**Authorized by:**

**Jaime Nadal**

**UNFPA Representative**

**Date: 29.06.23**

**Request for Quotation No. UNFPA/UKR/RFQ/23/23**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **2800 Essential kits** and their LAND shipment to **our Dnipro warehouse, Ukraine**  as per specifications below:

**The desired delivery period is up to 1st September 2023.**

| # | Item | Specification | Unit | Q-ty |
| --- | --- | --- | --- | --- |
| 1 | Female Underwear (panty) - Size small | Underwear for Women High Waisted Stretchy Cotton Panties | Set of 3 pcs | 800 |
| 2 | Female Underwear (panty) - Size medium | Underwear for Women High Waisted Stretchy Cotton Panties | Set of 3 pcs | 1000 |
| 3 | Female Underwear (panty) - Size large | Underwear for Women High Waisted Stretchy Cotton Panties | Set of 3 pcs | 1000 |
| 4 | Socks one size (33-38) | Cotton socks size 33-38 | Packs containing 5 pcs | 1400 |
| 5 | Socks one size (39-42) | Cotton socks size 39-42 | Packs containing 5 pcs | 1400 |
| 6 | 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. Regular Flow - Regular size should have length 180mm to 220mm and width excluding wings shall be 60mm–100mm.  Absorbency shall be 15-20ml .Pack of 15 | Set of 2 pcs | 2800 |
| 7 | Intimate hygiene wipes | Wet wipes not less than 15 pieces in the package | Package 15 pcs | 2800 |
| 8 | Body wipes | Wet wipes not less than 80 pieces in the package, size not less than, 20 x 12 cm | 80 wipes in each set | 2800 |
| 9 | Hand sanitizers | At least 120 ml | Bottle 120 ml | 2800 |
| 10 | Bath towels | Towel 50x90  Material 100% cotton  Weight / m² 400 g / m². | Each | 2800 |
| 11 | Backpack | Lightweight city backpack. 1 compartment with a partition, e.g. for a laptop, and a front pocket. Branded with UNFPA logo printed or sewn on. | Each | 2800 |
| 12 | Torch / flashlight (self-powered) | Small to medium sized handheld torch with LED bulbs of minimum 50 lumens. | Each | 2800 |
| 13 | Bath soap | Without dyes and perfume composition, does not dry the skin, does not cause irritation. Designed for children and adults with sensitive skin. | Piece 100 g | 2800 |
| 14 | Toothpaste | Toothpaste not less than 100 gr | Tube | 2800 |
| 15 | Toothbrush | Medium stiffness | Piece | 2800 |
| 16 | Comb | Hair brush | Piece | 2800 |
| 17 | Shampoo | Universal for all hair types at least 200 ml 3 in one | Each | 2800 |
| 18 | Hand Cream | For hygienic skin care of medical staff at least 60 ml;  Simply moisturizing and restorative. | Piece | 2800 |
| 19 | Deodorant | Ball or drain / solid hypoallergenic not less than 50 g (24 hours) | Piece | 2800 |
| 20 | Laundry soap bar 72% | Natural laundry soap 72% | 1 bar, 200 g | 2800 |
| 21 | Set of 3 leaflets with GBV-related information | A5 two-fold leaflet (148х210 mm) – a sheet folded directly in half.  Coated paper, density 150 g/m2, double-sided printing  Final design will be provided by our comms colleagues. | Set of 3 | 2800 |

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

| Contact person | Iryna Bohun |
| --- | --- |
| Email address | ua-procurement@unfpa.org |

Please submit your quotation in UAH currency. Conversion of money 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 the competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **18th July 2023, 17:00 Kyiv time**.

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

Best regards,

Anastasiia Baibuzenko

Procurement and Logistics Associate

Email: baibuzenko@unfpa.org

**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No: UNFPA/UKR/RFQ/23/23**

**Currency of Bid price: UAH**

**Delivery time** *(weeks from receipt of order till dispatch):* **up to 1st September 2023.**

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

*valid for a period of at least 3 months* *after the Closing date.):* **3 months**

**Price Schedule:**

**Maximum budget 159600 USD**

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\*Packaging requirements:

Each kit has to be packed in a backpack or big handbag and marked with UNFPA and UHF logos on it (please, find both logos attached).

Logos must be in color, have the same height, and must be fully visible.

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. The 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:**

Specific technical specifications of products offered

Delivery time

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**