



18 August 2023

REQUEST FOR QUOTATION
RFQ N° UNFPA/VNM/RFQ/23/07

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items.

Item N°	Product Name	Quantity
1	Portable sound equipment	79
❖ <i>Technical Specification and accessories: see details in Annex II.</i>		

❖ **Delivery Time:** Within 4 weeks from the date the contract is signed, whichever is the later. The shortest delivery time is an advantage.

❖ **Delivery Terms:** DAP (Delivered At Place)

- i. The Centre for Disease Control (CDC) in Lai Chau, Son La, Bac Kan, Dak Nong, Gia Lai and Kon Tum Provinces (See details in [Annex III](#)): for the first round of inspection (kiểm nhận vòng 1).
- ii. 60 commune health centers (CHC) and 19 district health centers (DHC) in the above listed provinces (see details in [Annex III](#)): for the second round of inspection, installation and actual receipt (kiểm vòng 2, lắp đặt và nhận hàng thực tế).

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 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](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

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

Name of contact person at UNFPA:	Nguyen Minh Ha
Tel N°:	84-24-38500 328
Email address of contact person:	mnguyen@unfpa.org

The deadline for submission of questions is **17h00 Thursday 24 August 2023 (Ha Noi Time)**. 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 can be submitted in any format covering all required information (see the below [Price Quotation Form](#) as an example).

The quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Quotations 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 secure email: vbidtender@unfpa.org no later than: **Thursday, 31 August 2023 at 10:00 AM Ha Noi Time**¹.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/VNM/RFQ/23/07 – Portable Sound Equipment - [Company Name]**. Quotations 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 compliance with the technical specifications and the total cost of the goods (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

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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 25%, the volume of goods 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 shipping documents, invoice and other documentation required by the contract.

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



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304 Kim Ma Street, Ba Dinh District
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Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>

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. Naomi Kitahara, UNFPA Viet Nam Representative at kitahara@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.

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/VNM/RFQ/23/07
Currency of quotation:	VND
Delivery Time <i>(weeks from receipt of order till dispatch):</i>	
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 **inclusive of all taxes and all related charges (delivery, installation, warranty, training and technical support within one year).**

Example Price Schedule below:

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

**Door-to-door delivery to the addresses listed under 'Delivery Terms'*

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/VNM/RFQ/23/07 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



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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](#)

ANNEX II:

Technical specification of Portable Sound Equipment (Tiêu chí kỹ thuật thiết bị âm thanh kéo di động)

<p>1. The intended purpose of use Portable sound equipment with karaoke functions will be used for disseminating behavior change communication messages on safe motherhood and family planning at target health facilities, and for facilitating the provision and utilization of outreach/mobile services integrated with cultural entertaining performance/events in remote ethnic minority villages of 6 MSD supported projects.</p>	<p>1. Mục đích sử dụng Thiết bị âm thanh kéo di động có chức năng hát karaoke sẽ được sử dụng cho mục đích truyền thông các thông điệp thay đổi hành vi về làm mẹ an toàn và kế hoạch hóa gia đình tại các cơ sở y tế và hỗ trợ cho việc cung cấp và sử dụng các dịch vụ y tế lưu động được lồng ghép với các hoạt động văn hóa tại các bản làng ở khu vực vùng sâu vùng xa tại 6 tỉnh được dự án MSD hỗ trợ.</p>
<p>2. General requirement - 100% brand new.</p>	<p>2. Yêu cầu chung - Hàng mới 100%</p>
<p>3. Technical requirements</p> <p>3.1 General requirements:</p> <ul style="list-style-type: none"> - "Dual-core" DSP, the tone calibration of the MK3 MAX is designed by 2 digital audio processors; - Wooden crate design; - System of 3 speakers, 3 voice lines for bass speaker, Middle speaker, Treble speaker; - PMPO power: 1400W. RMS Power: 350W; - Connect and transmit audio to two sets of MK3 Max speakers using Bluetooth signal. Using True Wireless Stereo (TWS) audio technology; - UHF band wireless microphone; - Bluetooth connection singing Karaoke YouTube; - Play MP3 music from USB, MicroSD card. 	<p>3. Yêu cầu kỹ thuật</p> <p>3.1 Các yêu cầu chung</p> <ul style="list-style-type: none"> - DSP "lõi kép", phần cân chỉnh âm sắc của MK3 MAX được thiết kế bởi 2 bộ xử lý âm thanh kỹ thuật số. - Thiết kế thùng gỗ; - Hệ thống 3 loa, 3 đường tiếng cho loa bass, loa Trung, loa Treble; - Công suất PMPO: 1400W. Công suất RMS: 350W. - Kết nối và truyền âm thanh hai bộ loa MK3 Max bằng tín hiệu Bluetooth. Công nghệ âm thanh True Wireless Stereo (TWS). - Micro không dây dải tần UHF. - Kết nối Bluetooth hát Karaoke Youtube. - Phát nhạc MP3 từ USB, thẻ MicroSD.
<p>3.2 Connections</p> <ul style="list-style-type: none"> - USB: USB jack plays MP3 music; - MicroSD: MicroSD card socket plays MP3 music; - OPT: Input, connected to TV via Optical digital audio input; - OUT R, L: Audio output, pairing additional speakers or amplifiers; - IN R, L: Audio input, connected to TVs, mobile devices by RCA jack strings; - GUITAR: 02 guitar plugs. 	<p>3.2 Cổng kết nối</p> <ul style="list-style-type: none"> - USB: Ngõ cắm USB phát nhạc MP3. - MicroSD: Ngõ cắm thẻ MicroSD phát nhạc MP3 - OPT: Ngõ vào, kết nối với Tivi qua ngõ âm thanh kỹ thuật số Optical. - OUT R,L: Ngõ ra âm thanh, ghép nối thêm bộ loa hoặc máy tăng âm thanh. - IN R,L: Ngõ vào âm thanh, kết nối với Tivi, thiết bị di động bằng dây jack RCA. - GUITAR: 02 ngõ cắm đàn Ghi-ta.

