

EMERGENCY ITB DOCUMENT



United Nations Population Fund (UNFPA)
202-204 Bauddhaloka Mawatha, Colombo 7
E-mail: Lk-procurement@unfpa.org
Website: <https://srilanka.unfpa.org>

INVITATION TO BID (ITB) NO. UNFPA/LKA/23/001

Dear Madam/Sir,

UNFPA Sri Lanka solicits your Bid for the supply of the following items. Please refer to the Annex I for the detailed technical specifications of the dignity kits and maternity kits:

Item No. 1: Complete Dignity Kits – 6,000 kits, packed and delivered as per the Dignity Kit Specifications mention in Annex I.

Item No. 2: Complete Maternity Kits – 6000 kits, packed and delivered as per the Hygiene Kit Specifications mention in Annex I.

(Time references used in this document refers to Colombo, Sri Lanka time – IST GMT+5.30. <https://www.timeanddate.com/worldclock/sri-lanka/colombo>)

Note:

If you are interested in submitting a bid for these items, kindly fill in the attached submission form and submit it to the secured e-mail address Lk-procurement@unfpa.org no **later than Tuesday, 23 May 2023, 16h00 Colombo, Sri Lanka time.**

Questions on the solicitation process and documents

Any questions relating to the attached documents shall be addressed in writing to Lk-procurement@unfpa.org, on or before Tuesday, 09 May 2023, 15 h00 Colombo, Sri Lanka time.

Pre-bid conference

A Bidders' conference will be conducted. All Bidders will be encouraged to attend. Non-attendance, however, will not result in disqualification of an interested Bidder. Minutes of the Bidders' conference will be posted on UNGM.

Verbal statements made during the Bidders' conference will not modify the terms and conditions of the ITB, unless such statements are specifically written in the minutes of the Bidder conference or issued as an amendment to the Bid documents.

Bidders' conference will be conducted on:

Date: 10 May 2023

Time: 09:00-10:00AM, Colombo time

Video Conference link:

<https://unfpa.zoom.us/j/86985621090?pwd=UnF3czI2MHBqZE9vdG1tLzY5QWQvdz09> ,
Meeting ID: 869 8562 1090. Passcode: 12530088

Bid submission

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/LKA/23/001, Bidder’s Name”.

The bid shall be submitted to Lk-procurement@unfpa.org. Bids received at the Lk-procurement@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.

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

PARTIAL BIDS ARE ALLOWED under this ITB. That means, bidders can submit bids using either or any of the below options:

- Bid for the supply of the items / contents of the kits. Bidders have the option of bidding for the items, as per the below options.
 - Bid to supply the full quantity of items, of one or both the kits;
 - Bid to supply 50% of the quantity of items, of one or both the kits;
 - Bid to supply the full quantity of some of the items, of one or both the kits;
 - Bid to supply 50% of the quantity of some of the items, of one or both the kits;

- Bid for the Contractual Services for the assembly / packing and delivery of the kits (and UNFPA will source and supply the contents for packing). Bidders have the option of bidding for the packing services, as per the below options.:
 - Packing and delivery of the full quantity of both the kits
 - Packing and delivery of the full quantity of maternity kit only
 - Packing and delivery of the full quantity of dignity kit only
 - Packing and delivery of the 50% quantity of both the kits
 - Packing and delivery of the 50% quantity of maternity kit only
 - Packing and delivery of the 50% quantity of dignity kit only

- A bidder can bid for the supply of all or partial quantity of goods and for the packing of all or partial quantity of kits.
- A bidder must bid for only one option of a particular product, that meets the technical specifications requested by UNFPA. (e.g., if a party is bidding for bathing soap, they can bid only for one variety of bathing soap from the market).

Documents to be submitted with the bid:

For All Bidders

- a. Completed and signed Bid Submission Form - Annex
- b. Bidders Identification Form and Copy of Business Registration Certificate - Annex
- c. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents - Annex
- d. Financial bid in the price schedule forms.
- e. Product Samples (please refer to more information below)
- f. Sample Submission Sheet

For Packing Contract Bidders

- g. Details of Proprietors, Directors, Business Partners and Investors - Annex
- h. List of previous experience and details of clients - Annex
- i. Evidence of their prior similar work, information of the warehouse / packing facilities, information of their staff and manpower capacity, and other useful information to assess their ability to carry out the packing operation - Annex
- j. Audited financial statement for past 3 years, or other documentary evidence to evaluate the financial capacity of the bidder. This is required for contractors who bid to source and supply full kits. UNFPA may request other suppliers to submit financial statements if required.

Samples

As part of the technical evaluation process, bidders are requested to submit samples of all the items included in their bid.

Suppliers are requested to paste a non-removable sticker or attach a tag on the items, marked as given below:

SAMPLES FOR ITB UNFPA/LKA/23/001 “Supplier Name” NOT FOR SALE

The cost associated with the preparation, provision and delivery of the samples should be borne by the bidder.

Sample Delivery Dates:

Monday 22 May 2023 to Friday 26 May 2023, between 8:00 AM – 05:00 PM **Colombo, Sri Lanka Time**. Suppliers must agree with UNFPA in writing, if samples are delivered prior to this timeframe.

Sample Delivery Address:

UNFPA Sri Lanka,

202-204 Baudhaloka Mawatha, Colombo 7, Sri Lanka

Attn: Ms. Geetha Fernando / Ms. Nashika Perera

Tel: +94-11-2580840, +94-777-403354 / +94-777-402022

Email: lk-procurement@unfpa.org

Please note: In the event that the bid is successful, samples will be retained by UNFPA for comparison and checking purposes against deliveries subsequently made.

