

United Nations Population Fund, UNFPA - YEMEN

Hadda zone, behind Lazourde Hotel

Sana’a - Yemen

Email: procurement.yemen@unfpa.org

Website: [www.unfpa.org](http://www.unfpa.org)

Date: **14/03/2022**

**Request for Quotation No. RFQ/YEM/2022/002**

Dear Sir/Madam,

UNFPA Yemen hereby solicits your quotation for the supply of **Dignity Kits** as per the technical specifications detailed in **Annex 1** of this RFQ. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA Yemen.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Forms – **Annex 2-A (Sana’a) and 2-B (Aden),** and send by email **ONLY** to: [procurement.yemen@unfpa.org](mailto:procurement.yemen@unfpa.org), not later than **14th April 2022, by 15:00 (Sana’a time).**

Bidders must enter the following text in the email subject line:

**“RFQ/YEM/2022/002 – Dignity Kits –Required Documentation”**

**ONLY** Samples should be submitted to the address below **not later than 14th April 2022, 15:00 (Sana’a time):**

**Sana’a:** UNFPA Country Office Reception: Ms. Warda Ezzaddin

Street address: Hadda St, behind Lazourde Hotel, Sana’a, Yemen

**Bid opening process will be held on 17th of April 2022.**

**Evaluation process will be conducted during 18th April 2022 – 25th April 2022.**

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address on or before the deadline. Quotations and samples that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your bid by email, kindly ensure that it is **signed, stamped and in the PDF format**, and free from any virus or corrupted files. **Bids submitted through the Link are not going to be accepted**.

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.

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

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

|  |  |  |
| --- | --- | --- |
| Warranty | The warranty period shall be a minimum 12 months. | |
| Delivery Terms  [INCOTERMS 2010] | ☐ FCA  ☐ CPT  ☐ CIP  󠅢 DAP | |
| Insurance | Cargo Insurance under the DAP Incoterm will be required on all shipments, and shall be included by the supplier. | |
| Delivery Locations | UNFPA’s Warehouses in Sana’a and Aden | |
| Delivery Schedule | 󠅢 Required  ☐Not Required | |
| Mode of Transport  Currency of Quotation | ☐ SEA | 󠅢 LAND |
| 󠅢 United States Dollars  ☐Euro  ☐Local Currency (please specify) |  |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | 󠅢 English | |
| Documents to be submitted | 󠅢 Duly Completed and Signed Annex 2-A (Sana’a) and 2-B (Aden), and in accordance with the list of requirements in Annex 1;  󠅢 Duly Completed Annex 3 – Product Item Overview Form  󠅢 Duly Completed Annex 4 – Delivery Schedule Form  󠅢 Quality Certificates (ISO, etc.);  󠅢 Latest Business Registration Certificate, (please note that all registration documents and licenses must be valid);  󠅢 Latest Internal Revenue Certificate / Tax Clearance;  󠅢 Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.  󠅢 Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  Duly Completed Annex 5 - Evidence of previous experience in a similar field and with the same type of requirements: list of major contracts completed within the last three years with national, international organizations, including UN. Minimum value of the previous contacts is US$ 250,000 | |
