

Date: 15 September 2019

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/JOR/RFQ/19/005**  
**PROVISION OF PHARMACEUTICALS**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Lot N°	Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	1	Folic Acid tab	5mg	Tablet	200,000
	2	Cefixime	400 mg (oral)	Capsules	5,000
	3	Ciprofloxacin	500 mg	Tablet	10,000
2	1	Ferrous Sulfate	80mg	Tablet	150,000
	2	Clotrimazole	500 mg vaginal suppository	Supp	1,500
	3	Paracetamol	500 mg	Tablet	500,000
3	1	Miconazole Nitrate	Vaginal suppository 200 mg	Supp	10,500
	2	Miconazole Nitrate	Cream 30 g	Tube	1,500
	3	Mefanamic Acid	500 mg	Tablet	10,000
4	1	carbonyl Iron	Elemental iron (35 mg) ,folic acid (.5 mg) , vitamin B12(15 mcg),ascorbic acid (75 mg),zinc sulphate monohydrate(10mg),elemental zinc (3.644mg)	Tablet	30,000
5	1	Meclizine Hyrdochloride (25 mg), Pyridoxine hydrochloride (50mg) / tab	Anti-emetic	Tablet	10,000

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](http://www.unfpa.org)



## Objective:

The objective of the RFQ is to identify a supplier/s who can provide UNFPA with the above mentioned products. The selected vendor/s is expected to provide such products, based on specific Purchase Orders submitted to the vendor/s. Partial bidding is permitted, in which bidders can quote against the Five lots identified in the above table. All items identified in each lot must be quoted to consider the offer eligible for evaluation.

## 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>Mr. Omar Kilani</i>
Tel N°:	<i>+962 6 593 0689</i>
Email address of contact person:	<a href="mailto:alkilani@unfpa.org">alkilani@unfpa.org</a>

The deadline for submission of questions is *18 September 2019, 1:00 pm, GMT + 2*. 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 e-mail whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the specifications should comply with:
- Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the 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, are to be sent by e-mail to the contact person indicated below no later than: **[Sunday, 22 September 2019 at 1:00 PM Amman Time]<sup>1</sup>**.

Name of contact person at UNFPA:	Mr. Omar Kilani
Email address of contact person:	<a href="mailto:procurement-bids@unfpa.org">procurement-bids@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/JOR/RFQ/19/005 – Provision of pharmaceuticals**. 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.

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



**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**

UNFPA shall award a Purchase Order/s to the lowest priced bidder - for each lot - 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 20% 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.

**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.



United Nations Population Fund  
Jordan, Amman.  
Amman, Jordan. 941631  
E-mail: [alkilani@unfpa.org](mailto:alkilani@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Enshrah Ahmed UNFPA Representative a.i. at [aabubarham@unfpa.org](mailto:aabubarham@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](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/JOR/RFQ/19/005
<b>Currency of quotation:</b>	JOD
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form									
Lot N°	Item N°	Product Name	Unit of Measure	Required Quantity	Delivery in Days	Item Expiry Date	Unit Price	Total (JOD)	Lot Total (JOD)
1	1	Folic Acid tab	Tablet	200,000					
	2	Cefixime	Capsules	5,000					
	3	Ciprofloxacin	Tablet	10,000					
2	1	Ferrous Sulfate	Tablet	150,000					
	2	Clotrimazole	Supp	1,500					
	3	Paracetamol	Tablet	500,000					
3	1	Miconazole Nitrate	Supp	10,500					
	2	Miconazole Nitrate	Tube	1,500					
	3	Mefanamic Acid	Tablet	10,000					
4	1	Carbonyl Iron	Tablet	30,000					
5	1	Meclizine Hyrdochloride (25 mg), Pyridoxine hydrochloride (50mg) / tab	Tablet	10,000					

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/JOR/RFQ/19/005 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.

	<a href="#">Click here to enter a date.</a>	
Name and title	Date and place	



United Nations Population Fund  
Jordan, Amman.  
Amman, Jordan. 941631  
E-mail: [alkilani@unfpa.org](mailto:alkilani@unfpa.org)  
Website: [www.unfpa.org](http://www.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](#)