



19 Jan 2025

United Nations Population Fund
Address: Hadda street behind
Lazourde hotel
Fax: 01-433161
Telephone: 01- 433160
Email: procurement@unfpa.org
Website: www.unfpa.org

INVITATION TO BID ITB No. UNFPA/YEM/25/001

SUPPLY OF DIGNITY KITS INTRODUCTORY LETTER

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of [*Dignity Kits*] for its programme in [*Republic of Yemen*].
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The Bidder shall *be* required to quote for all items.
4. To enable you to submit a bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bidding Forms
Section VI:	Contract Forms

5. The bid shall reach UNFPA's email inbox of procurement@unfpa.org no later than 19 February 2025, at 15:00 Sana'a time¹. Dignity kit samples must be delivered to UNFPA premises on the same date and time mentioned
6. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and posted later than the due date shall not be registered and shall be returned unopened or shall be shredded. Bids submitted to any other email address than procurement@unfpa.org shall be rejected.
7. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel no later than 10 February 2025:
 - Rani Al-Busaily, Procurement Focal Point
email: al-busaily@unfpa.org

¹ Reference: www.timeanddate.com/worldclock

Do not submit your bid to these contact, or your bid will be disqualified.

8. This letter is not to be construed in any way as an offer to contract with your firm.

9. UNFPA strongly encourages all Bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers https://www.ungm.org/shared/knowledgecenter/pages/helpcentre_guides.

Yours sincerely,

UNFPA

Procurement Unit, Yemen Country Office



UNITED NATIONS POPULATION FUND

INVITATION TO BID

ITB NO.: UNFPA/YEM/25/001

Bid document for the manufacture and/or supply of products and related services

19 January 2025

Table of Contents

SECTION I: Instructions to Bidders	6
A. Introduction	6
1. Scope	6
2. Eligible Bidders	6
3. Eligible Goods and Related Services	7
4. Cost of Bid	7
5. Fraud and Corruption	7
B. Solicitation Documents	7
6. UNFPA Solicitation document	7
7. Clarifications of solicitation document	8
8. Amendments to UNFPA bid solicitation document	8
C. Preparation of Bids	8
9. Language of the bid	8
10. Documents to be submitted with the bid	9
11. Bid Currency and Prices	9
12. Validity of Bid	10
D. Submission of Bids and Bid Opening	10
13. Partial Bids	10
14. Alternative Bids	10
15. Bids	11
16. Sealing and Marking of Bids (hard copies)	Error! Bookmark not defined.
17. Electronic Submissions	11
18. Bid Submission Deadline/Late Bids	12
19. Withdrawal, Substitution and Modification of Bids	12
20. Storage of Bids	12
21. Bid Opening	12
E. Evaluation and Comparison of Bids	13
22. Confidentiality	13
23. Clarification of Bids	13
24. Responsiveness of bids	13
25. Nonconformities, Errors, and Omissions	14
26. Preliminary examination of Bids	15
27. Examination of Terms and Conditions and Technical Evaluation	15
28. Conversion to Single Currency	15
29. Domestic Preference	15
30. Evaluation of Bids	15
31. Comparison of Price Bids	16
32. Post-qualification of the Bidder	16
33. UNFPA’s Right to Accept Any Bid and to Reject Any or All Bids	17
34. UNFPA’s Right to Annul a Bidding Process	17
F. Award of Contract	18
35. Award Criteria	18
36. Right to Vary Requirements at Time of Award	18
37. Signing of the contract	18
38. Publication of Contract Award	18
SECTION II: Technical Specifications and Schedule of Requirements	20
2.1. Technical Specifications	20
2.2. Schedule of Requirements	Error! Bookmark not defined.
SECTION III: UNFPA General Conditions of Contract	24
SECTION IV: UNFPA Special Conditions for Contracts	25
SECTION V: Bidding Forms	26
1. Bid Confirmation Form	28
2. Bid Submission Form	29
3. Bidders Identification Form	30
4. Performance Statement Form	32

5. Product Item Overview Form.....	33
6. Price Schedule Form	39
7. Joint Venture Partner Information Form.....	41
SECTION VI: Contract Forms.....	42
1. Bank Guarantee for Advance Payment	Error! Bookmark not defined.
2. Performance Security	Error! Bookmark not defined.
3. Contract Forms.....	42

SECTION I: Instructions to Bidders

A. Introduction

1. Scope

- 1.1. The goods to be procured are *Dignity Kits* for UNFPA's *Programme* located in *Yemen, Sana'a and Aden*.
- 1.2. As a result of this bidding process, UNFPA shall sign non-exclusive Long Term Agreements (LTAs) with one or multiple vendors for *Two years*.

In the event of UNFPA signing long term agreements, the following shall apply:

- a. The successful Bidder(s) shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms, after written consent from the UNFPA Procurement Services Branch;
- b. The agreements shall be valid until **2 years** with a possibility of further extension until **one year**. The successful Bidder(s) shall have the right to review their prices every 12 months from commencement of the LTA, and shall notify UNFPA in writing 90 days prior to the 12-month period of a proposed price decrease or increase. The successful Bidder(s) shall provide proper justification for any price increase. UNFPA shall be entitled to either accept the price decrease / increase or to cancel the LTA, and shall notify the successful Bidder(s) in writing of its decision.
- c. The quantities specified in Section II, Schedule of Requirements may not be reached or may be exceeded during the period of the agreement.
- d. The successful Bidder agrees to supply the Goods and Services to all the developing countries, least developed countries and transition countries listed in the following link: <http://unstats.un.org/unsd/methods/m49/m49regin.htm#developed>
- e. The long term agreement template as specified in Section VI, Contract Forms, 3, shall be used for the establishment of the final agreement.
- f. UNFPA will not be committed to purchase any minimum quantity of the goods and related Services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any cost in the event that no purchases are made under any resulting LTA. All reductions in market prices mandated by the provider will be passed on in full to UNFPA.

