



United Nations Population
Fund

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Ha Noi - Viet Nam

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Date: 07 January 2022

Request for Quotation (RFQ) No. UNFPA/VNM/RFQ/2022/01

(Only for suppliers who have a valid business license in Vietnam)

Dear Sir/Madam,

We hereby solicit your quotation for the supply and delivery of the following items:

| No | Product Name | Unit of Measure | Quantity |
|----|--|-----------------|----------|
| 1 | Cotton, gauze, tape, urgo tape | Set | 2 |
| 2 | Fabric/paper asbestos | Pieces | 5 |
| 3 | Sterilized gloves | Pair | 150 |
| 4 | Medical plastic bags (yellow, coated, green) | Kg | 10 |
| 5 | 5ml syringe | Pieces | 100 |
| 6 | 10ml syringe, | Pieces | 100 |
| 7 | Hemobllo Plastic Specimen Cup with Lid Stool Container | Box | 2 |
| 8 | Alcohol 70 degrees | Bottle | 40 |
| 9 | Alcohol 90 degrees | Bottle | 40 |
| 10 | Betadine | Bottle | 20 |
| 11 | Acid acetic 3% and Lugol 3% | Bottle | 10 |
| 12 | Chlorine (decontamination) | Box | 50 |
| 13 | Hand sanitizer | Bottle | 50 |
| 14 | Tool washing brush | Set | 1 |

| | | | |
|--|------------------------|-----|---|
| 15 | Anaphylactic Shock Kit | Set | 2 |
| * <i>Technical Specifications: see details in Annex 1 of this RFQ.</i> | | | |

If you are interested in submitting a quotation for the requested items, kindly fill in the attached submission forms and send to the secure email: vbidtender@unfpa.org not later than **10h00 on 13 January 2022 (Ha Noi time, GMT+7)**

Delivery Time: 2 weeks after issuance of Purchase Order. The shortest delivery time is an advantage.

Delivery Terms: DAP (Delivered At Place)

Delivery Locations: Thanh Hoa Social Work Center 313 Ba Trieu st, Ham Rong Ward, Thanh Hoa city, Thanh Hoa province.

Quality Requirements: Compliance with the Governmental standards for consumables as well as technical specifications presented in *Annex 1*

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and in the .pdf format, and free from any virus or corrupted files.

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/suppliers>. Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned goods:

| | |
|------------------------------------|---|
| Cost of Bid | The bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation. |
| Language of the Bid | The bid prepared by the bidder and all correspondence and documents relating to the bid shall be written in English . |
| Delivery Terms [INCOTERMS 2010] | <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP |

| | | |
|---|---|--|
| Customs clearance, if needed, shall be done by: | <input checked="" type="checkbox"/> Supplier(s) are required to obtain a valid import license from the Ministry of Health and/or relevant authorities and complete all necessary customs clearance requirements for the offered item(s). | |
| Insurance | Cargo Insurance is to be arranged by the Supplier (if required) | |
| Delivery Locations | Thanh Hoa Social Work Center 313 Ba Trieu st, Ham Rong Ward, Thanh Hoa city, Thanh Hoa province. | |
| Delivery Schedule | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required | |
| Mode of Transport | <input type="checkbox"/> AIR | <input type="checkbox"/> LAND |
| | <input type="checkbox"/> SEA | <input checked="" type="checkbox"/> as offered by Supplier |
| Currency of Quotation | <input checked="" type="checkbox"/> Local Currency (Viet Nam Dong) Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline. | |
| Documents to be submitted | <input checked="" type="checkbox"/> Duly completed Quotation Form as provided in <i>Annex 2</i> , and in accordance with the list of requirements in <i>Annex 1</i> ; <input checked="" type="checkbox"/> Duly completed Bid Submission Form as provided in <i>Annex 4</i> <input checked="" type="checkbox"/> Duly completed Bidders Identification Form as provided in <i>Annex 5</i> <input checked="" type="checkbox"/> Duly completed Bidder's Previous Experience as provided in <i>Annex 6</i> <input checked="" type="checkbox"/> Product Item Overview form completed by bidder <i>Annex 7</i> <input checked="" type="checkbox"/> Proof of compliance of the quality of consumables with the Governmental standards: <ul style="list-style-type: none"> ▪ A certified copy of a valid import license issued by Vietnam Ministry of Health for the offered items. ▪ A certified copy of valid export license for the offered items is required including any restrictions on the country of origin, use/dual use nature of goods or services and disposition to end users; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.): see a detailed list of required international quality certificates in Annex 1; <input checked="" type="checkbox"/> Appropriate business-related certificates, including <ul style="list-style-type: none"> ▪ Valid Business Registration Certificate issued by the appropriate government authorities of Vietnam ▪ Valid Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ▪ Valid Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); | |

