Date: 08 October 2021

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LKA/RFQ/21/07**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the services of storage, unpacking, labelling, repacking and transporting a consignment of sanitary napkins.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in Sri Lanka, or through an authorized representative.

1. **About UNFPA**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2018-2022), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Terms of Reference**

**Background**

UNFPA, as the United Nations Sexual and Reproductive Health Agency, has been working on addressing various issues related to Sexual and Reproductive Health including Menstrual Hygiene Management (MHM). As such, as part of UNFPA Sri Lanka’s ongoing work in this area, UNFPA will be donating 450,528 packs of menstruation pads to deserving women and girls in Sri Lanka, which are donated by Heyleys Consumer Products Pvt Ltd.

**Objective**

The objective of the RFQ is to identify a supplier who can provide UNFPA the services of storage, unpacking, repacking, labelling and transportation (distribution) of 450,528 packs of sanitary napkins, which will be donated to deserving women and girls in the country. The selected vendor is expected to provide such services, based on specific Purchase Order submitted to the vendor.

**Deliverables**

Activities include but are not limited to the following:

1. Receiving, Unloading and Storage
* Receiving 18 containers (20' x 1 and 40'x17) of Sanitary Napkins (Pads) from the supplier.
* Unloading 32,460 cartons of sanitary napkins from the containers. Given below are the details of cartons and the contents. (Measure – Inches)
* It is estimated that the warehouse will be needed for the entire operation for approximately 4 weeks, to store, re-label and deliver goods. The contractor shall assess the actual time required with their operational capacity, and provide the costing accordingly. Costing should be done for the warehouse facility for the entire operation. Delays will not be compensated by UNFPA.
* Contractor shall record all receipts, and notify UNFPA if there are any discrepancies.
* Given below are the details of the consignment:



* Duty paid value of the consignment: LKR. 91,743,400.72
1. Printing Labels. Contractor to print the labels as per the below specification.
* Material - Should be a well adhesive and water-proof for external use
* Size: 3"x2"
* Full color print. Design will be provided by UNFPA.
* Stickers should be pre-cut, peel-off stickers. Cuts around the sticker should be easily removable from the backing sheet. Backing paper should be intact.
* Quantity of individual stickers: 450,530
1. Re-Labeling
* Carefully unpacking the cartons / boxes without damaging the sanitary napkins.
* Pasting stickers (labels) on individual packs (450,528 packs), on the face / phase side of the pack.
* Repacking the cartons / boxes with the same items, and sealing the cartons / boxes with box tape.
* Safe storage until distribution.
1. Delivery and Distribution
2. Delivery organized by UNFPA / Ministry of Health
* Government counterparts will organize pick up of part of the consignment. This will be confirmed before issuing the Contract to the selected bidder.
* The contractor has to load the cartons to these trucks. Please provide separate line in the bid accordingly.
* Contractor shall obtain duly filled and signed delivery notes (of the Contractor’s format), and handover documents provided by UNFPA, for each consignment handed over to the truck of Government.
1. Delivery through the trucks hired by the contractor
* Additionally, we may need to hire trucks from the contractor to deliver part of the consignment.
* Accordingly, provide the charges for 1 x 20’ truck - charges for 1st 100km, and charges for each additional km.
* We will confirm the number of delivery rounds / trucks required before issuing the contract.
1. Coordination of the delivery
* UNFPA will provide the detailed distribution list and contact details to the contractor.
* Contractor will be responsible for coordination of delivery to each delivery location. Adequate capacity to be allocated for the coordination of delivery.
* Contractor shall obtain duly filled and signed delivery notes (of the Contractor’s format), and handover documents provided by UNFPA, for each consignment delivered. Originals of the same will be submitted to UNFPA, along with the final invoice.

Contractor must assure safe storage of the consignment, in a safe and secure warehouse facility. The warehouse should have 24-hour x 7 days’ security, CCTV monitoring, full insurance for the cargo, with other relevant industrial insurances for fire, natural disasters, riots and other hazards. Warehouse facility should have industry standard warehouse management capacity, facilities and arrangements. All Covid-19 management measures should be applied in the entire operation, including staff transport, packing operation, delivery and distribution etc. A backup plan should be in place in case the staff gets infected, in order to carry out the operation without delay and additional costs to UNFPA. Contractor shall be liable for damages and losses of all forms for the consignment, while it is under their custody.

**UNFPA has the right to amend the above listed requirement any time before awarding the contract. Any alterations that require cost changes will be negotiated with the contractor.**

**Timing / Schedule**

Expected start date: approximately around 18 October 2021. The facility should be able to accept goods earlier, if required.

Duration of the required services: As per the schedule of the contractor, within 4-6 weeks.

**II. Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Yashara Nathaniel*  |
| Tel Nº: | *+94 779492374*  |
| Email address of contact person: | *nathaniel@unfpa.org* |

The deadline for submission of questions is ***Tuesday 12th, October 2021, at 10:00 am***, Sri Lanka time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form. The price quotation should provide detailed breakdown for each component of the operation.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than ***Wednesday, 13 October 2021, at 4:00 pm, Sri Lanka Time[[1]](#footnote-1)****.*

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Email address of contact person: | Lk-procurement@unfpa.org |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: **RFQ Nº UNFPA/LKA/RFQ/21/07** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* Any quotation submitted will be regarded as an offer by the bidder and does not
constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.
1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by a pre-determined evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of one month to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract. Practically, payments are processed within 2-4 weeks upon receipt of invoice and other required confirmations. Partial payments can be negotiated before awarding the contract, based on actual deliverables (e.g. printing stickers).

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, a. i. Suren Navchaa at navchaa@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LKA/RFQ/21/07 |
| **Currency of quotation:** | LKR |
| **Delivery charges based on the following 2010 Incoterm:**  | Choose an item. |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below. Add additional lines as required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Quantity | Unit cost | No. of units | Total |
| 1. Receiving, Unloading and Storage
 |
| 1.1 |  |  |  |  |  |
| 1.2 |  |  |  |  |  |
| 1. Printing Labels. Contractor to print the labels as per the below specification
 |
| 2.1 |  |  |  |  |  |
| 2.2 |  |  |  |  |  |
| 1. Re-Labeling
 |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 4. Delivery and distribution (Per 10KM and every additional KM)  |
| 4.1 |  |  |  |  |  |
| 4.2 |  |  |  |  |  |
| (Insert more rows above this row as required) |
| **TOTAL** | **LKR** |
| *VAT (8%) not exempt* | LKR |
| *NBT (1%) exempt* |  |
| ***Grand Total*** | LKR |



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/21/07 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)