



Date: 15th August 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/PNG/RFQ/24/024

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Disposable Menstrual pad (pack of 10 Pieces) Size: Regular	<p>Regular: Size and absorbent capacity must be suitable for normal flow. Regular size should have length 225mm and width excluding wings shall be 70mm.</p> <p>All dimensions shall be within $\pm 2\%$ General description: Disposable sanitary pads with wings to manage menstruation and to maintain a menstrual health. Unscented.</p> <p>Product specifications: The product consists of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad has wings so that it could be attached to the panties.</p> <p>The upper layer (top layer) is a non-woven material with sufficient porosity to meet the absorbency requirements. The materials for the top layer may include polyester, polyethylene or polypropylene or their blend. Middle absorbent layer is mixed with super absorbent polymers to enhance absorption and make the pad thin. The lower leak proof layer including the wings is made of plastic polypropylene. The leak proof layer and the wings are coated with a synthetic resin adhesive/glue, which</p>	Pack	333

	<p>is laminated with a silicone coated release paper liner or similar adhesive release liners. The adhesive shall provide sufficient tack to retain the mounted pad to the fabric surface of the crotch of the undergarment. Each pad may be folded and shall be provided with a pull away cover, preferably environment friendly, for disposal of pads after use.</p> <p>The product is white in color for most of the areas and free from unpleasant odor. It does not contain any foreign matter such as dust and particulate matter. It is safe for skin contact and does not cause any allergy or irritation.</p> <p>The sanitary napkins is free from acids and alkali, shall have sufficient absorbency to manage normal to heavy flow, the adhesive layer is sufficiently strong so that no dislocation happens while use and the product shall not disintegrate within the recommended wear time. The adhesive layer shall not leave adhesive residues on the panties while removal of pads.</p> <p>Product is unscented. Wear Time: 4 to 6 hours. The total viable bacterial count, when determined in accordance with EN ISO 21149 does not exceed 1000 CFU per gram of sanitary pad/towel; and is free from Enterobacteriaceae, Staphylococcus aureus, candida albicans and Pseudomonas aeruginosa etc. Weight per pad, Regular = 5 g Minimum pH value is between 6 to 8,5.</p> <p>Packaging materials are biodegradable. Absorbency: Regular: Size and absorbent capacity must be suitable for normal flow. Absorbency is 60 g.</p> <p>Environmental requirements: Certified ISO 14001:2015</p>		
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2	<p>Disposable Menstrual pad (pack of 10 Pieces)</p> <p>Size: Large</p>	<p>Large: Size and absorbent capacity must be suitable for moderate flow. Large size with length 235mm and width excluding wings shall be 70mm.</p> <p>All dimensions shall be within $\pm 2\%$ General description: Disposable sanitary pads with wings to manage menstruation and to maintain a menstrual health. Unscented.</p> <p>Product specifications: The product consists of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad has wings so that it could be attached to the panties.</p> <p>The upper layer (top layer) is a non-woven material with sufficient porosity to meet the absorbency requirements. The materials for the top layer may include polyester, polyethylene or polypropylene or their blend. Middle absorbent layer is mixed with super absorbent polymers to enhance absorption and make the pad thin. The lower leak proof layer including the wings is made of plastic polypropylene. The leak proof layer and the wings are coated with a synthetic resin adhesive/glue, which is laminated with a silicone coated release paper liner or similar adhesive release liners. The adhesive shall provide sufficient tack to retain the mounted pad to the fabric surface of the crotch of the undergarment. Each pad may be folded and shall be provided with a pull away cover, preferably environment friendly, for disposal of pads after use.</p> <p>The product is white in color for most of</p>	Pack	333
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		<p>the areas and free from unpleasant odor. It does not contain any foreign matter such as dust and particulate matter. It is safe for skin contact and does not cause any allergy or irritation.</p> <p>The sanitary napkins is free from acids and alkali, shall have sufficient absorbency to manage normal to heavy flow, the adhesive layer is sufficiently strong so that no dislocation happens while use and the product shall not disintegrate within the recommended wear time. The adhesive layer shall not leave adhesive residues on the panties while removal of pads.</p> <p>Product is unscented. Wear Time: 4 to 6 hours. The total viable bacterial count, when determined in accordance with EN ISO 21149 does not exceed 1000 CFU per gram of sanitary pad/towel; and is free from Enterobacteriaceae, Staphylococcus aureus, candida albicans and Pseudomonas aeruginosa etc.</p> <p>Weight per pad, Large = 5,1 g Minimum</p> <p>pH value is between 6 to 8,5.</p> <p>Packaging materials are biodegradable. Absorbency:</p> <p>Large: Size and absorbent capacity must be suitable for moderate flow. Absorbency is 65 g.</p> <p>Environmental requirements: Certified ISO 14001:2015</p>		
3	<p>Disposable Menstrual pad (pack of 10 Pieces)</p> <p>Size: Extra large</p>	<p>Extra Large: Size and absorbent capacity must be suitable for heavy flow. Extra-large size with length 280mm and width excluding wings shall be 75 mm</p> <p>All dimensions shall be within ±2% General description: Disposable sanitary pads with wings to</p>	Pack	334



