United Nations Population Fund, UNFPA

202-204 Bauddhaloka Mawatha, 7, Sri Lanka

Tel: +94-11-2580840

E-mail: lk-procurement@unfpa.org

Website: srilanka.unfpa.org

***Date***: 6 September 2023

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LKA/RFQ/2023/020**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Provision for Pre/Post Delivery Inspection of Non-Food Items (NFI)”**

UNFPA requires the provision of services of a company, to perform Pre and post Delivery Inspection of Non-Food Items.

This Request for Quotation is open to all legally constituted companies *(sole-proprietorships, partnerships, or companies)* that can provide the requested services and have legal capacity to deliver/perform in the country, or through an authorized representative or an individual who operates a registered sole-proprietorship business.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

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)

**Service Requirements/Terms of Reference (ToR)**

1. BACKGROUND:

UNFPA Sri Lanka, wishes to contract a company for provision of pre/post-delivery inspection of non-food items on a as and when required basis. UNFPA is currently involved in diverse humanitarian and development projects. For implementation of projects different types of program/non-program supplies are required, a major portion of these supplies are procured directly from suppliers inside and outside Colombo.

2. OBJECTIVE:

To establish a contract for providing pre/post-delivery inspection on a as and when required basis.

3. SCOPE OF SERVICES:

* + - 1. Pre-Delivery Inspection (PDI)

Pre-Delivery Inspections (PDI) shall be conducted at supplier's premises, or any other location specified by QAC. QAC will issue a work order or Purchase Order, by email, detailing the POI requirements. Generally, POI will consist of checking that goods or services are provided in accordance with any Purchase order/Corporate Contract requirements. The POI will include such tests and measurements necessary to verify the requirements described in the relevant Purchase Order. We may also request that the loading and sealing of containers is subject to inspection at the time of the PDI. The POI will include, but may not be limited to, the following activities:

1. Check quality of the consignment, with samples drawn based on the batch size and sampling plan, or as specified by and agreed with UNFPA.
2. Check the quantity of Items listed in the Purchase order/Corporate Contract and further ensure the requirements against the contract specification, technical drawings products sample and other relevant documents or standards are met.
3. Check the workmanship and finish of the items listed in the Purchase order/Corporate Contract requirements.
4. Conduct dimensional checks.
5. Verify manufacturer's test reports for raw materials or, if required, witness the testing of the materials.
6. Check the packing, pallet size, shipping marks against instructions specified in the Purchase Order and stamp the supplies as inspected.
7. Report any damage or non-conforming aspects observed.
8. Any other agreed ad hoc inspection requirement.

In some cases, and for certain products, separate specific inspection guidelines will be issued with the inspection requests.

These activities listed above shall either be performed by the representative nominated by the inspection Agency or performed by others and witnessed by the nominated representative.

In order to make inspections more cost-effective, inspections against different Purchase Orders must be combined where possible, if the supplier, place and date of inspection are the same.

Should consistently good quality be achieved, UNFPA may switch to reduced inspection (as per sampling plan ISO 2859-1). Alternatively, should a deterioration in quality be detected, UNFPA may ask for tightened inspection. UNFPA will determine any changes to the sampling plans and advise the inspection agency accordingly when requesting the inspection service. UNFPA shall, in all cases, make the final decision to release any consignment for shipment. This decision will be based in part on the pertinent information contained in the inspection report(s).

* + - 1. Supervision of Loading/Container Stuffing

Typical functions are as follows:

1. Report any damage or nonconforming aspects observed.
2. Ensure full compliance to Packaging Instructions as described in the Purchase order/Corporate Contract.
3. Check the general appearance of the packing or palletized supplies.
4. Verify storage conditions.
5. Ensure that the number of packages and shipping marks comply with the contract requirements.
6. Witness handling of all loading and unloading operations.
7. Check the standard of transport, condition of containers.
8. Ensure the stowing, fastening and wedging on all transport Is adequate to withstand the conditions likely to be encountered during shipment.
9. Check all relevant documents.
10. Stamp and Seal, both consignment and container, as required.
    * + 1. Post Delivery Inspection

Typical functions may include, but are not limited to, the following:

1. Confirm that the items received by the consignee are in accordance with the Purchase order.
2. Report all damages observed at the consignee's site, including the extent, nature and possible cause of damage for future preventive measures.
3. Conduct visual inspection and dimensional check to PO specifications.
4. Confirm storage of the Items is in accordance with the conditions stipulated by the client or manufacturer.
5. Quality Inspection and field observation on the durability of supplies (to be done only upon request by UNFPA).
6. Issuance of Inspection Report
   * + 1. Reporting

In all cases where an inspection activity is undertaken a written report will be sent to UNFPA Operations Manager.

