



Date: 19th May, 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/BIH/RFQ/21/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

1. Container – 2 pieces

Long: Min. 600 cm

Wide: Min. 480 cm

Height: Min. 250 cm

Flooring: steel construction, mineral wool 60 mm waterproof floor plywood covered with laminate.

Thickness of the wall panel: Min. 5 cm

Thickness of the roof panel: 8 cm

Insulation: Heat and soundproof

Double roof panel construction

Complete electrical installation 2 neon lighting,

1 outdoor lighting,

3 electricity supply sockets,

1 socket for A/C,

Main switch board,

PVC ducting and 1 switch

PVC Door: 1 850 x 2100 mm

PVC windows: 2 900 x 1000 mm

Thermal/sound isolated

Electro-installations: All electrical installations must be carried out in accordance with the relevant regulations and standards. It is also necessary to provide both air condition and convector electrical installation in case the investor subsequently decides to install these devices.

Warranty: Standard Warranty Included – 12 month

Additional: air-condition, electrical convector heater and windows blinds

Transport and installation in two locations: Lipa (Bihac) and Hadzici (Usivak)

Delivery: up to 14 days after confirmation of the purchase

2. De-installation of one Container 240x600x264 cm, located in Hadzici (Usvak) and transport to Velika Kladusa (Miral) and installation at site.

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

I. 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://unfpa.org/about-us)

II. Questions

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

Name of contact person at UNFPA:	<i>Ms. Majda Zeherovic Zaimovic</i>
Tel N°:	<i>+387 33 293 574</i>
Fax N°:	<i>+387 33 552 330</i>
Email address of contact person:	zeheroviczaimovic@unfpa.org

The deadline for submission of questions is by **26th May, 2021**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items exclusive the additional equipment;
- b) Price quotation, to be submitted strictly in accordance with the price quotation form;
- c) Quality standard of the products;
- d) Warranty package.

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

IV. 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 no later than **28th May 2021 at 17:00 Sarajevo Time¹**.

<i>UNFPA BIH Office</i>
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 N° UNFPA/BIH/RFQ/21/005**
- 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.

V. Overview of Evaluation Process

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

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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.

VI. 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.

VII. 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.

VIII. 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.

IX. Fraud and Corruption

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](#). 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](#).

X. 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](#).

XI. 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. Gabriјela Jurela at jurela@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.



United Nations Population Fund
Zmaja od Bosne bb
Sarajevo, Bosnia and Herzegovina
E-mail: bosnia-herzegovina.office@unfpa.org
Website: ba.unfpa.org

XII. 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:	
Request for quotation N°:	UNFPA/BIH/RFQ/21/005
Currency of quotation:	BAM
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

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

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (BAM)
1					
2					
3					
4					
5					
6					
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/BIH/RFQ/21/005** 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.

Name and title	Date and place



United Nations Population Fund
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Sarajevo, Bosnia and Herzegovina
E-mail: bosnia-herzegovina.office@unfpa.org
Website: ba.unfpa.org

**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](#), [Spanish](#) and [French](#)