2. Eligible Bidders

- 2.1 This bid is open to primary manufacturers, authorized agents and authorized resellers.
- 2.2 A Bidder and all parties constituting the Bidder may hold any nationality.
- 2.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - 2.3.1. Are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these bidding documents; or

- 2.4 A Bidder that is under a declaration of ineligibility by UNFPA in accordance with Instructions to Bidders Clause 2 at the date of contract award shall be disqualified. Bidders shall not be eligible to submit a bid if at the time of bid submission:
- 2.4.1. The Bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,
 - 2.4.2. The Bidder's name is mentioned in the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - 2.4.3. The Bidder is debarred by the World Bank Group
- 2.5 Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- a. The duly filled Joint Venture Partner Information Form, Section V, 7., must be included with the bid; and
 - b. All parties to the JV shall be jointly and severally liable; and
 - c. The JV shall nominate a Representative who shall have the authority to conduct all businesses:
 - i. for and on behalf of any and all the parties of the JV during the bidding process; and
 - ii. in the event the JV is awarded the contract, during contract execution.

3 Eligible Goods and Related Services

- 3.1. All the goods and related services to be supplied under the contract may have their origin in any country.
- 3.2. For purposes of this Clause, the term "origin" means the country where the goods have been produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

4 Cost of Bid

- 4.1. The Bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid.

5 Fraud and Corruption

- 5.1. UNFPA's policy regarding fraud and corruption is available at <http://www.unfpa.org/about-procurement#FraudCorruption> and applies fully to this Invitation to Bid. The submission of any offer implies that the Bidder is aware of this policy.

B. Solicitation Documents

6 UNFPA Solicitation document

- 6.1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents

shall be at the Bidder's risk and may affect the evaluation of the bids, or may result in the rejection of the bid.

6.2. Bidding documents consist of the following:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bid Forms
Section VI:	Contract Forms

6.3. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and Schedule of Requirements), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNFPA if they disagree.

6.4. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

7 Clarifications of solicitation document

7.1. A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within *three weeks* from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org/>

8 Amendments to UNFPA bid solicitation document

8.1. At any time prior to the deadline for submission of bids, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

8.2. All prospective Bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective Bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Bids

9 Language of the bid

9.1. The bid prepared by the Bidder and all correspondence and documents relating to the bid shall be written in English

10 Documents to be submitted with the bid

10.1. Documents Establishing the Eligibility of the Bidder

To establish their eligibility, Bidders shall:

- a. Complete the Bid Submission Form, Section V, 2.
- b. Complete Bidders Identification Form, Section V, 3.
- c. Complete Joint Venture Partner Information Form, Section V, 7 and provide all documents as required in the Form in the event that the bid is submitted by a Joint Venture.

10.2. Documents Establishing the Qualifications of the Bidder

To establish its qualifications, the Bidder shall submit to UNFPA's satisfaction the following documents:

- a. Evidence that the Bidder is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
- b. Written confirmation from the Bidder that the Bidder is neither suspended by the United Nations system nor debarred by the World Bank group;
- c. Post qualification documentation outlined in Instructions to Bidders, Section 32

Failure to furnish all the information required for submission shall be at the Bidder's risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

10.3. Documents Establishing the Eligibility and Conformity of the Goods and Related Services

Bidders shall submit:

- a. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
- b. Completed Product Item Overview Form, Section V, 5.

10.4. Documents Establishing Sustainability Efforts of the Bidder

UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their bid. In the long term it is UNFPA's intention to incorporate environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements. More information can be accessed on the Global Compact web site, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at procurement@unfpa.org. UNFPA encourages suppliers now to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact.

11 Bid Currency and Prices

- 11.1. *[For LTA contracts]* In the event of an LTA being signed with the successful Bidder(s) the item prices quoted by the Bidder(s) will be entered into an e-procurement system maintained by UNFPA that can only accommodate prices in US dollars (USD). Therefore, prices shall be quoted in US dollars (USD) by the Bidder(s). Bidders shall indicate in their Bid the currency they would normally have used (i.e. the Bidder's preferred currency) if no such currency constraint existed. In order to mitigate financial risks, the successful Bidder(s) will be requested during the course of the LTA to adjust their USD price downward and to use for that purpose

the UN exchange rate at time of bidding in the event of the USD appreciating by more than 10% against the Bidder's preferred currency. Similarly, should the USD depreciate by more than 10% against the Bidder's preferred currency, the successful Bidder(s) will be allowed to adjust their USD price upward by applying the UN exchange rate at time of bidding. For the purpose of calculating the percentage of appreciation or depreciation of the USD against the Bidder's preferred currency, the UN monthly exchange rates shall be used. To obtain the monthly UN exchange rate, use the following link:

<https://treasury.un.org/operationalrates/OperationalRates.php>

- 11.2. The Bidder shall indicate the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract. This price information shall be indicated on the Price Schedule Form, Section V, 6.
- 11.3. Bidders are requested to quote the following based on INCOTERMS 2010:
 - Price of goods FOB/FCA Point of departure
- 11.4. The terms FCA, CPT and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2010, published by the International Chamber of Commerce.
- 11.5. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include an itemized list of the prices for the requested.

12 Validity of Bid

- 12.1. 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 on the grounds that it is non-responsive.
- 12.2. In exceptional circumstances, UNFPA may solicit the Bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

D. Submission of Bids and Bid Opening

13 Partial Bids

- 13.1. Partial bids are [not allowed,] under this tender.

14 Alternative Bids

- 14.1. Alternative bids will not be accepted. In the event of a supplier submitting more than one bid, the following shall apply:
 - a. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
 - b. All bids will be rejected if no indication is provided as to which bids are alternative bids.

15 Bids

- 15.1. Bids shall be submitted in an email to a secure email address designated by UNFPA.
- 15.2. Samples must be submitted to UNFPA Premises
- 15.3. The technical portion of the bid shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 10.
- 15.4. The financial portion of the bid shall be prepared in accordance with the Price Schedule Form in Section V, 6 of the bid forms.
- 15.5. Bids shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

16 Electronic Submissions

- 16.1. Bids may be submitted electronically. Please note the following guidelines for electronic submissions:
- 16.2. Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise bids may be rejected. Clearly specify the following text in the subject line: ITB No. UNFPA/YEM/25/001, Bidder's Name.

The bid shall be submitted to procurement.yemen@unfpa.org. Bids received at the procurement.yemen@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date. Sending to any other email address will violate confidentiality and invalidate the bid.