		<p>manage menstruation and to maintain a menstrual health. Unscented.</p> <p>Product specifications: The product consists of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad has wings so that it could be attached to the panties.</p> <p>The upper layer (top layer) is a non-woven material with sufficient porosity to meet the absorbency requirements. The materials for the top layer may include polyester, polyethylene or polypropylene or their blend. Middle absorbent layer is mixed with super absorbent polymers to enhance absorption and make the pad thin. The lower leak proof layer including the wings is made of plastic polypropylene. The leak proof layer and the wings are coated with a synthetic resin adhesive/glue, which is laminated with a silicone coated release paper liner or similar adhesive release liners. The adhesive shall provide sufficient tack to retain the mounted pad to the fabric surface of the crotch of the undergarment. Each pad may be folded and shall be provided with a pull away cover, preferably environment friendly, for disposal of pads after use.</p> <p>The product is white in color for most of the areas and free from unpleasant odor. It does not contain any foreign matter such as dust and particulate matter. It is safe for skin contact and does not cause any allergy or irritation.</p> <p>The sanitary napkins is free from acids and alkali, shall have sufficient absorbency to manage normal to heavy flow, the adhesive</p>		
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		<p>layer is sufficiently strong so that no dislocation happens while use and the product shall not disintegrate within the recommended wear time. The adhesive layer shall not leave adhesive residues on the panties while removal of pads.</p> <p>Product is unscented. Wear Time: 4 to 6 hours. The total viable bacterial count, when determined in accordance with EN ISO 21149 does not exceed 1000 CFU per gram of sanitary pad/towel; and is free from Enterobacteriaceae, Staphylococcus aureus, candida albicans and Pseudomonas aeruginosa etc.</p> <p>Weight per pad, Extra-large = 6,45 g Minimum pH value is between 6 to 8,5.</p> <p>Packaging materials are biodegradable. Absorbency: Extra Large: Size and absorbent capacity must be suitable for heavy flow. Absorbency is 75 g.</p> <p>Environmental requirements: Certified ISO 14001:2015</p>		
4	<p>Reusable Menstrual Pad (Pack of 3 pieces)</p> <p>Size: Regular</p>	<p>General description: Cloth pads with wings used to manage menstruation and to maintain menstrual health. Product description: Top layer – polyester fleece, fluid transporting to the below absorbent core ; Middle layer- super absorbent micro terry; Bottom layer- Leak proof polyurethane laminate</p> <p>Securement mechanism – plastic button 15mm Free from alkali, acid, heavy metals, azo dyes, chlorine, herbicides, pesticides etc. Free from dust and particulate matter. Free from bad odour. Free from fiber shedding. pH = 6-8.5 as per EN ISO 3071</p> <p>The total viable bacterial count, when determined in accordance with EN ISO 6887-1 or equivalent, shall not exceed 1000 CFU per gram of sanitary pad/towel and shall be free</p>	Packs	333

