



Date: December 23, 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/SRB/RFQ/2021/005

UNFPA hereby solicits a quotation for the following service:

“COVID-19 related winterization – procurement and distribution of family hygiene parcels (hygiene and Personal Protective Equipment)“

The COVID-19 pandemic and measures introduced to curb the virus spread, have disproportionately affected older generations and vulnerable groups. The effects of the crisis are complex and multiple, disturbing the economy and affecting particularly those at-risk-of-poverty populations, such as vulnerable older households. In alignment with the need for recovery actions, the Social Housing and Active Inclusion Programme (SHAI) program, funded by the EU and implemented by the UNOPS, is designed to strengthen the capacities at the national and local level for social housing programs accompanied by social inclusion measures for the most vulnerable beneficiaries in Serbia.

As part of its ongoing portfolio activities targeting specific situations of older persons, and in line with its unique mandate, UNFPA will support 5 selected municipalities in Serbia (Babusnica, Bela Palanka, Bosilegrad, Golubac and Svrlijig) through procurement of family hygiene kits and protective equipment (face masks and gloves). Six Red Cross branches in Serbia (Sombor, Uzice, Kragujevac, Zajecar, Boljevac and Subotica) will also be supported through procurement of protective equipment (face masks and gloves).

1. About UNFPA and Purpose of work

The United Nations Population Fund (UNFPA) is the United Nations agency focused on sexual and reproductive health, youth issues and population dynamics. In the area of population dynamics, the UNFPA helps countries identify and understand main population trends, which are critical to sustainable development. UNFPA works to raise awareness about population aging and the need to harness its opportunities and address its challenges. It has long experience promoting the rights, protection and health of older persons for decades, advocating for the rights and health of older persons in emergency contexts, including UN COVID-19 Response.

2. Service Requirements/Terms of Reference (ToR)

Background information:

The SHAI project envisages to identify 500 vulnerable older households (single older persons or older couples) in 5 selected municipalities and to provide them with standard family hygiene parcels and protective masks and gloves aimed to support protecting their health and hygiene during COVID-19 crisis through the winter period. Criteria for selection of beneficiaries take into account the data showing that older persons in Serbia are at a significantly higher risk of poverty and material deprivation than their peers in the EU as well as younger generations in Serbia.

The family hygiene kits (500 pcs) and protective equipment - face masks (14,700 pieces) and gloves (14,700 pairs) will be provided to: Babusnica, Bela Palanka, Bosilegrad, Golubac and Svrlijig.

In accordance with above mentioned UNFPA CO solicit your quotation for the supply of the following items:

No.	Item	Unit	Quantity
1	Soap (150 g)	piece	3,500
2	Shampoo (1,000 ml)	piece	1,000
3	Detergent for laundry 3 kg package	piece	500
4	Detergent for dishes (1,000 ml)	piece	500
5	Toilet paper (1x4)	piece (pack)	500
6	Cardboard box, five layers, logo print	piece	500
7	Razor (disposable)	piece	1,500
8	Toothpaste (75 ml)	piece	1,000
9	Shaving foam (200 ml)	piece	500
10	Incontinence sanitary pads for women (M size)	pack (15 pads)	500
11	Protective face mask (disposable with 3 layers)	piece	17,940
12	Gloves (powder free, finger textured, non-sterile, for single use, large)	pair	17,940
13	Cardboard box 5 layers with logo print	piece	500
14	Biodegradable plastic bags with logo print	piece	500

The procurement will also include the purchase of 17,940 protective facemasks and 17,940 pairs of gloves. 14,500 protective facemasks and 14,500 pairs of gloves will be part of the content of the family hygiene kits, 29 protective facemasks and 29 pairs of gloves per kit. Another 200 protective facemasks and 200 pairs of gloves will be purchased for volunteers who implement the distribution of parcels. The remaining 3,240 protective face masks and 3,240 pairs of gloves will be delivered to the six Red Cross branches (Sombor, Uzice, Kragujevac, Zajecar, Boljevac and Subotica), 540 protective facemasks and 540 pairs of gloves per municipality, in order for them to implement the healthy ageing programme in the above mentioned municipalities.

UNFPA RESERVES THE RIGHT TO ACCEPT THE WHOLE OR PART OF YOUR QUOTATION. THE LOWEST TENDER NEED NOT BE ACCEPTED.