- 16.3. Email submission shall not exceed 10 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder's name in the subject line of each email.
- 16.4. It shall be the Bidder's responsibility to ensure that bids sent by email are received by the deadline. All Bidders shall receive an auto-reply acknowledging the receipt of their email. Bidders shall not receive responses to questions sent to procurement.yemen@unfpa.org since it is a secure mailbox.
- 16.5. In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

17 Bid Submission Deadline/Late Bids

- 17.1. Bids must be sent to the office on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock, or contact the bid focal point.
- 17.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.
- 17.3. Any bid received by UNFPA after the bid submission deadline shall be rejected. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder's problems with transmission of bid submissions via email and/or with the courier company.

18 Withdrawal, Substitution and Modification of Bids

- 18.1. A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice prior to the bid submission deadline. The modification shall be submitted in a sealed envelope or to the dedicated secured email.
- 18.2. The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNFPA prior to the bid submission deadline requested to be withdrawn shall be shredded or shall be returned unopened to the Bidder.
- 18.3. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

19 Storage of Bids

- 19.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

20 Bid Opening

- 20.1. Bids received electronically by the required deadline will be printed and a copy of the bids will be put in a sealed envelope that will be opened at the time and date specified in the bid document. Only the last received bid will be opened if multiple bids are sent by a same Bidder.
- 20.2. UNFPA shall open all bids in the presence of at least two witnesses from UNFPA or another UN agency. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.

- 20.3. Only those who have submitted bids may attend the bid opening. However, the Bidders may authorize a local agent, embassy or trade commission (also referred to as observers) to represent them. In order to be able to attend bid opening, agents representing Bidders must provide reasonable evidence (business cards, letter of authorization, etc.) confirming the name of the Bidder they represent.
- 20.4. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.
- 20.5. No bid shall be rejected at bid opening, except for late bids. Bids that are not opened and read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be shredded except for any bank securities, which will be returned to the Bidder.

E. Evaluation and Comparison of Bids

21 Confidentiality

- 21.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the contract award is published.
- 21.2. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
- 21.3. Notwithstanding from the time of bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the bidding process, it should do so in writing.

22 Clarification of Bids

- 22.1. To assist in the examination, evaluation and comparison of bids, UNFPA may ask Bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the bid shall be sought, offered or permitted.

23 Responsiveness of bids

- 23.1. UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 23.2. 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.
- 23.3. UNFPA considers material deviation to include, but to not to be limited to the following situations:
- a. During preliminary examination of bids (verification of formal criteria)
 - Absence of bid form(s), change in the wording or lack of signature on key portions of the bid form when this is clearly specified in the tender document as a requirement. Any change in wording that is consistent with the standard format of the bid form(s) is not a material deviation;
 - The Bidder indicates in the bid that they do not accept important contract conditions, i.e. related to Warranty, Force Majeure Applicable Law, Delivery Schedule, Payment Terms, General Conditions and Limitation of Liability;
 - Non historical documents required in the solicitation document have not been provided, such as documents specifically related to the bidding process and that the Bidder could not be expected to possess before the solicitation document was issued;
 - Non eligibility of the Bidder;
 - Financial information is included in the technical bid when using the two-envelope method.
 - b. During technical evaluation of bids and qualification of Bidders:
 - Specifications of the item quoted vary in one or more significant respect(s) from the minimum required technical specifications.
 - The Bidder does not meet the minimum conditions for qualification.
 - c. During financial evaluation of bids:
 - The Bidder does not accept the required price correction as Instructions to Bidders Clause 25.1, c.
 - Required price components are missing;
 - The Bidder offers less quantity than what is required.
- 23.4. If a bid is not substantially responsive to the bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

24 Nonconformities, Errors, and Omissions

- 24.1. Provided that a bid is substantially responsive:
- a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
 - b. UNFPA may request that the Bidder submit the necessary information or documentation within a reasonable period of time to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.
 - c. UNFPA shall correct arithmetical errors on the following basis:

- If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
- if there is a discrepancy between words and figures, the amount in words shall prevail;
- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

24.2. If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected.

25 Preliminary examination of Bids

25.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 10 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

26 Examination of Terms and Conditions and Technical Evaluation

26.1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II Technical Specifications and Schedule of Requirements, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.

26.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 24, the bid shall be rejected.

27 Conversion to Single Currency

27.1. *[LTA procurement]*: Not applicable

28 Domestic Preference

28.1. Domestic preference shall not be a factor in bid evaluation.

29 Evaluation of Bids

29.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

29.2. UNFPA's evaluation of a bid will exclude and not take into account:

- a. Customs duties and other import taxes, sales and other similar taxes, which will be payable on the goods if the contract is awarded to the Bidder;
- b. Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

30 Comparison of Price Bids

- 30.1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.
- 30.2. Bid comparison will be made on the total cost, delivered to final destination. UNFPA reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event that Bidder's freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

31 Post-qualification of the Bidder

- 31.1. UNFPA shall determine to its satisfaction whether the Bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.
- 31.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted in the bid. An affirmative determination shall be a prerequisite in order to award the contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event UNFPA shall proceed to the bid that was evaluated as the next lowest priced, substantially responsive bid in order to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 31.3. To determine the Bidder's capacity to execute the contract , UNFPA shall consider the following elements:
 - Performance Statement Form, Section V, 4, with documentary evidence
 - Copy of last year audited company Balance and Financial Statements
 - Financial Capability:
 - a. Annual sales turnover during any one of the last three years to be at least equal to the contract value (from Financial Statements)
 - b. Documentary evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods.
 - Experience and Technical Capacity:
 - a. Registration details of the company
 - b. Experience to undertake the contract
 - i. List of similar contracts executed for other clients, including contract details.
 - ii. At least three years of experience in performing similar contracts.
 - c. Company's managerial capability:
 - i. Details of company's managerial structure.
 - ii. Quality assurance systems in place.