		<p>from Enterobacteriaceae, Staphylococcus aureus, and Pseudomonas aeruginosa etc.</p> <p>Wear time: For Regular – 4 to 6 h</p> <p>Durability: The product shall be able to withstand 60 washes minimum during hand/machine wash. The seam line shall be free of loose threads and neat. It shall have dimensional stability with good tensile strength and seam strength.</p> <p>Stitching of the absorbent core shall be uniform and shall not extend to seam edges. Use up to 18 months</p> <p>Colour: Brown Absorbency (With Coloured Water) - Regular : 15 ml, No leakage observe at the side and bottom of the pad.</p> <p>Weight per pad, Regular = 19 g Minimum $\pm 5\%$ Weight of Combo pack = 95g for 4 pads $\pm 5\%$</p> <p>Accessories / Spare Parts / Consumables (to be supplied): Leak proof travel pouch Width - 175 to 185mm , Height - 130 to 140 Environmental requirements: ISO 14001</p> <p>Size: Regular: with length 210 mm and width = 80mm excluding wings with tolerance up to $\pm 5\%$.</p>		
5	<p>Reusable Menstrual Pad (Pack of 3 pieces)</p> <p>Size: Maxi</p>	<p>General description: Cloth pads with wings used to manage menstruation and to maintain menstrual health.</p> <p>Product description: Top layer – polyester fleece, fluid transporting to the below absorbent core ; Middle layer- super absorbent micro terry; Bottom layer- Leak proof polyurethane laminate</p> <p>Securement mechanism – plastic button 15mm Free from alkali, acid, heavy metals, azo</p>	Packs	333



	<p>dyes, chlorine, herbicides, pesticides etc. Free from dust and particulate matter. Free from bad odour. Free from fiber shedding. pH = 6-8.5 as per EN ISO 3071</p> <p>The total viable bacterial count, when determined in accordance with EN ISO 6887-1 or equivalent, shall not exceed 1000 CFU per gram of sanitary pad/towel and shall be free from Enterobacteriaceae, Staphylococcus aureus, and Pseudomonas aeruginosa etc.</p> <p>Wear time: For Maxi (Large)– 4 to 6 h</p> <p>Durability: The product shall be able to withstand 60 washes minimum during hand/machine wash. The seam line shall be free of loose threads and neat. It shall have dimensional stability with good tensile strength and seam strength.</p> <p>Stitching of the absorbent core shall be uniform and shall not extend to seam edges. Use upto 18 months</p> <p>Colour:Brown Absorbency (With Coloured Water) - Maxi : 20 ml, No leakage observe at the side and bottom of the pad.</p> <p>Weight per pad, Maxi = 23 g Minimum ±5% Weight of Combo pack = 95g for 4 pads ±5%</p> <p>Accessories / Spare Parts / Consumables (to be supplied): Leak proof travel pouch Width - 175 to 185mm , Height - 130 to 140 Environmental requirements: ISO 14001</p> <p>Size: Maxi (large): Maxi with length 245 mm and width = 80mm excluding wings with</p>		
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		tolerance up to $\pm 5\%$.		
6	Reusable Menstrual Pad (Pack of 3 pieces) Size: Super Maxi	<p>General description: Cloth pads with wings used to manage menstruation and to maintain menstrual health.</p> <p>Product description: Top layer – polyester fleece, fluid transporting to the below absorbent core ; Middle layer- super absorbent micro terry; Bottom layer- Leak proof polyurethane laminate</p> <p>Securement mechanism – plastic button 15mm</p> <p>Free from alkali, acid, heavy metals, azo dyes, chlorine, herbicides, pesticides etc. Free from dust and particulate matter. Free from bad odour. Free from fiber shedding. pH = 6-8.5 as per EN ISO 3071</p> <p>The total viable bacterial count, when determined in accordance with EN ISO 6887-1 or equivalent, shall not exceed 1000 CFU per gram of sanitary pad/towel and shall be free from Enterobacteriaceae, Staphylococcus aureus, and Pseudomonas aeruginosa etc.</p> <p>Wear time: For Super Maxi (Extra Large) – 6 to 8 h</p> <p>Durability: The product shall be able to withstand 60 washes minimum during hand/machine wash. The seam line shall be free of loose threads and neat. It shall have dimensional stability with good tensile strength and seam strength.</p> <p>Stitching of the absorbent core shall be uniform and shall not extend to seam edges. Use up to 18 months</p> <p>Colour: Brown Absorbency (With Coloured Water) - Super maxi: 30 ml , No leakage observe at the side and bottom of the pad.</p>	Packs	334