<p>3.3 Power supply</p> <ul style="list-style-type: none"> - 12V DC battery, 12Ah; - Battery charging and direct use: 220V AC. 	<p>3.3 Nguồn điện sử dụng</p> <ul style="list-style-type: none"> - Bình điện 12V DC, 12Ah; - Sạc bình và sử dụng trực tiếp: 220V AC.
<p>3.4 Accessories</p> <ul style="list-style-type: none"> - 02 Wireless microphones; - Remote control. 	<p>3.4 Phụ kiện kèm theo</p> <ul style="list-style-type: none"> - 02 Micro không dây. - Điều khiển từ xa.
<p>3.5 Warranty</p> <ul style="list-style-type: none"> - 12 months for both machine and battery or manufacturer's standard warranty. 	<p>3.5 Bảo hành</p> <ul style="list-style-type: none"> - 12 tháng cho cả máy và ắc qui hoặc theo bảo hành chuẩn của nhà sản xuất.
<p>4. Other requirements:</p> <ul style="list-style-type: none"> - Supply schedule: ≤ 04 weeks from the date this contract takes effect. - Delivery commitment: <ul style="list-style-type: none"> ▪ <i>Directly deliver the procured portable sound equipment to all the 79 target health facilities (see Annex III)</i> ▪ <i>Provide certificate of origin, and/or quality of goods and/or legal equivalent (CO, CQ).</i> ▪ <i>Provide a sales license and/or authorization letter of the manufacturer and/or certificate of partnership.</i> ▪ <i>Provide import license for the product (to be applied in case required by the government).</i> ▪ <i>Provide certificate of goods assessment issued by an organization with legal inspection function.</i> ▪ <i>Provide instruction manual in Vietnamese and English: 01 set.</i> - Provide training on the use of the procured portable sound equipment to all recipient health facilities. - Provide installation and operation demonstration to all recipient health facilities. - Packing: Equipment is packed according to the manufacturer's standards. 	<p>4. Các yêu cầu khác:</p> <ul style="list-style-type: none"> - Cung ứng hàng trong phạm vi 4 tuần sau khi hợp đồng mua bán có hiệu lực. - Cam kết cung ứng các điều khoản sau: <ul style="list-style-type: none"> ▪ <i>Cung cấp trực tiếp các thiết bị âm thanh kéo di động có chức năng hát karaoke tới 79 cơ sở y tế (trong Phụ lục III)</i> ▪ <i>Cung cấp các giấy chứng nhận về nguồn gốc sản phẩm, và/hoặc các giấy tờ xác nhận chất lượng và/hoặc các giấy tờ pháp lý liên quan (như CO và CQ)</i> ▪ <i>Cung cấp giấy phép kinh doanh hợp pháp và/hoặc các lá thư ủy quyền của nhà sản xuất và/hoặc biên bản hợp tác với nhà sản xuất.</i> ▪ <i>Cung cấp giấy phép nhập khẩu (được áp dụng trong trường hợp được qui định theo chính sách hiện hành của chính phủ).</i> ▪ <i>Cung cấp chứng chỉ đánh giá sản phẩm phát hành bởi 1 cơ quan có thẩm quyền.</i> ▪ <i>Cung cấp hướng dẫn sử dụng bằng tiếng Anh và tiếng Việt (01 bộ cho mỗi ngôn ngữ).</i> - Đào tạo và hướng dẫn về cách sử dụng thiết bị âm thanh kéo di động có chức năng hát karaoke cho tất cả các đơn vị nhận thiết bị. - Lắp đặt và trình diễn cách sử dụng thiết bị cho tất cả các đơn vị nhận máy. - Đóng gói: đóng gói sản phẩm theo tiêu chuẩn kỹ thuật của nhà sản xuất.

