



Date: March 04, 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/SRB/RFQ/2022/002

UNFPA hereby solicits a quotation for the following goods:

“Ensuring access to hygienic products in COVID-19 – Procurement and distribution of vouchers“

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. 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.

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 sexual and reproductive health and rights, the UNFPA helps countries to advocate and ensure universal access to sexual and reproductive health, promote reproductive rights, reduce maternal mortality and accelerate progress on the SDGs to empower and improve the lives of vulnerable populations. UNFPA advocates for the equal rights of Roma, and in particular for the health and empowerment of women and youth. UNFPA works to raise awareness about the need to harness its opportunities and address its challenges. It has long experience promoting the rights, protection and health of vulnerable categories, advocating for the rights and health in emergency contexts, including UN COVID-19 Response.

2. Service Requirements/Terms of Reference (ToR)

Background information:

Within the project component targeting women and girls, UNFPA will support organization of health literacy workshops in five municipalities (Vranje, Pirot, Krusevac, Beograd and Sabac). In line with agreed activities, the workshops participants will receive vouchers for hygienic products.

Objective(s)/Task(s):

The selected entity is expected to execute/provide the following:

- Voucher with approximate value of 650 RSD without VAT. Possibility for slight correction of voucher value upon final evaluation of bids would be an asset.
- When using vouchers, there should be no restrictions in choosing the item that the voucher holder will buy.



- During the realization, the voucher can be used several times until the amount is spent, all in agreement with the bidder, i.e. it is not necessary to use the entire amount of the voucher at once.
- Possibility that voucher amount can be combined with additional funds from the voucher holder if needed would be an asset.
- The bidder must provide information on the length of validity of the voucher.
- Presence of retail stores in 5 municipalities: Vranje, Pirot, Krusevac, Beograd and Sabac.
- The selected entity is expected to execute distribution of vouchers to UNFPA Serbia Country office in Belgrade.

A bidder must ensure availability of the following products in their stores:

1. Hygienic pads, cotton/ normal, 10/1, with wings or similar;
2. Intimate wet wipes;
3. Soap (75 g);
4. Shampoo (250 ml);
5. Deodorant (150 ml);
6. Toilet paper (1x4);
7. Toothpaste (75 ml);
8. Disposable razor;
9. Detergent for laundry (3 kg);
10. Detergent for dishes (450 ml).

Please provide a price for minimum of 3 widely recognized producers/brands for each of above-mentioned products.

Vouchers could be used for requested articles but not limited to since they are for internal comparative purposes only.

Timing / Schedule:

Distribution of vouchers to Serbia Country Office in Belgrade no later than end of March, 2022.

3. Questions

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

Name of contact person(s):	<i>Nevena Sovic</i>
Email address of contact person:	sovic@unfpa.org

The deadline for submission of questions is *09 March 2022, 13:00 PM Belgrade Time*. 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 2 year of experience in the procurement and distribution of items that are the subject of purchase.

Other requirements:

- Presence of stores in 5 selected municipalities (Vranje, Pirot, Krusevac, Beograd, Sabac);
- Availability of products mentioned above but not limited to within it's stores in 5 selected municipalities (Vranje, Pirot, Krusevac, Beograd, Sabac);
- Ability to issue vouchers without VAT.

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: *13 March 2022, end of the day.*

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

- Please note the following guidelines for electronic submissions:
- The following reference must be included in the email subject line: **RFQ N° UNFPA/SRB/RFQ/2022/002 – [Ensuring access to hygienic products in COVID-19 – Procurement and distribution of vouchers];**
- 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.

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		10%	
Qualification and experience of the company	Long-term presence on the local market (minimum 2 year). Experience in the procurement and distribution of items that are the subject of purchase	100		20%	
Visibility /availability	Presence of stores in municipalities. Availability of identified articles in stores. Vouchers value without VAT.	100		40%	
Delivery time	Meet requested delivery schedule.	100		30%	
Grand Total All Criteria		400		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.

$$\text{Total score} = 60\% \text{ Technical score} + 40\% \text{ Financial score}$$

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 of vouchers. The payment will be made upon completion of all tasks and certification of the SRH and Youth Programme Analyst of the successful performance. Payment 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/2022/002
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.

#	Product	Brand 1	Price brand 1	Brand 2	Price brand 2	Brand 3	Price brand 3
1.	Hygienic pads, cotton/normal, 10/1, with wings or similar						
2.	Intimate wet wipes						
3.	Soap (75 g)						
4.	Shampoo (250 ml)						
5.	Deodorant (150 ml)						
6.	Toilet paper (1x4)						
7.	Toothpaste (75 ml)						
8.	Disposable razor						
9.	Detergent for laundry (3 kg)						
10.	Detergent for dishes (450 ml)						

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/2022/002 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](#)