		<p>Weight per pad, Super Maxi = 26 g Minimum $\pm 5\%$ Weight of Combo pack = 95g for 4 pads $\pm 5\%$</p> <p>Accessories / Spare Parts / Consumables (to be supplied): Leak proof travel pouch Width - 175 to 185mm, Height - 130 to 140 Environmental requirements: ISO 14001</p> <p>Size: Super maxi (extra-large): Super maxi with length 285mm and width = 80mm excluding wings with tolerance up to $\pm 5\%$.</p>		
7	<p>Female Underwear (Size Medium) 3pcs/set</p>	<p>Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Size: Medium (waist 68cm-72cm, hips 95cm-100cm). Solid Color black or dark, fixed dye.</p>	Packs	1000
8	<p>Female Underwear (Size Large) 3pcs/set</p>	<p>Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Size: Large (waist 75 - 81 cm, hips 105-113 cm). Solid Color black or dark, fixed dye.</p>	Packs	1000
9	<p>Towel</p>	<p>Bath towel 100% cotton, very absorbent, not less than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight 220g minimum Colour: fixed dye, assorted colors must be available.</p>	Pieces	1000
10	<p>Soap for laundry and bath (Waswas or similar) 6 bars/pack</p>	<p>6x 90gr Bar: Toilet soap bar, 100/110 g for personal hygiene. Unscented, antibacterial, hypoallergenic, free of harmful or dangerous substances. Remaining shelf life 80%.</p>	Pieces	1000
11	<p>Soap Holder</p>	<p>Plastic Bath soap holder Assorted Colours ,</p>	Pieces	1000

		long lasting		
12	Laplap (1.5m)	Floral laplap with good quality, a rectangular piece of cotton cloth 1.5 x 2.5m	Pieces	1000
13	Comb (Afro Comb)	Material: durable plastic, with handle, medium size 20 cm approx., teeth spacing no less than 2mm, assorted colors.	Pieces	1000
14	Toothbrush	Strong Plastic Toothbrush of adult size, medium hardness nylon bristles, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.	Pieces	1000
15	Toothpaste	50g tube minimum. Concentrated paste, with fluoride, free of parabens. Neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separates or discrete particles. The toothpaste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the toothpaste shall extrude from the tube in form of a continuous mass with the application of normal force. The toothpaste shall be packed in collapsible tubes or any other suitable material which shall not corrode, deteriorate or cause contamination of the tooth paste during normal conditions of storage. Shelf life at least 3 years. The shelf life should be mentioned on tube or carton.	Pieces	1000
16	Nail Cutter	Clipper with sharp, straight blade edges for cutting toenails, Durable stainless steel, approximately 17 x 2 x 7cm,	Pieces	1000
17	Plastic Rubber Sandal	Rubber slipper (flip flop style), size Euro 40, multi colors, rubber sole with y-shaped strap (no sandal or ankle strap), non-toxic or harmful material.	Pieces	1000
18	Whistle	Robust stainless-steel whistle, with cord lanyard for hanging the whistle around the neck. The whistle produces at least 100dB of sound.	Pieces	1000
19	Plastic Bucket with handle & lid (with two logos printed on the bucket)	Buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The top is reinforced to prevent	Pieces	1000