- d. Bidder must have manufactured and supplied satisfactorily similar goods to a similar extent of the quantity, as mentioned against each schedule during any one of the last three years and the goods should have been in use satisfactorily with no adverse report.
- e. Client's certificates in support of the satisfactory operation of the goods as specified above.
- f. Data to support that the Bidder has the production capacity to perform the contract and complete the supplies within the stipulated delivery period or data to support that it has an installed annual production capacity for the specific item to match the quantities required. To qualify for multiple schedules, the installation capacity requirement shall be the sum of requirements against the individual schedules.
- g. Evidence that the Bidder is in the continuous business of manufacturing/supplying and providing after sale services for goods similar to those offered during the last three years prior to bid opening date.
- h. Brief write-up, backed up with adequate data, explaining available capacity and experience in the manufacture and supply of the required products within the specified time of completion after meeting all their current commitments.
- i. Confirmation that all the facilities exist at the factory for inspection and testing and these will be made available to the purchaser or his representative for inspection.
- j. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years. Such adverse actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Bidder's bid.

31.4 Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award.

31.5 Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

32 UNFPA's Right to Accept Any Bid and to Reject Any or All Bids

32.1. A bid that is rejected by UNFPA may not be made responsive by the Bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA's bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.

32.2. UNFPA reserves the right to reject any bid if a Bidder has previously failed to perform properly or complete on time in accordance with contracts or the Bidder who in UNFPA's perspective is not in a position to perform the contract.

32.3. The Bidders waive all rights to appeal against the decision made by UNFPA.

33 UNFPA's Right to Annul a Bidding Process

- 33.1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNFPA's action.

F. Award of Contract

34 Award Criteria

- 34.1. In the event of a contract award, UNFPA shall award the *[Long Term Agreement,]* to the lowest priced Bidder(s) whose bid has been determined to be substantially responsive to the bidding documents.
- 34.2. If required, the Bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Bidder shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.
- 34.3. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest priced substantially responsive Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest priced substantially responsive, the second lowest priced substantially responsive, the third lowest priced substantially responsive, etc.

35 Right to Vary Requirements at Time of Award

- 35.1. UNFPA reserves the right at the time of award of contract to increase or decrease by up to 50% the quantity of goods specified in this bid without any change in unit price or other terms and conditions.

36 Signing of the contract

- 36.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the *[Long Term Agreement,]* which constitute the notification of award. The successful Bidder shall sign, date the contract and return it to UNFPA within 10 days of receipt of the contract. After receipt of the contract, the successful Bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA terms and conditions.

37 Publication of Contract Award

- 37.1. UNFPA shall publish the contract award on United Nations Global Marketplace <http://www.ungm.org>, with the information of the awarded Bidder company name, contract amount or LTA and the date of the contract.
- 37.2. Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at scmu.comms@unfpa.org.

The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Procurement Services Branch at procurement@unfpa.org, who will reply to the supplier within a week and advise the Supplier on further recourse if required.

SECTION II: Technical Specifications and Schedule of Requirements

2.1. Technical Specifications

Item #	Item - ID	Product Specifications	Unit of Measure
1	Disposable Menstrual Pad	<p>High quality disposable menstrual pads designed for comfort and protection</p> <p>Features: Non-woven tissue, cotton touch feels top sheet, ensuring thinness, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin/pad includes a plastic cover for discreet disposal. Not containing allergic and dangerous substances. The sanitary napkins when visually examined must be free from any defects which can affect either its appearance or utility: stains, dirt, soil particles or hard lumps are not allowed.</p> <p>Length: 220 -260 mm Width without wings: 100 mm +/- 10mm; Width with wings: 155 mm +/- 10mm; Thickness: 3mm +/-1 mm:</p> <p>Absorbency: Minimum 40 gr/normal pad, no leakage: Top sheet (Covering): The absorbent filler covering must be made of good quality fabric with sufficient porosity to permit the assembled pad to meet the absorbency requirements; Back sheet: The back sheet must be water resistant (no wetting of outer surface and no water penetration); Packaging: Primary packaging: Each pad shall be individually packed in a sealed plastic bag to protect the item from moisture and contamination during storage and transportation; Secondary packaging: Each 10 must be packed in a sealed plastic bag. The bag and its sealing must warrant no holes or tears will occur during the handling/transportation of the contained items. Marking on secondary packaging: Clear and durable marking containing product name, "manufactured by:", name manufacturer, country of origin, production date and batch number, expiry date, instructions for use, safety/cautionary information, table of contents mentioning the concentration of active material, risk awareness phrases, safety awareness phrases and warning sign(s), storage recommendations and disposal instructions. Shelf life shall be minimum 3 years from date of production</p>	8 packs of 10
2	Female Underwear sets (with Bra)	<p>Premium sets of Female Underwear including both bra and underwear/ panty designed for comfort and durability.</p> <p>Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances, providing a comfortable fit suitable for daily wear. Neat and clean fabric, one-way stretch at least (in width). Seams must stretch along with the fabric to prevent thread breakage.</p> <p>Features: Bra specification: Features a soft elastic band under the bust for the support and adjustable shoulder straps for a customized fit. Cups: Seamless, well-constructed cups to offer full coverage and prevent irritation. Stitching: Reinforced with zigzag stitches for durability, machine-made with no runs or broken stitches. Elasticity: Good one-way stretch (in</p>	<p>Underwear: 3 sets of 2 pieces each, M / L /XL,</p> <p>Bra: 3 sets of 2 pieces each M /L / XL</p>

