



24 November 2023

REQUEST FOR QUOTATION RFQ N° UNFPA/VNM/RFQ/23/09

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following printing and delivering services:

Item N°	Product Name	Quantity
1	Flip pictures	7,100
2	Booklets (for young ethnic minority)	12,500
3	Booklets (for young with disabilities)	12,500
4	Booklets (for young migrant workers)	12,500
❖ <i>Technical requirements: see details in Annex II</i>		

❖ **Delivery Time:** **no later than 27 December 2023**. The shortest delivery time is an advantage.

❖ **Delivery Place:** as per the attached distribution list 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 childbirth 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 Professional Service Contract 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 Monday 27 November 2023 (Ha Noi Time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



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>

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, 30 November 2023 at 3:00 PM 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/23/09 – Flip pictures and Booklets - [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 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>



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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 David 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/23/09
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 address listed under 'Delivery Terms'*

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

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/VNM/RFQ/23/09 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

Service requirements

STT No.	Tên tài liệu / dịch vụ Description	Yêu cầu – Quy cách Requirements	Quantity
A. In các tài liệu truyền thông (print IEC/BCC materials):			
1	<p>Tranh lật truyền thông về giới tính, tình dục toàn diện, kỹ năng sống và phòng tránh lây nhiễm hiv cho thanh niên có nguy cơ tham gia mại dâm</p> <p><i>(Flip pictures on life skills and sexual and reproductive health care for young people at risk of involving in sex work in target provinces of CP10)</i></p>	<ul style="list-style-type: none"> - Số trang/<i>No. of pages</i>: 44 trang (44 pages) - Kích thước/<i>Size</i>: 20.5cm*30cm - Giấy/<i>pager</i>: Couches 250gms - In 4 màu 2 mặt, cán mờ 2 mặt (<i>Printing 4 colors, 2-sided and laminated on both sides</i>) - Hoàn thiện thành phẩm: Để tranh chữ A, bồi giấy xi lên các tông độ dày 2,5mm; Gáy lò xo màu đen đường kính 2cm, lò xo để chiều 20,5 cm <i>(Completion: A-frame printing base, covered with 2.5mm cardboard; 2cm diameter black spring, attached to the dimension 20.5cm)</i> - A sample copy needs to be printed in advance before printing the whole sets. 	7,100
2	<p>Sách nhỏ giáo dục giới tính, tình dục toàn diện và kỹ năng sống cho thanh niên dân tộc thiểu số</p> <p><i>(Booklet on comprehensive sexuality and life skills education for young ethnic minority)</i></p>	<ul style="list-style-type: none"> - Số trang/<i>No. of pages</i>: 60 trang bao gồm trang bìa (60 pages including cover pages) - Kích thước/<i>Size</i>: 15cm*21cm - Giấy/<i>pager</i>: Cover pages: Couches 300gms, other pages: offset 120gsm - In 4 màu 2 mặt, cán mờ trang bìa (<i>Printing 4 colors, 2-sided and laminated on cover pages</i>) - Hoàn thiện thành phẩm: Ghim gáy <i>(Completion: Binding)</i> - A sample copy needs to be printed in advance before printing the whole sets. 	12,500

