Date: *6th January 2025*

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/BIH/RFQ/25/001**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Ensuring access to dignity items for women and girls affected by the floods in Jablanica and Konjic – Procurement and distribution of vouchers for Dignity items”.**

UNFPA Bosnia and Herzegovina Country Office requires the provision of Vouchers (prepaid cards) for Dignity items requested as per the below Terms of Reference.

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 child birth 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)

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

**Objectives and scope of the Services**

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 (2022- 2025) 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 issued corporate commitments and guidelines on Cash and Voucher Assistance (CVA) in 2021 and started to scale-up the integration of CVA across its different programs. UNFPA is also uniquely positioned as both an operational UN agency, working closely with local and national partners, and as the coordination lead of the Gender-Based Violence Area of Responsibility (GBV AoR) and national GBV coordination groups to promote quality CVA.

UNFPA in Bosnia and Herzegovina will integrate Vouchers for Dignity items into their programing on prevention and response to GBV and protection for the needs of women and girls affected by the October 2024 floods and landslides in Jablanica and Konjic, supporting their rights, safety and dignity. To achieve these objectives effectively, collaboration with a supplier able to provide vouchers for dignity items is essential. This partnership will ensure secure and efficient provision of restricted vouchers for dignity items, enabling UNFPA Bosnia and Herzegovina to optimize resource management while meeting the urgent needs of the target populations.

**Purpose**

The purpose of this Terms of Reference (ToR) is to contract an entity to provide Vouchers (prepaid cards) for dignity items. The entity will facilitate secure, reliable, and accessible solutions for prepaid cards, which will function as vouchers restricted to specific product categories. The entity will provide prepaid cards, but with restrictions on purchases to align with UNFPA's program requirements. These prepaid cards will act as vouchers, limiting spending to pre-defined product categories. The cards will be pre-charged; however, they will only be usable for the specified product categories, ensuring compliance with the program’s objectives.

**Objective(s)/Task(s):**

The selected bidder is expected to execute/provide the following:

**Up to 1800 Vouchers (prepaid cards) with a value of 25 BAM each without VAT (900 vouchers for Jablanica, and 900 vouchers for Konjic).**  Possibility for correction of voucher value and total amount of vouchers upon final evaluation of bids would be an asset.

* Vouchers (prepaid cards) should allow unrestricted item selection within eligible product categories. However, vouchers (prepaid cards) **must be** limited to **hygienic and personal care items**, with restrictions explicitly prohibiting their use for food, alcohol, and cigarettes.
* Vouchers (prepaid cards) must be redeemable exclusively for dignity items (personal care and hygiene products) for women and girls.
* During the realization, the voucher can be used several times until the amount is spent, all in agreement with the bidder, i.e. it is not necessary to use the entire amount of the voucher at once.
* Possibility that voucher amount can be combined with additional funds from the voucher holder if needed would be an asset.
* The bidder must provide information on the length of validity of the voucher.
* The presence of retail stores is required in at least one of the two municipalities, **Jablanica and/or Konjic, or both**. The bidder must have established retail stores in the target municipalities (Jablanica and Konjic), preferably in both locations.
* It would be an asset if the bidder can ensure the capability to activate the vouchers (prepaid cards) upon request from UNFPA, as per the agreed schedule and requirements.
* The selected entity is expected to execute distribution of vouchers to UNFPA BiH Country office

in Sarajevo.

* A bidder must provide information that their stores stock the following products (please **do not** provide the price of these individual items):

1. Hygienic pads, cotton/ normal, 10/1, with wings or similar;

2. Intimate wet wipes;

3. Soap;

4. Shampoo ;

5. Deodorant ;

6. Toothbrush;

7. Toothpaste;

8. Disposable razor;

9. Detergent for laundry;

10. Hairbrush.

11. Other essential hygiene items for women and girls

**Timing / Schedule:**

Distribution of vouchers to Bosnia and Herzegovina Country Office in Sarajevo no later than the end of February, 2025.

1. **Questions**

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

| Name of contact person at UNFPA: | *Amir Redžić* |
| --- | --- |
| Tel Nº: | *+386 62 409 365* |
| Email address of contact person: | *redzic@unfpa.org* |

The deadline for submission of questions is 16th January 2025, 5 PM Sarajevo Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Eligible Bidders**

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

* A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
* A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
* At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](https://www.un.org/securitycouncil/content/un-sc-consolidated-list) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](http://www.ungm.org/) or the [World Bank Group](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).
* Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](http://www.un.org/Depts/ptd/pdf/conduct_english.pdf).

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. Signed Declaration Form, to be submitted strictly in accordance with the document.
3. Price quotation, to be submitted strictly in accordance with the price quotation form

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: *Monday, January 20th 2025 at 5:00 PM Sarajevo Time*][[1]](#footnote-0).

| Name of contact person at UNFPA: | *UNFPA BIH Procurement* |
| --- | --- |
| Email address of contact person: | *bosnia-herzegovina.office@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: **RFQ Nº UNFPA/BIH/RFQ/25/001** 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 an ad-hoc 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 Purchase Order 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.

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](https://www.unfpa.org/sites/default/files/admin-resource/Eths_Fraud_policy.pdf). 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 Head of the Business Unit Ms. Marina Ridjic at [ridjic@unfpa.org](mailto:ridjic@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, Supply Chain Management Unit 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/BIH/RFQ/25/001 |
| **Currency of quotation:** | BAM |
| **Delivery charges based on the following 2020 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.

| Item | Description | Unit | Unit Price without VAT | Unit Price with VAT | Number of Units | Total |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Total Contract Price*** | | | | | BAM |



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BIH/RFQ/25/001 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 | |

**DECLARATION FROM**

The undersigned, being a duly authorized representative of the Company represents and declares that:

| 1. | The Company and its Management[[2]](#footnote-1) have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
| --- | --- | --- | --- |
|  | 1. Fraud; | ☐ | ☐ |
|  | 1. Corruption; | ☐ | ☐ |
|  | 1. conduct related to a criminal organization; | ☐ | ☐ |
|  | 1. money laundering or terrorist financing; | ☐ | ☐ |
|  | 1. terrorist offences or offences linked to terrorist activities; | ☐ | ☐ |
|  | 1. sexual exploitation and abuse; | ☐ | ☐ |
|  | 1. child labour, forced labour, human trafficking; or | ☐ | ☐ |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | ☐ | ☐ |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | ☐ | ☐ |
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | ☐ | ☐ |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | ☐ | ☐ |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*). | ☐ | ☐ |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (*being a shell company*). | ☐ | ☐ |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

| Signature: |  |
| --- | --- |
| Date: |  |
| Name and Title: |  |
| Name of the Company: |  |
| UNGM Nº: |  |
| Postal Address: |  |
| Email: |  |

**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-0)
2. “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders. [↑](#footnote-ref-1)