| | |
|---|---|
| | <ul style="list-style-type: none"> ▪ Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods” (if applicable). ▪ Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); ▪ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| Period of Validity of Quotes starting the Submission Date | <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days |
| Partial Quotes | <input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted |
| Partial Delivery | <input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted |
| Payment Terms | <input checked="" type="checkbox"/> 100% upon complete delivery of goods |
| Evaluation Criteria | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the UNFPA General Terms and Conditions <input checked="" type="checkbox"/> Earliest Dispatch date / Shortest Lead Time |
| UNFPA will award to: | <input checked="" type="checkbox"/> One and only one supplier |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Purchase Order |
| 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 25% the quantity of goods specified in this bid without any change in price or other terms and conditions. |
| Taxes | All quoted prices must be inclusive of all taxes (if any). |
| Conditions for Release of Payment | <input type="checkbox"/> Complete Installation <input type="checkbox"/> Completion of Training on Operation and Maintenance on the ground <input checked="" type="checkbox"/> Written Acceptance of Goods of beneficiaries based on full compliance with RFQ requirements |
| Annexes to this RFQ | <ul style="list-style-type: none"> ✓ Technical Specifications of the Goods Required (<i>Annex 1</i>) ✓ Quotation Form (<i>Annex 2</i>) ✓ UNFPA General Terms and Conditions (<i>Annex 3</i>) ✓ Bid Submission Form (<i>Annex 4</i>) ✓ Bidders Identification Form (<i>Annex 5</i>) ✓ Bidder’s Previous Experience (<i>Annex 6</i>) ✓ Product Item Overview form (<i>Annex 7</i>) |
| Contact Persons for Inquiries | Name: Ms. Nguyen Minh Ha Title: Admin/Finance Associate Email: mnguyen@unfpa.org Any delay in UNFPA’s response shall be not used as a reason for extending the deadline for submission, unless UNFPA |

| | |
|--------------------------|--|
| (Written inquiries only) | determines that such an extension is necessary and communicates a new deadline to the Proposers. |
|--------------------------|--|

Your earliest response to this RFQ would be highly appreciated.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Nguyen Minh Ha

Admin/Finance Associate

Tel No. +84-24-38500 328;

Cellphone: +84 (0) 989063740

Email: mnguyen@unfpa.org

TECHNICAL SPECIFICATION

1- TECHNICAL SPECIFICATION OF CONSUMABLES- TIÊU CHUẨN KỸ THUẬT CỦA VẬT TƯ TIÊU HAO

| T T | Item | Technical Specification | Quantity | Mặt hàng | Tiêu chuẩn kỹ thuật |
|--------|---|--|----------|--|--|
| 1 | Cotton, gauze, tape, urgo tape | Medical cotton: 1kg, gauze 1 roll, tape roll: 1 box 24 rolls, urgo tape 1 box 100 pieces | 2 gói | Bông, gạc, băng dính cuộn, băng urgo | Bông y tế: 1kg, gạc 1 cuộn, băng dính cuộn 1 hộp 24 cuộn, băng urgo 1 hộp 100 miếng |
| 2 | Fabric/paper asbestos | Fabric cement with 50x50cm hole, polypropylene material | 5 cái | Săng vải/ săng giấy | Săng vải có lỗ 50x50cm, chất liệu polypropylene |
| 3 | Sterilized gloves | Rubber material, E.O gas sterilization, size 7.0 | 150 đôi | Găng tay tiệt trùng | Găng tay tiệt trùng: chất liệu cao su, tiệt trùng bằng khí E.O, size 7,0 |
| 4 | Medical plastic bags (yellow, coated, green) | PP/PE/HDPE plastic material, multi-size, drawstring, strap, medical logo | 10 túi | Túi nilon y tế (vàng, trắng, xanh) | Túi nilon y tế: chất liệu nhựa PP/PE/HDPE, nhiều kích thước, có dây rút, quai xách, logo y tế, |
| 5 | 5ml syringe | Length 25mm, capacity 5cc/ml, number: 100, medical plastic material. | 100 cái | Bơm tiêm 5ml | Bơm tiêm 5ml: độ dài 25mm, dung tích 5cc/ml. |
| 6 | 10ml syringe, | Capacity 10cc/ml, length 25mm, number 100, medical plastic material | 100 cái | Bơm tiêm 10ml | Bơm 10ml: dung tích 10cc/ml, độ dài 25mm, chất liệu nhựa y tế |
| 7 | Hemoblo Plastic Specimen Cup with Lid Stool Container | Neutral plastic material, size 12x75x1mm, volume 5ml. Sterile wood rolled cotton swabs, each stick in a tube | 2 cái | Ống nhựa đựng bệnh phẩm, tăm bông lấy dịch | Ống nhựa đựng bệnh phẩm: chất liệu nhựa trung tính, kích thước 12x75x1mm, thể tích 5ml. Tăm bông cán gỗ vô trùng, mỗi que đựng trong 1 ống |
| 8 | Alcohol 70 degrees | Active substance 70% ethanol, volume 500ml / vial | 940 lọ | Cồn 70 độ | Cồn 70 độ: Hoạt chất 70% ethanol, thể tích 500ml/lọ |
| 9 | Alcohol 90 degrees | Active substance 90% ethanol, volume 500ml / vial | 40 lọ | Cồn 90 độ | cồn 90 độ: Hoạt chất 90% ethanol, thể tích 500ml/lọ |
| 10 | Betadine | 125ml, Povidone ido component | 20 lọ | Betadin | Betadin 125ml, thành phần Povidon ido |