| Period of Validity of Quotes starting the Submission Date | ☐ 60 days  ☐ 90 days  󠅢 120 days | |
| Partial Quotes | 󠅢 Permitted  ☐ Not Permitted | |
| Partial Delivery | ☐ Permitted  󠅢 Not Permitted | |
| Payment Terms | 󠅢 100% upon complete delivery of goods and signing Receiving and Inspection Report. | |
| Evaluation Criteria | 󠅢 Technical responsiveness/Full compliance to requirements and lowest price [[1]](#footnote-1)  󠅢 Full acceptance of the PO and the UNFPA General Terms and Conditions  󠅢 Physical inspection of registered office, facilities/warehouses will be conducted for the potential suppliers under consideration.  󠅢 Ability to deliver in accordance with the delivery schedule in Annex 4 | |
| As a result of this bidding process, UNFPA shall sign non-exclusive Long Term Agreements (LTA) with one supplier for 1 years. | ☐ One and only one supplier  󠅢 **One** or more than one suppliers. The requirements are to be able to reach the mentioned destinations (Sana´a and Aden). Hence, UNFPA will consider the availability of suitable offers to both destinations **a) Sana’a and b) Aden** | |
| Type of Contract to be Signed | 󠅢 \*Long Term Agreement (LTA) for one year, with possibility of one-year extension, subject to satisfactory performance of the supplier.  ☐ Purchase Order  󠅢 The quantities specified in Annex 4, Delivery Schedule Form display the quantities expected to be procured in the first Purchase Order under the LTA  󠅢 UNFPA will not be committed to purchase any minimum quantity of the goods, and purchases will be made only if and when there is an actual need. 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 | |
| Conditions for Release of Payment | 󠅢 Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements | |
| Annexes to this RFQ | 󠅢 Specifications of the Goods Required [Annex 1]  󠅢 Quotation Forms [Annex 2-A (Sana’a) & 2-B (Aden)]  󠅢 Product Item Overview Form [Annex 3]  󠅢 Delivery Schedule [Annex 4]  󠅢 Evidence of Experience [Annex 5]  󠅢 Additional points for Consideration [Annex 6]  **Annexes 2A & 2B, Annex 3, Annex 4 and Annex 5 need to be duly completed and submitted in order to qualify for the procurement evaluation process.** | |
| Contact Person for Inquiries  (Written inquiries only) | Name: Rani Al-Busaily  Title: Procurement Focal Point  Email: [al-busaily@unfpa.org](mailto:al-busaily@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 Proposers.  Bidders may request clarifications **not later than 27th March 2022, 15:00 Sana’a time**  **KINDLY** **SUBMIT YOUR BID TO THIS E-MAIL ADDRESS. Any bids submitted to any e-mail address other than** [**procurement.yemen@unfpa.org**](mailto:procurement.yemen@unfpa.org) **will be rejected.** | |



