



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: 26 May 2023

Request for Quotation No. UNFPA/VNM/RFQ/23/03

Dear Sir/Madam,

We hereby solicit your quotation for the following items:

| No | Product Name | Unit of Measure | Quantity |
|----|--------------|-----------------|----------|
| 1 | Adult Helmet | Piece (Pcs) | 1,200 |
| 2 | Kid Helmet | Piece (Pcs) | 600 |

| Item | Item Description | Minimum/mandatory specifications | Unit of Measure | Quantity |
|------|------------------|--|-----------------|----------|
| 1 | Adult Helmet | Half helmet consists of 3 layers including hard plastic shell, inner foam and padding, with strap. Size: 58,5 cm The helmet quality must be in compliance with the national technical standards on the helmet for motorcycles QCVN 2:2008. Design and print on the helmet's outer space to includes UNFPA logo, KOICA logo, ADH Logo, the hotline number 18001769, and services provided by ADH | Pcs | 1,200 |
| 2 | Kid Helmet | Half helmet consists of 3 layers including hard plastic shell, inner foam and padding, with strap. Size: 53 cm The helmet quality must be in compliance with the national technical standards on the helmet for motorcycles QCVN 2:2008. Design and print on the helmet's outer space to includes UNFPA logo, KOICA logo, ADH Logo, the hotline number 18001769, and services provided by ADH | Pcs | 600 |

Eligible Bidders

This bid is open to **local suppliers** who are legally constituted, can provide the requested services, and have a valid registration in the country, or through an authorized representative.

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**.

Validity of Bid:

Quotations shall be valid at least for **60 days** after the closing date. A bid valid for a shorter period shall be rejected by UNFPA.

Partial Bids

Partial bids are **not allowed** under this tender. All items must be quoted. UNFPA reserves the right to select and accept a part of parts of any bid.

All prices must be **inclusive of all taxes** (if any).

Quoted prices should include transportation to the places/warehouses as nominated by UNFPA and unloading fees.

Delivery Time/Places:

| <i>Location</i> | <i>Quantity</i> | <i>Notes</i> |
|---|-----------------|---|
| Quang Ninh Social Work Center Column 8, Dien Bien Phu Street, Hong Ha Ward, Ha Long City, Quang Ninh Province | 1,800 | Expected to be completed on or before 25 June 2023 |
| Total = | 1,800 | |

Payment: UNFPA's payment terms are 30 days after presentation of invoice and proof of related documents for the order.

Instructions for quotation submission:

If you are interested in submitting a quotation for these items, kindly send the followings by email to the UNFPA Viet Nam's secured email address **vbiddtender@unfpa.org** no later than **10h00 (Ha Noi Time, GMT+7) on Thursday 1 June 2023**.

- *A filled, signed and stamped Quotation Form*
- *A filled Product Overview Form*
- *Pictures of the quoted items*
- *Your company's registration papers*
- *A signed and stamped Supplier Registration Form along with a bank account certificate*

Please submit your quotation in **Viet Nam Dong (VND) currency**. 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.

Under no circumstances shall UNFPA be required to accept any goods that do not conform to the specifications or requirements of the Contract. In no case shall UNFPA be obligated to accept any goods unless and until UNFPA has had a reasonable opportunity to inspect the goods following delivery. The goods shall not be deemed accepted unless and until UNFPA in fact provides such written acceptance. In no case shall payment by UNFPA in and of itself constitute acceptance of the goods.

Guidelines for electronic submissions:

- The following reference must be included in the email subject line:
RFQ N° UNFPA/VNM/RFQ/23/03–Helmets–[COMPANY NAME]
- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB** (including e-mail 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.
- **Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid. Do not submit the bid to the contact person.**

Contract Award: UNFPA shall award the contract to the lowest priced bidder whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time.

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.

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
Tel No. +84-24-38500 328;
Email: mnguyen@unfpa.org

Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

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

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 60 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 No. | Price/unit | Quantity | Transportation cost to Destination (specify mode of transportation) | VAT | Total Price (including VAT) | Delivery schedule (days upon order) |
|----------|------------|----------|---|-----|-----------------------------|-------------------------------------|
| | | | | | | |
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In your offer, please include:

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

| |
|---------------------------|
| <i>Vendor's Comments:</i> |
|---------------------------|

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

PRODUCT OVERVIEW FORM

Name of Bidder:

| Item | Description and minimum/mandatory 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 | <p>Half helmet for adult consists of 3 layers including hard plastic shell, inner foam and padding, with strap.</p> <p>Size: 58,5 cm</p> <p>The helmet quality must be in compliance with the national technical standards on the helmet for motorcycles QCVN 2:2008.</p> <p>Design and print on the helmet's outer space to includes UNFPA logo, KOICA logo, ADH Logo, the hotline number 18001769, and services provided by Anh Duong House (ADH)</p> | | |
| 2 | <p>Half helmet for kid consists of 3 layers including hard plastic shell, inner foam and padding, with strap.</p> <p>Size: 53 cm</p> <p>The helmet quality must be in compliance with the national technical standards on the helmet for motorcycles QCVN 2:2008.</p> <p>Design and print on the helmet's outer space to includes UNFPA logo, KOICA logo, ADH Logo, the hotline number 18001769, and services provided by Anh Duong House (ADH)</p> | | |