The inspection agency shall issue a Certificate of Inspection along with an Inspection Report and provide UNFPA with relevant photographs for each consignment on the same day the inspection is carried out by email. The final report can be submitted within 2 working days after each inspection. Exceptionally, a draft report detailing any major issues will be accepted, by agreement, where the reporting will take longer due to any complicated or technically challenging inspections that have been conducted.

Inspection reports are to be signed by both the inspector and the supplier’s representative showing that there is an agreement as to the content of the report and its findings.

Reports shall include the minimum following information:

1. UNFPA PO number
2. Description of goods inspected
3. Time date and place of inspection
4. Sampling and AQL levels used
5. Number of samples taken for inspection
6. Statement(s) or recordings against a product’s critical characteristics, either visual or measured to verify the PO requirements
7. Summary of findings showing number of major or minor defects against AQL
8. Signatures of inspector and company representative
9. Additional comments i.e. were samples recovered and sent onwards to laboratory for further testing
10. Overall recommendation of inspector to accept or reject the lot

Submission of reports is preferred to be electronic. A maximum electronic file size of 3MB is to be maintained. Inspection reports and findings are to be directed to the following email account: [lk-logistics@unfpa.org](mailto:lk-logistics@unfpa.org)

5. Supplier Performance

The supplier will be measured on several performance criteria. Below are the KPl's that will be measured and recorded:

1. Acknowledgement of Inspection request

Target: 3 working days

1. On time delivery of service:

Target: planned date met

1. Quality of report

Target: Report requires no clarification

1. Timeliness of report:

Target: Draft report by email within the same day of inspection completion and final report by email within 2 days of inspection completion.

Suppliers may be invited to meet with Operations Manager to discuss contract performance related issues.

Ad hoc performance meetings may be called to discuss any poor performance trends.

The KPl's may be amended from time to time to ensure supplier performance can be properly measured.

* + - 1. DURATION:

The contract will be established for a period of 4 months.

* + - 1. PROPOSED PAYMENT SCHEDULE:

100% Payment after completion of required services on case-by-case basis. UNFPA requires a credit period of 30 days from the date of the invoice.

7. QUALIFICATIONS AND EXPERIENCE REQUIRED:

* Companies must be legally registered entity licensed by the Government to provide Pre/Post-Delivery Inspection. Proposals must be accompanied by certificate of registration/incorporation.
* Minimum 5 years of experience in providing pre/post-delivery inspection services within Sri Lanka and/or in the region preferably to UN/INGOs, Donor Agencies, industries, and corporate houses.

The Financial Proposal should include but not be limited to the following:

Bidders are expected to submit a man work per hour per day.

It is mandatory that the financial proposal is submitted in the Price Quotation Form format.

Bidders should also submit the following in their financial proposal:

- Any other costs (if any) Indicate nature and breakdown

- Copy of the company registration

- Bidders Identification Form

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Nashika Perera* |
| Email address of contact person: | *naperera@unfpa.org* |

The deadline for submission of questions is Tuesday, 12 September 2023, 11:00 am, Sri Lanka time. Questions will be answered in writing and shared with all parties as soon as possible.

1. **Content of quotations**

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

1. Bidder Identification Form
2. Certificate of registration/incorporation
3. Price Quotation Form

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 September 2023 at *5 pm Sri Lankan Time*[[1]](#footnote-1). **Only complete bids will be accepted.**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Nashika Perera* |
| 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/2023/020 – Pre/Post Delivery Inspection of Non-Food Items (NFI).** 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 Most Compliant Lowest Offer method.

The evaluation will be carried out by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price.

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 four months to the Bidder that submits 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 below:

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, representative’s 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 Head of the Business Unit Kunle Adeniyi, Representative at adeniyi@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](mailto: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/2023/020 |
| **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. Quotations provided in USD will be converted at the prevailing UN exchange rate for Sri Lankan Rupees against the US Dollar**

Example Price Schedule below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Unit of Measure | Quantity | Cost per Unit | Total  (LKR) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Total Price*** | | | | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/2023/020 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 A:**

**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)