**Annex 1**

**Technical Specifications**

**UNFPA will order customized kits based on actual needs.**

**Assembling/Kitting costs for customized kits:**

**A kitting cost per item should be provided – this will be used when UNFPA places orders for customized kits *(For example: A supplier quoted 0.05USD per item. If a customized***  ***kit with 12 items is required, then kitting costs would be calculated by UNFPA at 0.60USD).***

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | **Item - ID** | **Product Specifications** | **Unit of Measure** |
| 1 | Disposable Menstrual Pad | 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 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.. | 8 packs of 10 |
| 2 | Female Underwear sets | For woman. Good reputable quality.  Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances. Neat and clean fabric, one-way stretch at least (in width). Seams must stretch along with the fabric to prevent thread breakage. 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 (L, XL, XXL). Made of non-irritating material. | 3 sets of 2 one,  set of each sizes:  L / XL / XXL |
| 3 | Female Traditional Cloths | For woman 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. | 3 pieces-sizes - L/XL/XXL |
| 4 | Hair Shampoo | Good reputable quality for adults, free of harmful or dangerous substances. Easy-lathering general purpose adult shampoo formulated for all types of hairs, to wash hair and scalp. The product must be safe under normal conditions of use., PH factor 5.5, good smell, Hypoallergenic. Volume: min. 250 ml Shelf life: min 2 years  Packing: Unbreakable PET bottle with push pull cap. Clear and durable marking with: product name, manufactured by: name , country of origin, list of ingredients, net volume, production date, batch number and expiry date. | 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 separates 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: 2 years Volume: min 75 ml. Packing: Plastic/Aluminum laminated tube with screw or pooch 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. | 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 | Body soap bar | Body soap bar, 100 g minimum.  antibacterial, hypoallergenic, skin friendly. Long durability. Product must be fit for human use and be of sound, fair and marketable quality, without any unpleasant smell. | 3 bars |
| 8 | Towel | Good reputable quality Material: 100% cotton, Thick and absorbent. Size: 90x 50 minimum or close to this size (+ 10/15 cm)  Color: fixed dye, different light colors except white. | 3 pieces |
| 9 | Nail Clipper | Medium size (approx. 60-70mm long), sharp cutting surface , Material: Stainless steel or chromium plated, ergonomic design, and smooth action. | 1 piece |
| 10 | Hair comb | Material: Plastic | 1 piece |
| 11 | Solar Power Flashlight | Bright 5-LED flashlight with hand lanyard.  Built-in batteries charged by solar cell OR with 2 sets of batteries + Dynamo. Flash light should last to min. 6 hours (darkness). 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, | 1 piece |
| 12 | Women Sandals | Style: Women sandal flats & sandals to cover toes. Material: Plastic (tear resistance) | 3 pairs size S/ M / L |
| 13 | Abaya | Good quality Material : 100% polyester crepe fabric, Color: black only, Long sleeves, ankle length, no cleavage.  Stitching: Machine made, no runs or broken stitches | 3 pieces size-M/L/XL |
| 14 | Head Scarf | Good quality. Material: 95% cotton, 5% Elastic.  Thick, not transparent, different colors (Fixed dye) | 3 pieces |
| 15 | Back pack with UNFPA logo | Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the above items)  Color: Blue/Black/Beige Design: Rectangular or square, with UNFPA logo in beige and Orange on the flap.  With 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 each bag; 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: 160 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 (40%) - XL (40%) -XXL (20%) | 2 sets of 2 one |
| 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  Size: M (30%) - L (40%) -XL (30%) | 2 pairs |
| 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/kiting services per every item that has to be included/kitted into the customized kit. | 1 |



Annex 2-A (Sana’a)

Quotation Form – Part A

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:**

**Currency of Bid price:**

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

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

*valid for a period of at least 120 days* *after the Closing date.):*

**Price Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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:  L / XL / XXL |  | |  |  |
| 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-M/L/XL |  | |  |  |
| 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** | |  | |  |  |

**Note:** For the #21 Assembling/Kitting - UNFPA will order customized kits based on its needs. Therefore, it is required to provide fixed cost for the assembling/kiting services per every item included into the customized kit. In the quotation form 19 items are indicated for the purposes to know maximum price for 1 kit constituted of 19 items. **Please indicate the price as Price= 19 items x $ price per item**

*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> **) and we will abide by this quotation until it expires.**

**Name and title**

**Signature/Stamp Date and Place**

Annex 2-B (Aden)

Quotation Form-Part B

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:**

**Currency of Bid price:**

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

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

*valid for a period of at least 120 days* *after the Closing date.):*

**Price Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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:  L / XL / XXL |  | |  |  |
| 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-M/L/XL |  | |  |  |
| 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** | |  | |  |  |

**Note:** For the #21 Assembling/Kitting - UNFPA will order customized kits based on its needs. Therefore, it is required to provide fixed cost for the assembling/kiting services per every item included into the customized kit. In the quotation form 19 items are indicated for the purposes to know maximum price for 1 kit constituted of 19 items. **Please indicate the price as Price= 19 items x $ price per item**

*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> **) and we will abide by this quotation until it expires.**

