



7 December 2023

REQUEST FOR QUOTATION
RFQ N° UNFPA/VNM/RFQ/23/10

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following communication items:

Item N°	Product Name	Quantity
1	Laptop bag	50
2	Umbrella	100
3	Bucket Hat	650
4	Cap	620
❖ <i>Technical requirements: see details in Annex II.</i>		

- ❖ **Delivery Time:** Within 2 weeks from the date the contract is signed, whichever is the later. The shortest delivery time is an advantage.
- ❖ **Delivery Places:** See *details in [Annex III](#)*

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

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 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: **Tuesday, 12 December 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/23/10 - [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 or a Professional Service Contract to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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.

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>



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 [Mr. Matthew Jackson, UNFPA Viet Nam Representative at mjackson@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/23/10
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 60 days after the submission deadline.)</i>	

Quoted rates must be **inclusive of all taxes and all related charges.**

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

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/23/10 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



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>

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](#)

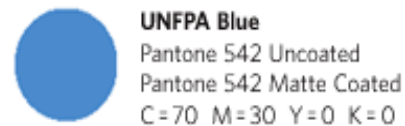
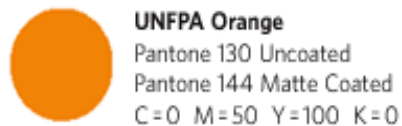


ANNEX II:
List of communication items with technical requirements
UNFPA 2023

YÊU CẦU CHUNG CHO CÁC SẢN PHẨM - REQUIREMENT FOR PRODUCTS



- Thông điệp in trên ô và túi đựng laptop: “Young people are the agent for change – Thanh niên là nhận tố tạo nên thay đổi”
- Thông điệp in trên mũ bucket và mũ lưới trai: “My body - my own - Cơ thể tôi là của tôi”



Colour code cho sản phẩm và logo của UNFPA:




1. UNFPA logo:



No.	Name	Technical requirements	Image as example	Quantity
1.	Laptop bag	<p>TÚI Đựng MÁY TÍNH XÁCH TAY</p> <ul style="list-style-type: none"> - Chất liệu: Canvas - Có lớp chống sốc - Có quai xách - Kích thước: laptop 15 inch - Có thiết kế họa tiết sinh động kèm thông điệp theo yêu cầu <p>LAPTOP BAG</p> <ul style="list-style-type: none"> - Materials: Canvas - Has shockproof layer - Has handle/strap - Size: 15-inch laptop - Colorful and vivid design with messages as required 	 <p>Hình ảnh chỉ mang tính chất minh họa</p>	50
2.	Umbrella	<p>Ô GẤP 3 TỰ ĐỘNG 2 CHIỀU</p> <ul style="list-style-type: none"> - Qui cách: Ô 10 kè, thân và xương bằng kim loại - Chiều dài: 33cm khi gấp lại - Tay cầm: cao su có nút bấm mở tự động 2 chiều - Vải: Polyester 100% không thấm nước - Đường kính tán: 117cm, đường kính ngang: 104cm - Màu sắc: cam - trắng xen kẽ (như hình minh họa) - In ấn: logo và slogan - Đóng gói: bao vải theo tiêu chuẩn, giống chất liệu của ô, có in logo - Có hộp hoặc túi giấy đựng ô, in logo UNFPA. - Túi giấy đựng ô chất liệu C300 in offset 2 mặt cùng nội dung, logo, cán mờ, gia công thành phẩm - Có thiết kế họa tiết sinh động kèm thông điệp theo yêu cầu 		100

No.	Name	Technical requirements	Image as example	Quantity
		<p>UMBRELLA</p> <ul style="list-style-type: none"> - 10-rib umbrella, metal shaft and ribs - Dimensions: 33cm length is folded. - The canopy diameter is 117cm, and the horizontal diameter is 104cm - Materials: Frame and ribs: stainless steel alloy, excellent durability, and resilience - Fabric: waterproof and wind resistance - Handle: Rubber with a two-way automatic push-button - Color: alternating orange and white - Printing: logo and slogan - Packaging: Double-layered, inner pouch made of the same material as the umbrella fabric + elegant outer nylon bag. - Two-color logo umbrella carrying bag - Paper Bag: C300 two side offset printing Paper bag for umbrella, logo printed 	 <p>Hình ảnh chỉ mang tính chất minh họa</p>	
3.	Bucket Hat	<p>MŨ VÀNH NHỎ</p> <ul style="list-style-type: none"> - Chất liệu: Cotton pha - Kích thước vòng đầu: 57 cm - Thêu/in ấn theo yêu cầu - Có thiết kế họa tiết sinh động kèm thông điệp theo yêu cầu <p>BUCKET HAT</p> <ul style="list-style-type: none"> - Material: Cotton blend - Head size: 57 cm - Embroidery/printing upon request - There are vivid designs with messages as required 	 <p>Hình ảnh chỉ mang tính chất minh họa</p>	650

No.	Name	Technical requirements	Image as example	Quantity
4.	Cap	<p>MŨ LƯỚI TRAI</p> <ul style="list-style-type: none"> - Chất liệu: Cotton canvas - Kích thước vòng đầu: 59cm - Thêu/in ấn theo yêu cầu - Có dây điều chỉnh kích thước vòng đầu - Có thiết kế họa tiết sinh động kèm thông điệp theo yêu cầu <p>CAP</p> <ul style="list-style-type: none"> - Material: Cotton canvas - Head size: 59cm - Embroidery/printing upon request - Has a strap to adjust head size - There are vivid designs with messages as required 	 <p>Hình ảnh chỉ mang tính chất minh họa</p>	620

**ANNEX III:
 Distribution List**

No	Recipient	Item	Quantity	Address	Note
1	UNFPA	Laptop bag	50	304 Kim Mã, Hà Nội	Expected to be delivered before 28 December 2023
		Umbrella	100		
		Bucket hat	50		
		Cap	50		
2	Youth Union (YU)	Bucket hat	400	3 Nguyễn Quý Đức, Hà Nội	
		Cap	370		
3	Ministry of Education and Training (MOET)	Bucket hat	200	35 Đại Cồ Việt, Hà Nội	
		Cap	200		