		<p>width) to maintain comfort and accommodate body movement. Labeling: each bra is equipped with a non-irritating label clearly indicating (100% cotton and size (S, M, L).</p> <p>Underwear Specification:</p> <p>Color: Dark colors with no prints, fixed dye.</p> <p>Elastic band: 3 elastic bands: 1 for the waistband, 1 for each thigh.</p> <p>Length: Maximum 20% shorter than measurement of fabric.</p> <p>Stitching: Zigzag stitching, well hemmed with cotton thread. Machine made, no runs or broken stitches.</p> <p>Label: Each piece of underwear will have a well stitched label, clearly indicating: 100% cotton and size (S, M, L). Made of non-irritating material.</p> <p>Packaging: Primary packaging should be each packed in a clean and transparent pouch with a label having the size, manufacturing date printed on it.</p>	
3	Female Traditional Clothes	<p>For woman</p> <p>Material: Cotton 100% with different colors, fixed dye, not containing any harmful or dangerous substances. Stitching: well hemmed with cotton thread. Machine made, no runs or broken stitches.</p> <p>Size L: (58 inch length X 25 inch width), XL: (60 inch length X 26 inch width), XXL: (62 cm length X 27 inch width).</p> <p>Perfect for everyday wear, they are non-transparent and free from harmful substances.</p>	3 pieces of each size: -L/XL/XXL
4	Hair Shampoo	<p>A general-purpose adult shampoo with a pH of 5.5, suitable for all hair types. This hypoallergenic formula lathers easily, offering a refreshing wash that is safe for everyday use. Packaged in an unbreakable PET bottle with a push-pull cap, the shampoo has a <i>shelf life of at least 2 years</i>. Clear labeling indicates the product name, manufacturer, country of origin, ingredients, net volume, production date, batch number and expiry date. Each kit includes one minimum <u>200 ml</u> bottle.</p>	1 bottle
5	Tooth paste	<p>Good reputable quality, free of parabens, neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separate or discrete particles. The tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. Free of harmful or dangerous substances.</p> <p>Shelf life: minimum <u>2 years</u></p> <p>Volume: minimum <u>75 ml</u>.</p> <p>Packing: Plastic/Aluminum laminated tube with screw or pouch cap, concentrated paste, with fluoride. The tube can be packed in an individual carton box closed with an adhesive seal. Clear and durable marking with: product name, manufactured by: name, country of origin, list of ingredients, net volume, expiry date and batch number.</p> <p>Shelf life: minimum 36 months</p> <p>State whether children can use and if so instruction for use in children (and recommended age of use in children)</p>	1 tube
6	Tooth brush	<p>Good reputable quality</p> <p>Strong plastic toothbrush, adult size length: handle 150 mm with medium bristle for efficient cleaning, all parts of toothbrush must be safe for use.</p> <p>Primary packaging: one per pack. The toothbrushes shall be packed individually in suitable pouches to protect them hygienically from external elements. Typical containers are paperboard or blister packing, polyethylene pouch, etc.</p> <p>Labelling: each brush shall be legibly and indelibly marked or stamped with manufacturer's name or recognized trade-mark, if any, and the type of brush. Should be labelled with manufacturing date</p>	2 pieces

7	Body soap bar	<p>Body soap bar, 75 g minimum.</p> <p>Antibacterial and hypoallergenic body soap, suitable for both baby and adults, preferably non-scented, firm and smooth in texture. Should generally contain, fatty acids, surfactants, preservatives and moisture. Designed for long lasting use, these bars are skin friendly and free from any unpleasant odors.</p> <p>Shall not contain any ingredients in amounts that are harmful to the human body and environment. Should be individually wrapped.</p> <p>TFM (total fatty matter) content: Minimum 70 %.</p> <p>Glycerin approx. 1 %</p> <p>Others: approx. 29%</p> <p>pH Value (conc. 1% at 40°C) : 9-11.</p> <p>Does not contain fat from pig; The level of sodium hydroxide shall not be more than 0.3%. Shelf life minimum 36 month</p> <p>Each bathing bar package shall be legibly and indelibly marked with the following information: manufacturer's name and address, weight of each bar, ingredients and quantities, such as fatty acids, surfactants, preservatives, germicides, batch number or code number, best before date.</p>	3 bars
8	Towel	<p>Absorbent and thick towels made from <u>100% cotton</u>, woven, preferably terry toweling fabrics, available in different light colors (excluding white)</p> <p>Each towel measures at least <u>90X50 cm</u> with a permissible variation of \pm 10-15 cm.</p> <p>No color bleeding; should have adequate dimensional stability while washing, Edges of the fabrics should be sewn by appropriate methods;</p> <p>Fabric should have good wettability (should be able to wick water fast enough); No visual defects such as loose threads, stains, and no objectionable odor. Color should be uniform under one stock code.</p> <p>Primary packaging: each item should be packed in a pouch.</p> <p>Labelling: Printing on primary packing should have product name, manufacturers address, length, dimensions, Lot/batch No, Date, month and year of manufacture.</p>	3 pieces
9	Nail Clipper	<p>Medium size (approx. 60-70mm long), sharp cutting surface.</p> <p>Material: Stainless steel or chromium plated, ergonomic design, and smooth action.</p> <p>Packaging: individually packed in a pouch.</p>	1 piece
10	Hair comb	<p>Material: Plastic with no mirror or glass to avoid any harm.</p> <p>Packaging: individually packed in a pouch.</p>	1 piece
11	Solar Power Flashlight	<p>A reliable minimum 5-LED or Tube flashlight with hand lanyard, capable of lasting for a minimum of 6 hours of continuous use in darkness. Features built-in batteries chargeable by a solar cell or dynamo. Made of ABS plastic body (or equivalent) with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of at least 1 year. Impact resistance 2m.</p>	1 piece
12	Women Sandals	<p>Normal Comfortable flat sandals, made of tear resistant plastic.</p> <p>Style: Women sandal flats & sandals to cover toes or open.</p> <p>Material: Plastic (tear resistance)</p>	<p>3 pairs of each size: S/ M / L</p> <p>EU size 34-36</p> <p>EU size 37-39</p> <p>EU size: 40-42</p>
13	Abaya	<p>Black, high-quality Abayas made from 100% polyester crepe fabric.</p> <p>Designed with long sleeves and an ankle-length fit, ensuring modesty with no cleavage exposure. Stitching is machine-made with no broken stitches.</p> <p>Each kit includes three Abayas.</p>	3 pieces of each size: L/XL/XXL