**Name and title**

**Signature/Stamp Date and Place**

Annex 3

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 | 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 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.. | 8 packs of 10 |  |  |
| 2 | Female Underwear sets | For woman. Good reputable quality.  Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances. Neat and clean fabric, one-way stretch at least (in width). Seams must stretch along with the fabric to prevent thread breakage. 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 (L, XL, XXL). Made of non-irritating material. | 3 sets of 2 one,  set of each sizes:  L / XL / XXL |  |  |
| 3 | Traditional Cloths | For woman 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. | 3 pieces-sizes - L/XL/XXL |  |  |
| 4 | Hair Shampoo | Good reputable quality for adults, free of harmful or dangerous substances. Easy-lathering general purpose adult shampoo formulated for all types of hairs, to wash hair and scalp. The product must be safe under normal conditions of use., PH factor 5.5, good smell, Hypoallergenic. Volume: min. 250 ml Shelf life: min 2 years  Packing: Unbreakable PET bottle with push pull cap. Clear and durable marking with: product name, manufactured by: name , country of origin, list of ingredients, net volume, production date, batch number and expiry date. | 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 separates 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: 2 years Volume: min 75 ml. Packing: Plastic/Aluminum laminated tube with screw or pooch 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. | 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, 100 g minimum.  antibacterial, hypoallergenic, skin friendly. Long durability. Product must be fit for human use and be of sound, fair and marketable quality, without any unpleasant smell. | 3 bars |  |  |
| 8 | Towel | Good reputable quality Material: 100% cotton, Thick and absorbent. Size: 90x 50 minimum or close to this size (+ 10/15 cm)  Color: fixed dye, different light colors except white. | 3 pieces |  |  |
| 9 | Nail Clipper | Medium size (approx. 60-70mm long), sharp cutting surface , Material: Stainless steel or chromium plated, ergonomic design, and smooth action. | 1 piece |  |  |
| 10 | Hair comb | Material: Plastic | 1 piece |  |  |
| 11 | Solar Power Flashlight | Bright 5-LED flashlight with hand lanyard.  Built-in batteries charged by solar cell OR with 2 sets of batteries + Dynamo. Flash light should last to min. 6 hours (darkness). 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, | 1 piece |  |  |
| 12 | Women Sandals | Style: Women sandal flats & sandals to cover toes. Material: Plastic (tear resistance) | 3 pairs  size S/ M / L |  |  |
| 13 | Abaya | Good quality Material : 100% polyester crepe fabric, Color: black only, Long sleeves, ankle length, no cleavage.  Stitching: Machine made, no runs or broken stitches | 3 pieces  size-M/L/XL |  |  |
| 14 | Head Scarf | Good quality. Material: 95% cotton, 5% Elastic.  Thick, not transparent, different colors (Fixed dye) | 3 pieces |  |  |
| 15 | Back pack with UNFPA logo | Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the above items)  Color: Blue/Black/Beige Design: Rectangular or square, with UNFPA logo in beige and Orange on the flap.  With 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 each bag; 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: 160 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 (40%) - XL (40%) -XXL (20%) | 2 sets |  |  |
| 18 | Mawaz | Material: mixture of cotton 30% - and 70% polyester, Colors: Dark colors Length: 200 cm; Width: 180 cm | 2 |  |  |
| 19 | Men Sandals | Style: Men Sandals, Material: Plastic sandals, tear resistance  Size: M (30%) - L (40%) -XL (30%) | 2 pairs |  |  |
| 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 |  |  |

Annex 4

Delivery Schedule Form

**Below is a required delivery schedule for Purchase Order quantities expected to be placed under this Long Term Agreement.**

**Bidders are expected to add the lead-time in the below Yellow shaded area to confirm if they are able to comply with the below required lead-times, for each of the quantities, note that earlier deliveries are encouraged.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delivery No.** | **Quantity** | UoM | **Required lead-time**  **Goods at DAP destination,**  **after receiving the Purchase Order under the LTA**  **(in weeks)** | **Bidder lead-time (to be completed by Bidder)** |
| 1 | **Up to 10,000 (Aden)** | **Kit** | **3 weeks** |  |
| 2 | **Up to 20,000 ( Sana’a)** | **Kit** | **4 weeks** |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\*NOTE:** At this stage UNFPA does not commit to any quantity as it will depend on the actual needs. Therefore, the actual quantity will be identified at the time of placing a Purchase Order.

Note 2: The first purchase will be up to 10,000 Destination Aden and the second purchase will be up to 20,000 destination Sana’s



Annex 5

Previous or Past Experience

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| --- | --- | --- | --- | --- |
| Company/Organization Name | Contract Duration | Type of Products | Experience Years | Total value in USD |
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*Vendor’s Comments:*

**Name and title**

**Signature/Stamp Date and Place**

1. UNFPA reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced complaint offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications. [↑](#footnote-ref-1)