**Authorized by:**

 Aos Zeidan

Supply Chain Specialist

**Date: 11 March 2024**

**Request for Quotation No. UNFPA/UKR/RFQ/24/09**

Dear Sir/Madam,

These Requests for Quotation are open to all legally constituted companies that can provide the requested services and have the legal capacity to perform in Ukraine, or through an authorized representative.

We hereby solicit your quotation for the supply of (3280) Elderly Dignity kit**s** including their LAND shipment to our Dnipro warehouse and Odessa warehouse as per the distribution matrix indicated below.

The goods are to be delivered maximum in **(4) weeks** upon issuing of PO. The quotation shall be valid at least for (90) days after the closing date.

Kits components and Technical Specifications:

|  |
| --- |
| **Item 1. Elderly Dignity kits, size M – Quantity. 658** |
| # | Item | Specification | UoM |
| 1.1. | Female Underwear (panty) - Size medium | Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Dark colors. | Set of 4 pcs |
| 1.2. | Women's thermal underwear- Size medium | 2 Pieces- Top and Bottom are included. Size medium.Ultra Soft Fleece Lined Long Johns, Warm Base Layer Set for Cold Weather. | Set (top + bottom) |
| 1.3. | Socks one size (38-42) | Cotton socks size 38-42 ( grey, black). Material: 90% coton, 10% spandex.  | Set of 4 pcs |
| 1.4. | Urological pads | Urological pads for elderly women, at least 15 pcs in 1 pack. One-time use. Soft, stretchy sides. Not containing allergic anddangerous substances. Size: adult, size M/L/XL | Set of 2 pack |
| 1.5. | Intimate hygiene wipes | Wet wipes not less than 15 pieces in the package.Ph. 5.5, nice smell, Hypoallergenic, safety closure. | Package 15 pcs |
| 1.6. | Body wipes | . Packet of 70 pcs minimum, Ph. 5.5, nice smell, Hypoallergenic, safety closure. | Set |
| 1.7. | Hand sanitizers | Hand antisepsis for personal use. Fragance free, not causing skin irritation or allergies (no inclusion of colorants, dyes or perfumes). Composition: gelformulation, final product concentration of 60-80% ethanol or 70-75%isopropyl alcohol Size: 100ml content bottle, plastic or equivalent, squeezable with sturdy closing flip-cap.. Indicating “external use only,avoid contact with eyes”. Additional Warning/Danger signal sticker statingproduct content is “flammable". | Bottle 120 ml |
| 1.8. | Bath towels  | Towel 50x90. Material 100% cotton. Weight / m² 400 g / m². | Each |
| 1.9 | Backpack  | Backpack to store all items of the kit. Branded with UNFPA logo printed or sewn on. | Each |
| 1.10 | Torch / flashlight (self-powered) | Personal solar re-chargeable flashlight (LED), LED Light Source: High Bright LED, Beam Distance: 60m , Lighting period: 5-8 hours 21.5cm | Each |
| 1.11 | 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 |
| 1.12 | Toothpaste | 75 ml tube Minimum. Concentrated paste, with fluoride, free of parabens.Neutral flavor. The toothpaste shall be free of lumps or particles which arepalpable 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. Shelf life of 80%. ISO approved brand | Tube |
| 1.13 | Toothbrush | Strong Plastic toothbrush, adult size, soft bristle, individually wrapped,Bristles are free of sharp or jagged edges and endpoints. The bristles do not fall out with normal use. All of the toothbrush components are safe for use, with protective cap. | Piece |
| 1.14 | Shampoo  | Universal for all hair types at least 200 ml. Hypoallergenic, PH factor 5.5, not harmful to human and in particular notirritating to the eyes. Neutral scent. | Each |
| 1.15 | Laundry soap bar 72% | Natural laundry soap 72% | 1 bar, 200 g |
| 1.16 | Warm fleece blanket, medium-sized | Dimensions Width: 130 cm, Length: 170 cm. Composition: 100% polyester | Piece |
| 1.17 | Set of 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 info\_booklet\_Swe - 3 copy, PSEA poster - 1 copy, PSEA Principle - 1 copy |  Set  |