Objective(s)/Task(s):

The selected entity is expected to execute the following tasks/activities:

Task 1. Packing 500 pieces of family hygiene kits into cardboard boxes or biodegradable plastic bags with selected products checked and approved by UNFPA CO no later than January 18, 2022.

Task 2. Transport of 500 family hygiene kits and 200 sets of masks and gloves to 5 branches of the Red Cross in Serbia in the following municipalities: Babusnica, Bela Palanka, Bosilegrad, Golubac and Svrlijig. 100 packages should be delivered to each of the five municipalities. The addresses of the five Red Cross branches in the above-mentioned municipalities will be provided to the successful bidder no later than January 25, 2022.



Task 3. Transport of 3,240 protective face masks and 3,240 pairs of gloves to the Red Cross in Belgrade no later than January 25, 2022.

Prior to the distribution to the above-mentioned municipalities, UNFPA will check the content of the family hygiene kits and the packages of protective face masks and gloves.

Timing / Schedule:

The procurement of 500 family hygiene kits and 17,940 protective face masks and 17,940 pairs of gloves as well as packing of 500 family hygiene kits will be organized by January 18, 2022.

Delivery of 500 family hygiene kits and 14,700 protective face masks and 14,700 pairs of gloves to five branches of the Red Cross (Babusnica, Bela Palanka, Bosilegrad, Golubac and Svrlijig) and delivery of 3,240 protective face masks and 3,240 pairs of gloves to the six Red Cross in Belgrade will be organized by January 25, 2022.

- Work will be done under the overall supervision and guidance by the Head of the Office while direct supervision will be done by the PD Programme Analyst;
- For all delays in the completion of the tasks, the contractor should notify the PD Programme Analyst and the UNFPA Serbia Head of Office stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables.

3. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person(s):	<i>Tina Anicic</i>
Email address of contact person:	anicic@unfpa.org

The deadline for submission of questions is 29.12.2021, 15:00 CET. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

4. Content of quotations

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

a) Technical proposal, including the following technical requirements:

- Legal requirements and experience:
 - Officially registered legal entity for the scope of work requested by the terms of reference;
 - At least 1 year of experience in the procurement and distribution of items that are the subject of purchase.



b) Price quotation, to be submitted strictly in accordance with the PRICE QUOTATION FORM (at the end of document).

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

5. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section 4 above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact persons indicated below no later than: *10.01.2022. at 11:00 AM Belgrade Time*¹.

Name of contact person(s):	<i>Serbia Country Office</i>
Email address of contact person(s):	<i>procurement.serbia@unfpa.org</i>

- Please note the following guidelines for electronic submissions:
- The following reference must be included in the email subject line: **RFQ N° UNFPA/SRB/RFQ/2021/005 – [COVID-19 related winterization – procurement and distribution of family hygiene parcels]**;
- Proposals, including both technical and financial 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;
- 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.

6. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

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

7. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements in Section 2 and in accordance with the evaluation criteria below.

Category	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Overall response	Completeness of response and overall concord between requirements and proposal.	100		30%	
Qualification and experience of the company	Long-term presence on the local market (minimum 1 year). Experience in the procurement and distribution of items that are the subject of purchase.	100		30%	
Delivery time	Meet requested delivery schedule.	100		40%	
<i>Grand Total All Criteria</i>		300		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

8. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points per category in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score:

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 30\% \text{ Technical score} + 70\% \text{ Financial score}$$

9. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-price technically acceptable offer.

10. 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 services specified in this RFQ without any change in unit prices or other terms and conditions.

11. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract. The payment will be made upon completion of all tasks and certification of the Head of Office and PD Programme Analyst of the successful performance. All payments will be made in local currency as per prevailing UN rate of exchange during the month of payments. The ownership of the outputs under this consultancy will remain with the UNFPA Serbia Office.

12. 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](#).

13. 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](#).

14. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract regarding UNFPA deliverables may submit a complaint to the UNFPA Head of Office at: jeremic@unfpa.org.

15. 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:	
Request for quotation №:	UNFPA/SRB/RFQ/2021/005
Currency of quotation:	RSD
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline).</i>	

- Quoted rates must be **exclusive of all taxes (i.e. VAT)**, since UNFPA is exempt from taxes.

Item No.	Description of items	Quantity	Price per unit RSD	Total price for the item RSD	Delivery schedule (days)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Vendor's Comments:



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SRB/RFQ/2021/005 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.

Name, title, signature	Date and place	



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](#) or [French](#)