



United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi - Viet Nam
Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>
www.facebook.com/unfpa.vietnam

Date: 3 November 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/VNM/RFQ/22/15

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

SUPPLY OF A BAMBOO HAT CHRISTMAS TREE (10-METER HEIGHT) TO BE DECORATED WITH UN/UNFPA COMMUNICATION MESSAGES AND INSTALLED AT THE FRONT YARD OF THE GREEN ONE UN HOUSE (GOUNH)

UNFPA requires provision of services for installation of a bamboo hat Christmas tree with UN/UNFPA communication messages at GOUNH's front yard.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in Viet Nam, 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](#)

Service Requirements: See Annex II.

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>Nguyen Minh Ha</i>
Tel N°:	<i>84-24-38500 328</i>
Email address of contact person:	<i>mnguyen@unfpa.org</i>

Questions will be answered in writing and shared with parties as soon as possible.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. **Price quotation** to be submitted in reference with the price quotation form.



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The quotation must be signed with stamp 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 to the UNFPA Viet Nam's secured email address vbidtender@unfpa.org no later than **Tuesday, 8 November 2022 at 15h00 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/22/15 – [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).
- 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

Price quotations will be evaluated and scored in a one-step process by an ad-hoc evaluation panel. The winning bidder is the one that offers a technically acceptable quotation at the lowest price.

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder that obtains 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 of 100% contract value by bank transfer terms are net 30 days upon delivery/acceptance of the required products and commercial invoice 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, representative agents and assignees of the vendor; as

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



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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).



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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: <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>

ANNEX II:

Service requirements

ANNEX III:

Price Quotation Form