| T T | Item | Technical Specification | Quantity | Mặt hàng | Tiêu chuẩn kỹ thuật |
|----------------|-----------------------------|---|-----------------|---|---|
| 11 | Acid acetic 3% and Lugol 3% | Acetic acid 3% 500ml, 5 bottles Lugol 3% bottle 500ml, 5 bottles | 10 chai | Dung dịch A xít acetics 3% và Lugol 3% | Axit acetics 3% chai 500ml. Lugol 3% chai 500ml |
| 12 | Chlorine (decontamination) | Chloramine composition, highly soluble, 1kg. | 50 kg | Clorin, Presept (khử nhiễm) | Clorin: thành phần cloramin, hòa tan cao, 1kg. |
| 13 | Hand sanitizer | Hand sanitizer: 75% ethanol, 8.5% Isopropyl alcohol, 0.5% chlorhexidine; Capacity 500ml | 50 lọ | Dung dịch sát khuẩn tay nhanh, DD rửa tay | Dung dịch sát khuẩn tay nhanh: thành phần 75% ethanol, 8,5% Isopropyl alcohol, 0,5% chlorhexidine; dung tích 500ml |
| 14 | Tool washing brush | 5-foot washing brush set, nylon brush hair | 1 cái | Bàn chải rửa dụng cụ | Bộ bàn chải rửa dụng cụ gồm 5 cái, lông bàn chải bằng chất liệu nylon |
| 15 | Anaphylactic Shock Kit | 1 plastic box, 2 1ml syringes, 2 5ml syringes, 2 10ml syringes, 2 needles, 1 tin of alcohol-impregnated pasteurized cotton, 5 tubes of adrenaline 1mg/1ml; 2 vials of Methylprednisolone 40mg; 5 tubes Diphenhydramine 10g; 5 distilled water pipes | 2 bộ | Hộp chống sốc | Hộp chống sốc gồm: 1 hộp nhựa, 2 bơm tiêm 1ml, 2 bơm tiêm 5ml, 2 bơm tiêm 10ml, 2 kim tiêm, 1 hộp bông tệt trùng tẩm cồn, 5 ống adrenaline 1mg/1ml; 2 lọ Methylprednisolon 40mg; 5 ống Diphenhydramin 10g; 5 ống nước cất |

Quotation Form

Name of Bidder: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (weeks from receipt of order till dispatch): _____

Delivery terms (specify mode of transportation and the route) _____

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 90 days after the Closing date). _____

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific case.

Price Schedule:

| Item | Product Name and Description | Unit | Unit Price | Quantity | Transportation cost to Destination | Total DAP (VND) (Destination) | Delivery Schedule (days upon order) |
|-------------------------------------|------------------------------|------|------------|----------|------------------------------------|-------------------------------|-------------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| Sub-total (VND) | | | | | | | |
| VAT (VND) | | | | | | | |
| GRAND TOTAL (including VAT): | | | | | | | |

In your offer, please include:

1. Specific technical specifications of products offered
2. Quality standard of the products

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

Name and title

Date and Place

UNFPA General Terms and Conditions

You can find below links for General Conditions of Contract based on contract type:

<https://www.unfpa.org/resources/unfpa-general-conditions-contract>

Bid Submission Form

To: UNFPA

Dear Sir / Madam,

The Undersigned, having read the Bidding Document of Request for Quotation (RFQ) No. UNFPA/VNM/RFQ/2022/01, hereby offers to supply the goods specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document

We agree to abide by this Bid for a period of **90 days** from the date fixed for opening of Bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated thisday of[year].