STT No.	Tên tài liệu / dịch vụ Description	Yêu cầu – Quy cách Requirements	Quantity
3	Sách nhỏ giáo dục giới tính, tình dục toàn diện và kỹ năng sống cho thanh niên khuyết tật <i>(Booklet on comprehensive sexuality and life skills education for young people with disabilities)</i>	- Số trang/ <i>No. of pages</i> : 56 trang bao gồm trang bìa (56 pages including cover pages) - Kích thước/ <i>Size</i> : 15cm*21cm - Giấy/ <i>paper</i> : Cover pages: Couches 300gms, other pages: offset 120gsm - In 4 màu 2 mặt, cán mờ trang bìa (Printing 4 colors, 2-sided and laminated on cover pages) - Hoàn thiện thành phẩm: Ghim gáy <i>(Completion: Binding)</i> - A sample copy needs to be printed in advance before printing the whole sets.	12,500
4	Sách nhỏ giáo dục giới tính, tình dục toàn diện và kỹ năng sống cho thanh niên di cư <i>(Booklet on comprehensive sexuality and life skills education for young migrant workers)</i>	- Số trang/ <i>No. of pages</i> : 52 trang bao gồm trang bìa (52 pages including cover pages) - Kích thước/ <i>Size</i> : 15cm*21cm - Giấy/ <i>paper</i> : Cover pages: Couches 300gms, other pages: offset 120gsm - In 4 màu 2 mặt, cán mờ trang bìa (Printing 4 colors, 2-sided and laminated on cover pages) - Hoàn thiện thành phẩm: Ghim gáy <i>(Completion: Binding)</i> - A sample copy needs to be printed in advance before printing the whole sets.	12,500
B. Các dịch vụ khác (Other services):			
5	Giấy phép xuất bản (Publishing license)	- Xin giấy phép xuất bản nếu cần (<i>Obtain a publishing license, if needed</i>) (UNFPA không có yêu cầu xin Giấy phép xuất bản của Nhà xuất bản cụ thể nào/UNFPA has no requirement on obtaining a publishing license from a specific Publishing House)	
6	Đóng gói (packaging)	- Đóng gói theo tiêu chuẩn, phù hợp với từng loại hàng, để hàng không bị hư hại trên đường vận chuyển. <i>(Standard packaging, suitable for each type of goods to avoid from being damaged during the transportation)</i> - Đóng gói đúng theo số lượng mỗi loại tài liệu (tranh lật và 3 loại sách nhỏ khác nhau) được phân cho từng địa chỉ nhận hàng khác nhau	



STT No.	Tên tài liệu / dịch vụ Description	Yêu cầu – Quy cách Requirements	Quantity
		được ghi cụ thể trong danh sách phân phối ở Phụ lục III. <i>(Packing as per the quantity of each type of materials specified in the distribution list in Annex III)</i>	
7	Giao hàng <i>(Goods delivery)</i>	- Giao hàng đến 7 địa chỉ trong nước được ghi cụ thể trong danh sách phân phối ở Phụ lục III trước ngày 27 tháng 12 năm 2023 <i>(Deliver the printed materials to 7 addresses in Viet Nam as specified in the distribution list in Annex III no later than 27 December 2023)</i>	



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ANNEX III Distribution list - Số lượng và địa chỉ nhận hàng

STT/ No.	Tỉnh / Province	Địa chỉ / Address	Tranh lật / Flip Picture	Sách nhỏ / Booklet (cho thanh niên Dân tộc thiểu số)	Sách nhỏ / Booklet (cho thanh niên Khuyết tật)	Sách nhỏ / Booklet (cho thanh niên di cư)	Tổng cộng / Total
1	Hà Nội	Trung tâm Thanh Thiếu Niên Trung ương Phòng 901 tòa B, Khách sạn Thể Thao, 15 Lê Văn Thiêm, Thanh Xuân, Hà Nội	500	500	500	500	2,000
2	Hà Giang	Tỉnh Đoàn Hà Giang Số 9, đường 20/8, Phường Nguyễn Trãi, Thành phố Hà Giang, tỉnh Hà Giang	1,100	2,000	2,000	2,000	7,100
3	Quảng Ninh	Tỉnh đoàn Quảng Ninh Tầng 8, tòa nhà Liên cơ quan số 4, phường Hồng Hà, thành phố Hạ Long, tỉnh Quảng Ninh	1,100	2,000	2,000	2,000	7,100
4	Nghệ An	Tỉnh đoàn Nghệ An Số 03 - Trường Thi - TP. Vinh Tỉnh Nghệ An	1,100	2,000	2,000	2,000	7,100
5	Quảng Trị	Tỉnh Đoàn Quảng Trị 17 Hai Bà Trưng, Phường 1, Thành phố Đông Hà, tỉnh Quảng Trị	1,100	2,000	2,000	2,000	7,100
6	Khánh Hòa	Tỉnh Đoàn Khánh Hòa Số 06 Hoàng Hoa Thám, Thành phố Nha Trang, tỉnh Khánh Hòa	1,100	2,000	2,000	2,000	7,100
7	Bình Dương	Tỉnh Đoàn Bình Dương Tầng 08-Tháp B, Tòa nhà Trung tâm Chính trị - Hành chính tỉnh Bình Dương	1,100	2,000	2,000	2,000	7,100
TỔNG CỘNG			7,100	12,500	12,500	12,500	44,600