|  |
| --- |
| **Item 2. Elderly Dignity kits, size L – Quantity. 1311** |
| # | Item | Specification | UoM |
| 2.1. | Female Underwear (panty) - Size large  | Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Dark colors. | Set of 4 pcs |
| 2.2 | Women's thermal underwear - Size large | 2 Pieces- Top and Bottom are included. Size large.Ultra Soft Fleece Lined Long Johns, Warm Base Layer Set for Cold Weather. | Set (top + bottom) |
| 2.3 | Socks one size (38-42) | Cotton socks size 38-42 ( grey, black). Material: 90% coton, 10% spandex.  | Set of 4 pcs |
| 2.4 | Urological pads | Urological pads for elderly women, at least 15 pcs in 1 pack. One-time use. Soft, stretchy sides. Not containing allergic anddangerous substances. Size: adult, size M/L/XL | Set of 2 pack |
| 2.5 | Intimate hygiene wipes | Wet wipes not less than 15 pieces in the package.Ph. 5.5, nice smell, Hypoallergenic, safety closure. | Package 15 pcs |
| 2.6 | Body wipes | . Packet of 70 pcs minimum, Ph. 5.5, nice smell, Hypoallergenic, safety closure. | Set |
| 2.7 | Hand sanitizers | Hand antisepsis for personal use. Fragrance free, not causing skin irritation or allergies (no inclusion of colorants, dyes or perfumes). Composition: gelformulation, final product concentration of 60-80% ethanol or 70-75% isopropyl alcohol Size: 100ml content bottle, plastic or equivalent, squeezable with sturdy closing flip-cap.. Indicating “external use only,avoid contact with eyes”. Additional Warning/Danger signal sticker statingproduct content is “flammable". | Bottle 120 ml |
| 2.8 | Bath towels  | Towel 50x90Material 100% cottonWeight / m² 400 g / m². | Each |
| 2.9 | Backpack  | Backpack to store all items of the kit. Branded with UNFPA logo printed or sewn on. | Each |
| 2.10 | Torch / flashlight (self-powered) | Personal solar re-chargeable flashlight (LED), LED Light Source: High Bright LED, Beam Distance: 60m , Lighting period: 5-8 hours21.5cm | Each |
| 2.11 | 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 |
| 2.12 | Toothpaste | 75 ml tube Minimum. Concentrated paste, with fluoride, free of parabens.Neutral flavor. The toothpaste shall be free of lumps or particles which arepalpable 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. Shelf life of 80%. ISO approved brand | Tube |
| 2.13 | Toothbrush | Strong Plastic toothbrush, adult size, soft bristle, individually wrapped,Bristles are free of sharp or jagged edges and endpoints. The bristles do not fall out with normal use. All of the toothbrush components are safe for use, with protective cap. | Piece |
| 2.14 | Shampoo  | Universal for all hair types at least 200 ml. Hypoallergenic, PH factor 5.5, not harmful to human and in particular notirritating to the eyes. Neutral scent. | Each |
| 2.15 | Laundry soap bar 72% | Natural laundry soap 72% | 1 bar, 200 g |
| 2.16 | Warm fleece blanket, medium-sized | Dimensions Width: 130 cm, Length: 170 cmComposition: 100% polyester | Piece |
| 2.17 | Set of 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 info\_booklet\_Swe - 3 copy, PSEA poster - 1 copy, PSEA Principle - 1 copy |  Set  |

|  |
| --- |
| **Item 3. Elderly Dignity kits, size XL – Quantity. 1311** |
| # | Item | Specification | UoM |
| 3.1 | Female Underwear (panty) - Size XL  | Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Dark colors. | Set of 4 pcs |
| 3.2 | Women's thermal underwear - Size XL  | 2 Pieces- Top and Bottom are included. Size extra large. Ultra Soft Fleece Lined Long Johns, Warm Base Layer Set for Cold Weather. | Set (top + bottom) |
| 3.3 | Socks one size (38-42) | Cotton socks size 38-42 ( grey, black). Material: 90% coton, 10% spandex.  | Set of 4 pcs |
| 3.4 | Urological pads | Urological pads for elderly women, at least 15 pcs in 1 pack. One-time use. Soft, stretchy sides. Not containing allergic anddangerous substances. Size: adult, size M/L/XL | Set of 2 pack |
| 3.5 | Intimate hygiene wipes | Wet wipes not less than 15 pieces in the package.Ph. 5.5, nice smell, Hypoallergenic, safety closure. | Package 15 pcs |
| 3.6 | Body wipes | Packet of 70 pcs minimum, Ph. 5.5, nice smell, Hypoallergenic, safety closure. | Set |
| 3.7 | Hand sanitizers | Hand antisepsis for personal use. Fragrance free, not causing skin irritation or allergies (no inclusion of colorants, dyes or perfumes). Composition: gel formulation, final product concentration of 60-80% ethanol or 70-75% isopropyl alcohol Size: 100ml content bottle, plastic or equivalent, squeezable with sturdy closing flip-cap.. Indicating “external use only, avoid contact with eyes”. Additional Warning/Danger signal sticker stating product content is “flammable". | Bottle 120 ml |
| 3.8 | Bath towels  | Towel 50x90Material 100% cottonWeight / m² 400 g / m². | Each |
| 3.9 | Backpack  | Backpack to store all items of the kit. Branded with UNFPA logo printed or sewn on. | Each |
| 3.10 | Torch / flashlight (self-powered) | Personal solar re-chargeable flashlight (LED), LED Light Source: High Bright LED, Beam Distance: 60m , Lighting period: 5-8 hours21.5cm | Each |
| 3.11 | 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 |
| 3.12 | Toothpaste | 75 ml tube Minimum. Concentrated paste, with fluoride, free of parabens. Neutral flavor. 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. Shelf life of 80%. ISO approved brand | Tube |
| 3.13 | Toothbrush | Strong Plastic toothbrush, adult size, soft bristle, individually wrapped, Bristles are free of sharp or jagged edges and endpoints. The bristles do not fall out with normal use. All of the toothbrush components are safe for use, with protective cap. | Piece |
| 3.14 | Shampoo  | Universal for all hair types at least 200 ml. Hypoallergenic, PH factor 5.5, not harmful to human and in particular notirritating to the eyes. Neutral scent. | Each |
| 3.15 | Laundry soap bar 72% | Natural laundry soap 72% | 1 bar, 200 g |
| 3.16 | Warm fleece blanket, medium-sized | DimensionsWidth: 130 cm, Length: 170 cmComposition: 100% polyester | Piece |
| 3.17 | Set of 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 info\_booklet\_Swe - 3 copy, PSEA poster - 1 copy, PSEA Principle - 1 copy |  Set  |

Note: Quantities are tentative and may be changed later.