		Size L: (56 inch cm length X 24 cm width), XL: (58 inch length X 26 inch width), XXL: (60 inch length X 28 inch width)	
14	Head Scarf	<p>Thick, non-transparent headscarves made of 95% cotton and 5% elastic. Available in fixed-dye colors, providing flexibility and comfort.</p> <p>Material: Primary : Thick, non-transparent material made of 95% cotton and 5% elastic for flexibility and comfort.</p> <p>Alternative: 100% polyester fabric or 100% jersey fabric; lightweight, with neatly stitched edges and no loose threads or fibers.</p> <p>No color bleeding while washing.</p> <p>Shelf life: date of manufacturing should not be more than 12 months at the time of dispatch</p> <p>Packaging: packed in a pouch. Labelled with product name and size.</p>	3 pieces
15	A pack/bag with UNFPA logo	<p>Material: Textile, water-proof durable textile.</p> <p>Size: 40cm x 45cm approximately (suitable size to contain all items)</p> <p>Color: Blue/Black/Beige</p> <p>Design: Rectangular or square, with UNFPA logo (22cm x 16cm) in beige and Orange on the flap.</p> <p>With a handle for easy carrying and zipper, rope or alternative to close the bag.</p> <p>With a flap and Velcro to close the flap.</p> <p>*All Kit items shall be packed inside; the bag should be closed to avoid spillage of items</p>	1 piece
16	Face Veils	<p>Material: mixture of cotton 30% - and 70% polyester,</p> <p>Color: black</p> <p>Size: 60 x 45 cm</p>	3 pieces
17	Male Underwear	<p>For men – Boxers</p> <p>Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances, fixed dye</p> <p>Color: Dark colors</p> <p>Size: L - XL - XXL</p>	3 sets of 2 pieces each: L / XL / XXL
18	Mawaz	<p>Traditional men’s wrap is made from a 30% and 70% polyester blend in dark colors and each piece measures 200 cm X 180 cm.</p>	2 pieces
19	Men Sandals	<p>Style: Men Sandals, Material: Plastic sandals, tear resistance</p> <p>Size: L -XL</p>	2 pairs
20	Packaging	<p>All items are securely packed in a custom cardboard box sealed with long-lasting tape or glue. Each box is marked with the contents list, PO number and the UNFPA logo.</p>	1 piece
21	Assembling/Kitting cost /one item	<p>UNFPA will order customized kits based on its needs. Therefore, it is required to provide fixed cost for the assembling/kitting services per every item that has to be included/kitted into the customized kit. It is important that all the items’ quantities are provided in the sample to ensure that they fit inside the bag and the cardboard.</p>	1 piece

SECTION III: UNFPA General Conditions of Contract

UNFPA General Conditions of Contract can be found at:
<http://www.unfpa.org/resources/unfpa-general-conditions-contract>

SECTION IV: UNFPA Special Conditions for Contracts

CONTRACT PRICE	The prices charged for the Goods supplied and the related Services performed shall not be adjustable.
WARRANTY	The warranty period shall be 24 months. Details on Warranty Services required are included in Section II: Technical Specifications and Schedule of Requirements.
GOODS AND SERVICES DEFINED	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products which the Supplier is required to supply under the Purchase Order.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the Purchase Order.</p>
TRANSPORTATION AND FREIGHT	Responsibility for transportation of the Goods shall be as specified in the INCOTERMS.
LIQUATED DAMAGES	In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 1% of the value of the goods pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Long Term Agreement or Purchase Order.

SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder's internal reference and does not need to be submitted with the bid.

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents?	Section I		
Have you reviewed and agreed to the UNFPA General Conditions of Contract?	Section III		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	Section IV		
Have you completed the Bid Confirmation Form?	Section V, 1		
Have you completed the Bid Submission Form?	Section V, 2		
Have you completed the Bidder's Identification Form?	Section V, 3		
Have you completed the Performance Statement Form?	Section V, 4		
Have you completed the Product Item Overview Form?	Section V, 5		
Have you completed and signed the Price Schedule Form?	Section V, 6		
Have you reviewed all of the relevant contract form(s)?	Section VI		
Have you prepared a copy of your company's registration in the country of operation?	Section I, Sub-Clause 10.2, b.		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Section I, Sub-Clause 2.4		
Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements?	Section I, Sub-Clause 10.3, a.		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Section I, Sub-Clause 10.4		
Have you reviewed the UN Global Compact requirements?	Section I, Sub-Clause 10.4		
Have you sealed and marked the bids according to Instructions to Bidders Clause 16 (hard copy bids) or Clause 17 (electronic bids)?	Section I, Sub-Clause 16 & 17		
If submitted electronically, is the file size of the bid less than 10MB? (If the file size	Section I, Sub-Clause 17.4		

is above 10MB, refer to Instructions to Bidders Sub-Clause 17.4)			
Have you noted the bid closing deadline?	Cover letter, #5		

1. Bid Confirmation Form

[Complete this page and return it prior to bid opening]

Date:

To: UNFPA
[Insert name of Office & contact person]

Fax/email: *[Insert UNFPA contact person's fax or email (Not the secure bid fax no./email address)]*

From: *[Company name]*

[Contact person]

[Telephone]

[Email address]

[Postal address]

Subject: ITB No.: **UNFPA/CC/YY/NNN**

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

- The requested products and services are not within our range of supply
- We are unable to submit a competitive bid for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your ITB is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly, but through distributors
- We have no after-sales service available in the recipient country
- The person handling bid is away from the office
- Other (please specify)

If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

2. Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: UNFPA/CC/YY/NNN

To: *Complete name of Purchaser*, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/YEM/25/001 and amendments We hereby offers to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services _____ which are subject to UNFPA General Conditions of Contract and other terms and conditions as specified in the document.

We agree to abide by this bid for a period of 90 days days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.3;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.4;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated onday of[year].

Signature:
[insert signature of person whose name and capacity are shown]

In the capacity
of: *[insert legal capacity of person signing the Bid Submission Form]*

Name:
[insert complete name of person signing the Bid Submission Form]

Company:
[insert name of company]

3. Bidders Identification Form

Bid No. UNFPA/YEM/2025/001

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

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. 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

4. Performance Statement Form

(For the last five years)

Bid No. UNFPA/YEM/2025/001

Name of Bidder: _____

Order No. & Date	Client	Contact person/phone	Description & quantities of ordered items	Value of order (USD)	Date of completion		Satisfactory completion
					As per contract	Actual	

