | Tampons female |  | pcs | 1 |  |  |
| 18 | Packaging\* |  | pcs | 1 |  |  |
|  | Total amount per 1 kit, VAT free |  |
|  | Total amount per 5000 kits, VAT free |  |
|  | Delivery time, days (EXW from date of order) |  |

\*Packaging requirements:

Each kit should be packed into a box. Each box, regardless of packing in pallets, etc., should contain logos in the following sequence: ПРЯМУЄМО РАЗОМ, UNFPA, WeACT (attached to this request to quotation).

Logos must be in color, have the same height and must be fully visible. All 3 logos must be placed consecutively on one side of the box.

Method of applying: printing on adhesive paper with subsequent placement on each box.

The logos should be glued on the outside edge of the box so that they will be outward when packed in a pallet. Logos must be affixed neatly and parallel to the lower edge of the box.

Approving the placement of logos on the box is mandatory for the supplier that will be selected based on the result of this tender. Selected supplier will be requested to prepare 1 box with logos, take a photo and send it to the UNFPA communications specialist by e-mail for approval. Only upon receipt of approval it will be possible to brand all other boxes.

**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**