Signature:

Name:

Title:

Company:

Postal Address

Telephone No.

Fax No.

Email address

Validity of Offer

Bidders Identification Form
Bid No. UNFPA/VNM/RFQ/2022/01

1. Company/Institution Name:

2. Address, Country:

3. Telephone: _____ Fax _____
Website _____

4. Date of establishment: _____

5. Name of Legal Representative:

6. Contact Person: _____ Email:

7. Type of Company: Natural Person Co.Ltd. Other

8. Organizational Type: Manufacturer Wholesaler Trader Other:

9. Number of Staff: _____

10. Years supplying to UN organizations: _____ and to UNFPA:

11. Subsidiaries in the region:

Indicate name of subsidiaries and address

a) _____

b) _____

c) _____

12. Commercial representative in the country (for international companies only)

Name: _____

Address: _____

Telephone: _____ Fax: _____

Bidder's Previous Experience

| Order No. & Date | Description ¹ | Client | Contact person, phone number, email address | Date of service | | Contract Amount (Currency) | Satisfactory completion |
|------------------|--------------------------|--------|---|-----------------|----|----------------------------|-------------------------|
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client's letter or certificate) in support of satisfactory completion of above orders.

| | | | |
|------------------------------------|--|--|--|
| Signature and stamp of the Bidder: | | Countersigned by and stamp of Chartered Accountant | |
| Name and title: | | Name and title: | |
| Name of Company: | | Name of Company: | |
| Telephone: | | Telephone: | |
| Email: | | Email: | |
| Date: | | Date: | |

¹ Please indicate relevant contracts to the one requested in the RFQ.

[UNFPA/VNM/RFQ/2022/01](#)

PRODUCT OVERVIEW FORM

NAME OF BIDDER:

| Item | Item Name | Description and minimum/mandatory technical specifications | Description of items offered and Bidder's statements on deviations (To be completed by Bidder) | Compliant? (Y/N) (To be completed by UNFPA during evaluation) |
|-------------|---|--|---|--|
| 1 | Cotton, gauze, tape, urgo tape | Medical cotton: 1kg, gauze 1 roll, tape roll: 1 box 24 rolls, urgo tape 1 box 100 pieces | | |
| 2 | Fabric/paper asbestos | Fabric cement with 50x50cm hole, polypropylene material | | |
| 3 | Sterilized gloves | Rubber material, E.O gas sterilization, size 7.0 | | |
| 4 | Medical plastic bags (yellow, coated, green) | PP/PE/HDPE plastic material, multi-size, drawstring, strap, medical logo | | |
| 5 | 5ml syringe | Length 25mm, capacity 5cc/ml, number: 100, medical plastic material. | | |
| 6 | 10ml syringe, | Capacity 10cc/ml, length 25mm, number 100, medical plastic material | | |
| 7 | Hemoblo Plastic Specimen Cup with Lid Stool Container | Neutral plastic material, size 12x75x1mm, volume 5ml. Sterile wood rolled cotton swabs, each stick in a tube | | |
| 8 | Alcohol 70 degrees | Active substance 70% ethanol, volume 500ml / vial | | |
| 9 | Alcohol 90 degrees | Active substance 90% ethanol, volume 500ml / vial | | |
| 10 | Betadine | 125ml, Povidone ido component | | |
| 11 | Acid acetic 3% and Lugol 3% | Acetic acid 3% 500ml, 5 bottles Lugol 3% bottle 500ml, 5 bottles | | |

| Item | Item Name | Description and minimum/mandatory technical specifications | Description of items offered and Bidder's statements on deviations <i>(To be completed by Bidder)</i> | Compliant? (Y/N) <i>(To be completed by UNFPA during evaluation)</i> |
|------|----------------------------|---|--|---|
| 12 | Chlorine (decontamination) | Chloramine composition, highly soluble, 1kg. | | |
| 13 | Hand sanitizer | Hand sanitizer: 75% ethanol, 8.5% Isopropyl alcohol, 0.5% chlorhexidine; Capacity 500ml | | |
| 14 | Tool washing brush | <ul style="list-style-type: none"> • 5-foot washing brush set, nylon brush hair | | |
| 15 | Anaphylactic Shock Kit | <ul style="list-style-type: none"> • 1 plastic box, 2 1ml syringes, 2 5ml syringes, 2 10ml syringes, 2 needles, 1 tin of alcohol-impregnated pasteurized cotton, 5 tubes of adrenaline 1mg/1ml; 2 vials of Methylprednisolone 40mg; 5 tubes Diphenhydramine 10g; 5 distilled water pipes | | |