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and seal of the Bidder

Date

Countersigned by and seal of Chartered Accountant

Date

5. Product Item Overview Form

#	Item- ID	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)
		Item Specifications	Unit of Measure		
1	Disposable Menstrual Pad	<p>Disposable good reputable quality. Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal. Not containing allergic and dangerous substances. The sanitary napkins when visually examined must be free from any defects which can affect either its appearance or utility: stains, dirt, soil particles or hard lumps are not allowed. Length: 220 -250 mm Width without wings: 100 mm +/- 10mm; Width with wings: 155 mm +/- 10mm; Thickness: 3mm +/-1 mm: Absorbency: Minimum 40 gr/normal pad, no leakage: Top sheet (Covering): The absorbent filler covering must be made of good quality fabric with sufficient porosity to permit the assembled pad to meet the absorbency requirements; Back sheet: The back sheet must be water resistant (no wetting of outer surface and no water penetration); Packaging: Primary packaging: Each pad shall be individually packed in a sealed plastic bag to protect the item from moisture and contamination during storage and transportation; Secondary packaging: Each 10 must be packed in a sealed plastic bag. The bag and its' sealing must warrant no holes or tears will occur during the handling/transportation of the contained items. Marking on secondary packaging: Clear and durable marking containing: product name, "manufactured by:", name manufacturer, country of origin, production date and batch</p>	8 packs of 10		

		number, expiry date, instructions for use, safety/cautionary information, table of contents mentioning the concentration of active material, risk awareness phrases, safety awareness phrases and warning sign(s), storage recommendations and disposal instructions..			
2	Female Underwear sets	<p>Premium sets of Female Underwear including both bra and underwear/ panty designed for comfort and durability.</p> <p>Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances, providing a comfortable fit suitable for daily wear. Neat and clean fabric, one-way stretch at least (in width). Seams must stretch along with the fabric to prevent thread breakage.</p> <p>Features:</p> <p>Bra specification: Features a soft elastic band under the bust for the support and adjustable shoulder straps for a customized fit. Cups: Seamless, well-constructed cups to offer full coverage and prevent irritation. Stitching: Reinforced with zigzag stitches for durability, machine-made with no runs or broken stitches. Elasticity: Good one-way stretch (in width) to maintain comfort and accommodate body movement. Labeling: each bra is equipped with a non-irritating label clearly indicating (100% cotton and size (S, M, L).</p> <p>Underwear Specification:</p> <p>Color: Dark colors with no prints, fixed dye. Elastic band: 3 elastic bands: 1 for the waistband, 1 for each thigh. Length: Maximum 20% shorter than measurement of fabric. Stitching: Zigzag stitching, well hemmed with cotton thread. Machine made, no runs or broken stitches. Label: Each piece of underwear will have a well stitched label, clearly indicating: 100% cotton and size (S, M, L). Made of non-irritating material.</p> <p>Packaging: Primary packaging should be each packed in a clean and transparent pouch with a label having the size, manufacturing date</p>	<p>Underwear :</p> <p>3 sets of 2 pieces each, M / L /XL,</p> <p>Bra:</p> <p>3 sets of 2 pieces each M /L / XL</p>		
3	Traditional Cloths	<p>For woman</p> <p>Material: Cotton 100% with different colors, fixed dye, not containing any harmful or dangerous substances. Stitching: well hemmed with cotton thread. Machine made, no runs or broken stitches.</p> <p>Size L: (58 inch length X 25 inch width), XL: (60 inch length X 26 inch width), XXL: (62 cm length X 27 inch width).</p>	3 pieces-sizes - L/XL/XXL		

		Perfect for everyday wear, they are non-transparent and free from harmful substances.			
4	Hair Shampoo	A general-purpose adult shampoo with a pH of 5.5, suitable for all hair types. This hypoallergenic formula lathers easily, offering a refreshing wash that is safe for everyday use. Packaged in an unbreakable PET bottle with a push-pull cap, the shampoo has a <i>shelf life of at least 2 years</i> . Clear labeling indicates the product name, manufacturer, country of origin, ingredients, net volume, production date, batch number and expiry date. Each kit includes one minimum <i>200 ml</i> bottle.	1 bottle		
5	Tooth paste	Good reputable quality, free of parabens, neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separate or discrete particles. The tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. Free of harmful or dangerous substances. Shelf life: minimum <i>2 years</i> Volume: minimum <i>75 ml</i> . Packing: Plastic/Aluminum laminated tube with screw or pook cap, concentrated paste, with fluoride. The tube can be packed in an individual carton box closed with an adhesive seal. Clear and durable marking with: product name, manufactured by: name, country of origin, list of ingredients, net volume, expiry date and batch number. Shelf life: minimum 36 months State whether children can use and if so instruction for use in children (and recommended age of use in children)	1 tube		
6	Tooth brush	Good reputable quality Strong Plastic toothbrush, adult size length:185 mm, medium bristle, individually wrapped, all parts of toothbrush must be safe for use.	2 pieces		
7	Hand soap bar	Body soap bar, 75 g minimum. Antibacterial and hypoallergenic body soap, suitable for both baby and adults, preferably non-scented, firm and smooth in texture. Should generally contain, fatty acids, surfactants, preservatives and moisture. Designed for long lasting use, these bars are skin friendly and free from any unpleasant odors. Shall not contain any ingredients in amounts that are harmful to the human body and environment. Should be individually wrapped. TFM (total fatty matter) content: Minimum 70 %.	3 bars		

		<p>Glycerin approx. 1 % Others: approx. 29% pH Value (conc. 1% at 40°C) : 9-11. Does not contain fat from pig; The level of sodium hydroxide shall not be more than 0.3%. Shelf life minimum 36 month Each bathing bar package shall be legibly and indelibly marked with the following information: manufacturer's name and address, weight of each bar, ingredients and quantities, such as fatty acids, surfactants, preservatives, germicides, batch number or code number, best before date.</p>			
8	Towel	<p>Absorbent and thick towels made from <u>100% cotton</u>, woven, preferably terry toweling fabrics, available in different light colors (excluding white) Each towel measures at least <u>90X50 cm</u> with a permissible variation of \pm 10-15 cm. No color bleeding; should have adequate dimensional stability while washing, Edges of the fabrics should be sewn by appropriate methods; Fabric should have good wettability (should be able to wick water fast enough); No visual defects such as loose threads, stains, and no objectionable odor. Color should be uniform under one stock code. Primary packaging: each item should be packed in a pouch. Labelling: Printing on primary packing should have product name, manufacturers address, length, dimensions, Lot/batch No, Date, month and year of manufacture.</p>	3 pieces		
9	Nail Clipper	<p>Medium size (approx. 60-70mm long), sharp cutting surface , Material: Stainless steel or chromium plated, ergonomic design, and smooth action.</p>	1 piece		
10	Hair comb	<p>Material: Plastic</p>	1 piece		
11	Solar Power Flashlight	<p>A reliable minimum 5-LED or Tube flashlight with hand lanyard, capable of lasting for a minimum of 6 hours of continuous use in darkness. Features built-in batteries chargeable by a solar cell or dynamo. Made of ABS plastic body (or equivalent) with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of at least 1 year. Impact resistance 2m.</p>	1 piece		
12	Women Sandals	<p>Style: Women sandal flats & sandals to cover toes. Material: Plastic (tear resistance)</p>	<p>3 pairs of each size: S/ M / L EU size 34-36 EU size 37-</p>		