ANNEX III:

III. 1. List of the provincial CDCs (for the first round of inspection)

No	Recipients	Address	Quantity	Notes
			Portable sound equipment	
1	CDC Sơn La	Address: Đường Bản Cọ, Phường Chiềng An, TP.Sơn La - Tel: 0212.3852.247-Fax: 02123751.798 Email: tksbt@sonla.gov.vn	17	District health centers: 5 Commune health centers: 12
2	CDC Lai Châu	Address: Phường Đông Phong, TP Lai Châu, tỉnh Lai Châu, Tel: 0213 3876 698 Email: gsklc@gmail.com	23	District health centers: 4 Commune health centers: 19
3	CDC Bắc Kạn	Address: Số nhà 96, Tổ 10, phường Nguyễn Thị Minh Khai, Bắc Kạn Tel: (0209) 3870943 Email: tksbt@backan.gov.vn	7	District health centers: 2 Commune health centers: 5
4	CDC Kon Tum	Address: Số 405, Bà Triệu, TP Kon Tum Tel: 02603.505.900; Fax: 02603.862.535 Email: cdckontum@gmail.com	8	District health centers: 2 Commune health centers: 6
5	CDC Dak Nong	Address: Đường Trần Hưng Đạo, phường Nghĩa Trung, thị xã Gia Nghĩa, tỉnh Đắk Nông Tel: 02613544692	6	District health centers: 2 Commune health centers: 4
6	CDC Gia Lai	Address: 98 Phan Đình Phùng - Tây Sơn - Pleiku - Gia Lai Tel: (0269)3500762 Email: cdc@gialai.gov.vn	18	District health centers: 4 Commune health centers: 14
TOTAL			79	

**III.2. List of Commune and District Health Centres receiving portable sound equipment
 (for the second round of inspection, installation and actual receipt)**

1- TỈNH SƠN LA

#	District	#	Commune
1	Bắc Yên	1	Hang Chú
		2	Xím Vàng
		3	Háng Đồng
2	Phù Yên	4	Kim Bon
		5	Suối Bau
3	Mộc Châu	6	Chiềng Khừa
		7	Tân Hợp
4	Sông Mã	8	Mường Cai
		9	Chiềng En
		10	Đứa Mòn
5	Vân Hồ	11	Suối Bàng
		12	Chiềng Xuân
Total DHCs: 5		Total CHCs: 12	

2- TỈNH LAI CHÂU

#	District	#	Commune
1	Phong Thổ	1	Sì Lở Lầu
		2	Vàng Ma Chải
		3	Mù Sang
		4	Tung Qua Lìn
2	Sìn Hồ	5	Tủa Sín Chải
		6	Pu Sam Cáp
		7	Hồng Thu
		8	Làng Mô
		9	Tả Ngáo
3	Mường Tè	10	Tà Tổng
		11	Tá Bạ
		12	Pa Ủ
		13	Pa Vệ Sứ
4	Nậm Nhùn	14	Nậm Mạnh
		15	Pú Đao
		16	Nậm Pì
		17	Nậm Chà
		18	Trung Chải
19	Nậm Ban		
Total DHCs: 4		Total CHCs: 19	

3- TỈNH GIA LAI

#	District	#	Commune
1	Mang Yang	1	Kon Chiêng
		2	Đắk Trôi
		3	Đê Ar
		4	Hra
		5	A Yun
2	Chư Sê	6	Ayun
		7	Bờ Ngoong
		8	Ia Ko
		9	H Bông
		10	Al Bá
3	Kông Chro	11	Kông HTok
		12	Chư Krey
4	Chư Păh	13	Đắk Pơ Pho
		14	Đắk Tơ Ver
Total DHCs: 4		Total CHCs: 14	

4- TỈNH KON TUM

#	District	#	Commune
1	Đắk Glei	1	Mường Hoang
		2	Ngọc Linh
2	Kon Plông	3	Măng Bút
		4	Đắk Ring
		5	Đắk Nền
		6	Pờ Ê
Total DHCs: 2		Total CHCs: 6	

5- TỈNH ĐẮK NÔNG

#	District	#	Commune
1	Tuy Đức	1	Đắk Ngo
		2	Đắk R'tih
2	Đắk Glong	3	Quảng Sơn
		4	Quảng Hòa
Total DHCs: 2		Total CHCs: 4	



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6- TỈNH BẮC KẠN

#	District	#	Commune
1	Pác Nặm	1	An Thắng
		2	Cổ Linh
2	Chợ Đồn	3	Bình Trung
		4	Tân Lập
		5	Xuân Lạc
Total DHCs: 2		Total CHCs: 5	