



Date: 14th December 2023

REQUEST FOR QUOTATION
RFQ N° UNFPA/BIH/RFQ/23/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following:

“Procurement and distribution of menstrual pads for Sarajevo Canton Public High Schools year 2023-2024”.

UNFPA within the Campaign “Za Naše Dane u Mjesecu - Phase 2” implemented jointly with the Government of Sarajevo Canton is seeking for company that can procure and deliver menstrual pads for Sarajevo Canton Public High Schools as per specification listed in the Annex 1 and as per deliveries listed below:

1. Menstrual Hygiene pads 400,000 pcs

Specifications:

- Detailed specifications available in Annex 1

Deliveries as follows - (dates to be confirmed with UNFPA BiH prior to the deliveries):

100,000 pieces - (ten pieces in each package for a total of 10,000 packages) should be delivered to JU Srednja medicinska škola - Jezero Sarajevo (Tahmišćina 2, 71000 Sarajevo, Bosna i Hercegovina) no later than **12th February 2024**.

100,000 pieces - (ten pieces in each package for a total of 10,000 packages) should be delivered to JU Srednja medicinska škola - Jezero Sarajevo (Tahmišćina 2, 71000 Sarajevo, Bosna i Hercegovina) no later than **1st April 2024**.

100,000 pieces - (ten pieces in each package for a total of 10,000 packages) should be delivered to JU Srednja medicinska škola - Jezero Sarajevo (Tahmišćina 2, 71000 Sarajevo, Bosna i Hercegovina) no later than **20th May 2024**.

100,000 pieces - (ten pieces in each package for a total of 10,000 packages) should be delivered to JU Srednja medicinska škola - Jezero Sarajevo (Tahmišćina 2, 71000 Sarajevo, Bosna i Hercegovina) no later than **30th September 2024**.

All parcels should be marked with UNFPA logo and Sarajevo Canton Logo (design will be delivered by UNFPA).

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 the United Nations 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 leading UN agency that advocates for the rights of women, girls and young people to have healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA 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:	bosnia-herzegovina.office@unfpa.org

The deadline for submission of questions is by 22nd December, 2023. Questions will be answered in writing and shared with all parties as soon as possible.

III. Content of quotations

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

- Technical proposal (information on company, capacities for execution of tasks, previous experience with similar tasks, provisional distribution plan);
- Completed information in Annex III - UNFPA Questionnaire Menstrual Health management (MHM) products
- Price quotation, to be submitted strictly in accordance with the price quotation form;
- Quality standard of the products;
- 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 **05th January 2024 at 23:59 Sarajevo Time¹**.

<i>UNFPA BIH Procurement</i>
procurement-bih@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/23/004**

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



- 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).

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

	United Nations Population Fund Zmaja od Bosne bb Sarajevo, Bosnia and Herzegovina E-mail: bosnia-herzegovina.office@unfpa.org Website: ba.unfpa.org
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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. Marina Ridjic at 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 Branch at procurement@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:	Click here to enter a date.
Request for quotation N°:	UNFPA/BIH/RFQ/23/004
Currency of quotation:	BAM
Validity of quotation: <i>(The quotation shall be valid for a period of at least 6 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/23/004** 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 II:
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](#)