		ovaling. The bucket has a tigh-fitting lid of the same material of the bucket. 24 liters approx. Can be bigger to fit all dignity kit items., Orange colour with UNFPA logo stickers in color (14 x 21 cm). Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle has to resist a minimum of 30 kg		
20	Mosquito repellent (Coil Packet 200 gr)	For outdoor use only, it should be safe for use by adults and children	Packs	1000
21	Clear Ziplock Bag (A4 Size)	Transparent zip lock plastic bag, A4 size	Packs	1000

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 Purchase Orders submitted to the vendor.

II – Detailed Technical Specifications

Background

The Mulitaka area in Wabag, Enga Province, has recently experienced a devastating landslide, significantly affecting the local community, particularly women and girls. Many have been displaced and are in urgent need of necessities to maintain their dignity and well-being. In response, this Request for Quotation (RFQ) has been initiated to provide Dignity Kits to women and girls affected by this disaster. The kits will contain essential hygiene and personal care items to support their immediate needs and help them maintain a sense of normalcy during this difficult time.

Expectations and Context

The primary expectation of this Request for Quotation (RFQ) is to deliver high-quality Dignity Kits to the affected women and girls promptly. The supplier is required to deliver the full quantity of kits, as specified, within two weeks of receiving the purchase order. These kits are critical in addressing the immediate needs



of the affected population, ensuring that women and girls have access to essential hygiene items, which are often overlooked in disaster response efforts.

Supplier Requirements

The supplier is expected to deliver the complete quantity of Dignity Kits, fully meeting the specifications provided, within two weeks of receiving the purchase order. The kits must contain all the essential items outlined in the specifications, ensuring they are of high quality and appropriate for the needs of women and girls affected by the landslide.

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>Lynette Migile</i>
Tel N ^o :	<i>+675-70304913</i>
Email address of contact person:	<i>migile@unfpa.org</i>

The deadline for submission of questions is **Monday 26th August, Time:16:00hrs (PNG Time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
The bidder shall be required to quote for all items.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form



Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **Thursday, August 29th, 2024, at 5:00 PM Papua New Guinea Time**¹

Name of contact person at UNFPA:	<i>Lynette Migile</i>
Official Email address:	png-procurement@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA's secured email address: png-procurement@unfpa.org

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/PNG/RFQ/24/024 – Provision of Dignity Kits for woman and girls affected in Mulitaka, Enga Province**. Proposals, including technical proposals, 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- When submitting electronic offers, Bidders will receive an autoreply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any autoreply for the first email from UNFPA's email system, please inform Ms. Lynette Migile, Admin Associate at: migile@unfpa.org
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per 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.

VII. Award

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



In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VIII. 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.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

X. 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](#).

XI. 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](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at supplychain@unfpa.org.

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. Muhammad Maqbool, International Operations Manager at maqbool@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, Supply Chain Management Unit at supplychain@unfpa.org.

XIII. Disclaimer



United Nations Population Fund
Kina Bank Haus, Level 14
Diplomatic Zone, Port Moresby, NCD, PNG.
Email: png-procurement@unfpa.org
Website: www.unfpa.org

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/PNG/RFQ/24/024
Currency of quotation:	PGK
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
3					
4					
5	Delivery Charges based on the following 2020 Incoterm, to: Choose an item.	Each		1	
	Insert the applicable delivery address, Zip Code, City Country				
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/PNG/RFQ/24/024 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



DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

		YES	NO
1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:		
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgement or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
Kina Bank Haus, Level 14
Diplomatic Zone, Port Moresby, NCD, PNG.
Email: png-procurement@unfpa.org
Website: www.unfpa.org

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
Kina Bank Haus, Level 14
Diplomatic Zone, Port Moresby, NCD, PNG.
Email: png-procurement@unfpa.org
Website: 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](#)