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

|  |  |
| --- | --- |
| **Secure Email address** | **ua-procurement@unfpa.org** |

Your earliest response to this query would be highly appreciated, but not later than **Monday, 18 March 2024, 13:00PM Kyiv time**.

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

Note: Offers received after the deadline or at another email address than the one indicated in the above

(**ua-procurement@unfpa.org**) will be automatically **disqualified.**

Please submit your quotation in **USD currency**. 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.

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract> . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

The UNFPA terms of payment are 30 days after receipt of goods with shipping documents, invoices and other documentation required by the contract.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

|  |  |
| --- | --- |
| Delivery | * Dnipro warehouse: Baikalska 4
* Odessa warehouse: V. Molodizhne, Promuslova Str.1, Chornomorsk, Odes'ka oblast
 |
| Distribution quantity for each size per each location | Dnipro warehouse:* Size M, Qty. 430 Kits
* Size L, Qty. 851 Kits
* Size XL, Qty. 851 Kits

Odessa Warehouse:* Size M, Qty. 228 Kits
* Size L, Qty. 460 Kits
* Size XL,Qty. 460 Kits
 |
| Customs clearance, if needed, shall be done by: | Awarded supplier.  |
| Currency of Quotation | USD  |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | English/Ukrainian |
| Sample of the items | A non-returnable sample shall be requested from the selected supplier at a subsequent stage in the process |
| Documents to be submitted  | * Technical Offer, including the technical specifications for each offered item.
* Valid Commercial Registration
* Picture for the offered items
* International/ Ukrainian quality certificates for the offered items. (ISO, etc.)
* Quotation Form (Annex 1) need to be duly completed and submitted to qualify for the procurement process.)
* Previous experience for procurement of requested items
 |
| Period of Validity of Quotes starting the Submission Date |  90 days |
| Contact Person for Inquiries(Written inquiries only) | Anastasiia Baibuzenko( baibuzenko@unfpa.org)Any delay in UNFPA’s response shall be not used as a reason for extending the deadline for submission, unless UNFPA determines that such an extension is necessary and communicates a new deadline to the bidders |
| Partial Quotes | NOT Permitted |
| Payment Terms | 100% upon complete delivery of goods |
| Liquidated Damage | Will be imposed as follows:* Percentage of contract total per calendar day of delay: 1%
* Maximum number of calendar days of delay 10 calendar days, after which UNFPA may terminate the contract without any liability against UNFPA
 |
| Evaluation Criteria  | * Technical responsiveness/Full compliance to requirements and lowest price
* Full acceptance of the UNFPA General Terms and Conditions
* Shortest lead time (offers with lead time more than **4** weeks will be disqualified)
 |
| UNFPA will award to: | One supplier |
| Type of Contract to be Signed  | Contract + Purchase Order  |
| Conditions for Release ofPayment | Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements. |
| Packaging Requirements | * Each kit must be packed in a backpack or big handbag and marked with UNFPA and Belgium 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.
* Carton boxes must be marked with the incorporated kit size
 |
| Annexes to this RFQ  | * Quotation Form (Annex 1) need to be duly completed and submitted in order to qualify for the procurement process.)
 |

Best regards,

Anastasiia Baibuzenko

Procurement and Logistics Associate

Email: baibuzenko@unfpa.org

**Annex 1- Quotation Form**

**Name of Bidder:**

**Bidder Contact Details: (Phone No., Email)**

**Date of Bid:**

**Request for Quotation No: UNFPA/UKR/RFQ/24/09**

**Currency of Bid price: USD**

**Delivery time** *(weeks from receipt of order till dispatch):*  **maximum (4) weeks**

**Expiration of Validity of Quotation** *(The quotation shall be
valid for a period of at least 3 months* *after the Closing date.):*  **90 Days**

**Price Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Item | Q-ty | Unit Price (USD) | Total Price (USD) | lead time (weeks)  |
| 1 | Elderly Dignity kits, size M | 658 |  |  |  |
| 2 | Elderly Dignity kits, size L | 1311 |  |  |  |
| 3 | Elderly Dignity kits, size XL | 1311 |  |  |  |

 **In your offer, please include:**

* Technical Offer, including the technical specifications for each offered item.
* Valid Commercial Registration
* Picture samples for offered items.
* International/ Ukrainian quality certificates for the offered items.

***Vendor’s Comments:***

**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**](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**