			39 EU size: 40-42		
13	Abaya	Black, high-quality Abayas made from 100% polyester crepe fabric. Designed with long sleeves and an ankle-length fit, ensuring modesty with no cleavage exposure. Stitching is machine-made with no broken stitches. Each kit includes three Abayas. Size L: (56 inch cm length X 24 cm width), XL: (58 inch length X 26 inch width), XXL: (60 inch length X 28 inch width)	3 pieces of each size: L/XL/XXL		
14	Head Scarf	Thick, non-transparent headscarves made of 95% cotton and 5% elastic. Available in fixed-dye colors, providing flexibility and comfort. Material: Primary : Thick, non-transparent material made of 95% cotton and 5% elastic for flexibility and comfort. Alternative: 100% polyester fabric or 100% jersey fabric; lightweight, with neatly stitched edges and no loose threads or fibers. No color bleeding while washing. Shelf life: date of manufacturing should not be more than 12 months at the time of dispatch Packaging: packed in a pouch. Labelled with product name and size.	3 pieces		
15	Back pack with UNFPA logo	Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain all items) Color: Blue/Black/Beige Design: Rectangular or square, with UNFPA logo (22cm x 16cm) in beige and Orange on the flap. With a handle for easy carrying and zipper, rope or alternative to close the bag. With a flap and Velcro to close the flap. *All Kit items shall be packed inside; the bag should be closed to avoid spillage of items	1 piece		
16	Face Veils	Material: mixture of cotton 30% - and 70% polyester, Color: black Size: 60 x 45 cm	3 pieces		
17	Male Underwear	For men - Boxers Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances, fixed dye Color: Dark colors Size: L - XL -XXL	3 sets of 2 pieces each, L / XL / XXL		
18	Mawaz	Material: mixture of cotton 30% - and 70% polyester, Colors: Dark colors Length: 200 cm; Width: 180 cm	2 pieces		
19	Men Sandals	Style: Men Sandals, Material: Plastic sandals, tear resistance	2 pairs		

		Size: L -XL			
20	Packaging	Cardboard box closed with long lasting tape or glued flaps. Box size to be tightly adjusted to content. Marking a list of items, PO#, UNFPA Logo.	1		
21	Assembling /Kitting cost /one item	UNFPA will order customized kits based on its needs. Therefore, it is required to provide fixed cost for the assembling/kitting services per every item that has to be included/kitted into the customized kit. It is important that all the items' quantities are provided in the sample to ensure that they fit inside the bag and the cardboard.	1		

6. Price Schedule Form

Item No.	Unit of Measure	FCA price/unit specify port of shipment	Transportation cost to Destination (specify mode of trp.)	Total DAP (Mas Freight International Warehouse – Sana 'a - Yemen)
To be provided by UNFPA		To be provided by Bidder		
1. Disposable Menstrual Pad	8 packs of 10			
2. Female Underwear sets	3 sets of 2 one, set of each sizes: M/ L /XL			
3. Traditional Cloths	3 pieces-sizes - L/XL/XXL			
4. Hair Shampoo	1 bottle			
5. Tooth paste	1 tube			
6. Tooth brush	2 pieces			
7. Hand soap bar	3 bars			
8. Towel	3 pieces			
9. Nail Clipper	1 piece			
10. Hair comb	1 piece			
11. Solar Power Flashlight	1 piece			
12. Women Sandals	3 pairs size S/ M / L			
13. Abaya	3 pieces size L/XL/XXL			
14. Head Scarf	3 pieces			
15. Back pack with UNFPA logo.	1 piece			
16. Face Veils	3 pieces			
17. Male Underwear	2 sets			
18. Mawaz	2 pieces			
19. Men Sandals	2 pairs			
20. Packaging	1			
21. Assembling/Kitting cost/one item	19 items (see note below)			
TOTAL PRICE				

Item No.	Unit of Measure	FCA price/unit specify port of shipment	Transportation cost to Destination (specify mode of trp.)	Total DAP (Mas Freight International Warehouse – Aden - Yemen)
To be provided by UNFPA		To be provided by Bidder		
1. Disposable Menstrual Pad	8 packs of 10			
2. Female Underwear sets	3 sets of 2 one, set of each sizes: M / L / XL			
3. Traditional Cloths	3 pieces-sizes - L/XL/XXL			
4. Hair Shampoo	1 bottle			
5. Tooth paste	1 tube			
6. Tooth brush	2 pieces			
7. Hand soap bar	3 bars			
8. Towel	3 pieces			
9. Nail Clipper	1 piece			
10. Hair comb	1 piece			
11. Solar Power Flashlight	1 piece			
12. Women Sandals	3 pairs size S/ M / L			
13. Abaya	3 pieces size- L/XL/XXL			
14. Head Scarf	3 pieces			
15. Back pack with UNFPA logo.	1 piece			
16. Face Veils	3 pieces			
17. Male Underwear	2 sets			
18. Mawaz	2 pieces			
19. Men Sandals	2 pairs			
20. Packaging	1			
21. Assembling/Kitting cost/one item	19 items (see note below)			
TOTAL PRICE				

7. Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below.]

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: UNFPA/CC/YY/NNN

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. JV's Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[Insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[Insert JV's Part year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 3.1 and 3.2. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

SECTION VI: Contract Form

1. Contract Forms

The following sample contract forms are available on the [UNFPA procurement website](#):

- 1) Purchase Order
<https://www.unfpa.org/resources/purchase-orders-template-supplier-contractual-instruments>
- 2) Contract for Professional Services
- 3) Long Term Agreement
<https://www.unfpa.org/resources/long-term-agreement>
