



United Nations Population
Fund

UNFPA - Yemen

Haddah St. behind Lazourde

Hotel

Sanaa'a., Yemen

Tel: +967 1 433160

Website: www.unfpa.org

Date: 05/05/2024

Invitation to Bid (ITB) No. YEM/2024/002

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items with the following technical specifications:

**Item No. 1: Blankets Medium Thermal Dimensions: Length: 200 cm +3% / -1%.
Width: 150 cm +3% / -1%. Weight: 1.2 to 2.1 kg**

100% virgin polyester and/or acrylic fibers or polyester/cotton.

UNFPA/RRM/CERF Logo should be stitched as a label or inserted / printed / heat embossed on the blanket

Colors: A uniform dark color that is not black (e.g. dark blue, grey, brown). No red or white. Color is well fixed and does not run with washing.

Quantity 30,000

**Item No. 2: Blankets High Thermal Dimensions: Length: 200 cm +3% / -1%. Width:
150 cm +3% / -1%. Weight: 1.8 to 3 kg**

100% virgin polyester and/or acrylic fibers or polyester/cotton.

UNFPA/RRM/CERF Logo should be stitched as a label or inserted / printed / heat embossed on the blanket

Colors: A uniform dark color that is not black (e.g. dark blue, grey, brown). No red or white. Color is well fixed and does not run with washing.

Quantity 30,000

If you are interested in submitting a bid for these items, kindly fill in the attached submission form or your own form signed and stamped and submit it to secure email address indicated below **not later than 20/05/2024, 15:00 (Sana'a time):**

Please ensure to mark your email with the following text in the email subject line,

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[UNFPA/PSB/Templates/Emergency Procurement/ Emergency ITB Template / \[0115-Rev01\]](#)

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ITB No. YEM/2024/002

Secure email address for bid submission: procurement.yemen@unfpa.org

Street address for Samples submission: UNFPA office, Haddah Street, behind Lazourde Hotel, not later than 20/05/2024, 15:00

Email address of Contact Person: al-busaily@unfpa.org

Note: Do not submit your bid/proposal to the contact person's email address!

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

Documents to be submitted with the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients
- d. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents
- e. Financial bid including the price schedule

Partial bids are **not allowed** under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested commodity types in order to submit a complete bid. However, within each commodity type, full quantities must be offered.

INCOTERMS 2010:

- Price of goods FOB/FCA Point of Departure
- Freight cost CPT/CFR (UNFPA Sana'a Warehouse)

Validity of Bid:

The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

Delivery Time:

The maximum allowed delivery time is **3 weeks** upon issuing of purchase order.

Evaluation of Bids:

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

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A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

Contract Award:

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time. Note: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type.

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

Attachments:

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**

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2. Bidders Identification Form
ITB No. UNFPA/YEM/2024/001

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification

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International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

3. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	<p>Blankets Medium Thermal Dimensions: Length: 200 cm +3% / -1%. Width: 150 cm +3% / -1%. Weight: 1.2 to 2.1 kg 100% virgin polyester and/or acrylic fibers or polyester/cotton.</p> <p>UNFPA/RRM/CERF Logo should be stitched as a label or inserted / printed / heat embossed on the blanket</p> <p>Colors: A uniform dark color that is not black (e.g. dark blue, grey, brown). No red or white. Color is well fixed and does not run with washing.</p> <p>Quantity 30,000</p>		
2	<p>Blankets High Thermal Dimensions: Length: 200 cm +3% / -1%. Width: 150 cm +3% / -1%. Weight: 1.8 to 3 kg 100% virgin polyester and/or acrylic fibers or polyester/cotton.</p> <p>UNFPA/RRM/CERF Logo should be stitched as a label or inserted / printed / heat embossed on the blanket</p> <p>Colors: A uniform dark color that is not black (e.g. dark blue, grey, brown). No red or white. Color is well fixed and does not run with washing.</p> <p>Quantity 30,000</p>		

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4. Price Schedule Form

Name of Bidder: _____
Date of Bid: _____
Bid No: _____
Currency of Bid price: _____
Delivery time (days from receipt of order till dispatch): _____
(Note: maximum number of days is: 3 weeks)
Expiration of Validity of Bid/Proposal (The bid shall be valid for a period of at least 3 months after the Closing date.): _____

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total DAP (Destination)	Delivery schedule (days upon order)

Vendor's Comments:

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Name and title Date and Place