For unsuccessful bids, bidders will have the right to request that their samples be returned, such return will be at the bidders own cost. Such items should be collected within two (2) weeks from the notice sent out by UNFPA, to collect the samples from the UNFPA Office in Colombo.

Validity of bid

The prices of the bid shall be valid for a minimum period of **90 days** after the closing date of bid submission as specified by UNFPA. *That is, minimum until 23 August 2023.* A bid valid for a shorter period may be rejected by UNFPA.

Bidders are requested to consider any potential price changes due to exchange rate movements and other market conditions, in quoting the prices.

Bid Opening

The bids shall be opened on **24 May at 10h00 Colombo time** at the UNFPA Office in Sri Lanka.

Bidders or their authorized representatives may attend the bid opening. Kindly confirm your participation by email on or before **23 May 2023** whether your company shall be represented at the bid opening.

Send the email to: Lk-procurement@unfpa.org, with:

Email Subject: Bid Opening Meeting, 'Supplier Name'

Details Required:

- Bidder Name
- Bidders Representatives Names, Designations, and NIC / Passport Numbers

Incoterms 2020

DAP 2 (cleared and offloaded at Consignee's warehouse)

Delivery time

It is a requirement that goods arrive at the DAP named location within the following maximum lead times.

Supply of one or more contents (items) of the kits:

Within 2-4 weeks from the date of Purchase Order / Contract.

Dignity kits

Batch 1 of 50% quantity within 4-6 weeks of the PO dispatch date

Batch 2 of 50% quantity within 6-8 weeks of the PO dispatch date

Maternity kits

Batch 1 of 50% quantity within 4-6 weeks of the PO dispatch date

Batch 2 of 50% quantity within 6-8 weeks of the PO dispatch date

Performance Bond for Packing and Assembling Contractors

The packing and assembling contractors are required to submit an irrevocable performance bond equivalent to 5% (five percent) of the total contract value at the time of signing the contract, obtained from a reputed and registered financial institution. It should be in favor of UNDP Representative, Account number: 1117106201, Standard Chartered Bank, bank code 7038, Head Office - York Street, Colombo – 01, Sri Lanka, Swift code: SCBLLKLX, Branch code - 001. Specific instructions on the template of the performance bond will be shared with selected contractors. UNFPA will receive full or part of the bond, if the bidders do not perform as agreed.

Liquidated 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 / Contract, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 2% 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.

Advance Payment

UNFPA can provide advance payments up to 40% of the total contract value if required by the contractor, subject to receipt of an irrevocable advance payment guarantee from a reputed and registered financial institution in Sri Lanka. It should be in favor of UNDP Representative, Account number: 1117106201, Standard Chartered Bank, bank code 7038, Head Office - York Street, Colombo – 01, Sri Lanka. Swift code: SCBLLKLX, Branch code - 001. Specific

instructions on the template of the performance bond will be shared with selected contractors. UNFPA will receive full or part of the bond, if the bidders do not deliver goods in the value of the advance payment.

Payment Schedule

UNFPA's regular payment term is 30 days credit, to the registered bank account of the contractor. Contractors must agree to deliver goods as per the contract and delivery schedule. Delivery schedule cannot be tied to the payment schedule, and contractors must ensure to have the required cash flows to deliver.

Bid currencies and conversion to single currency

All prices shall be quoted in any convertible currency to US Dollars (USD). To facilitate evaluation and comparison, UNFPA will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to US dollars at the official [UN exchange rate](#) on the last day for submission of bids.

Evaluation of Bids

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

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

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

Contract Award:

In the event of contract award, UNFPA will award the contract to the lowest priced bidder whose bid has been determined to be substantially responsive to the bidding documents.

UNFPA will evaluate offers based on the total list of items per lot/kit.

UNFPA reserves the right in this occasion to split the award of quantities to contract among technically compliant offers to ensure timely delivery at an affordable cost.

All quotations will be evaluated on the basis of landed prices at destination (DAP 2 - Incoterms 2020).

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>. By bidding for this ITB, the bidders agree to comply with, and follow the UNFPA General Terms and Conditions applicable for procurement contracts, which can be found at: <https://www.unfpa.org/resources/unfpa-general-conditions-contract>.

Attachments:

- Technical specification and requirements of the products and packaging – Annex 1
- Bid Submission Form - Annex 2
- Price Schedule Form - Annex 2.1 – 2.4
- Bidders Identification Form - Annex 3
- Product Item Overview Form - Annex 4
- Warehouse Capacity Information for Packing Contractors - Annex 5
- Sample Submission Form - Annex 7
- Questions and Answers Document –
<https://docs.google.com/document/d/1InX37HhHfTzfMPdsTR3Iz08t2PdB4HfPPm3UXUtS6SE/edit?usp=sharing>
- List of Amendments to the ITB Document -
<https://docs.google.com/document/d/1YBsqIwJvt6eo3GiJE8u6p9ZX0vq018Pk1BJMJdGAg/edit>

Pre-bid Conference: 10 May 2023, 09:00-10:00 AM (Colombo time)

Deadline for Bid Submission: 23 May 2023, 04:00 PM (Colombo time)

Deadline for Sample Submission: 26 May 2023, 05:00 PM (Colombo time)