

## Emergency ITB document



United Nations Population Fund (UNFPA)  
Mongolia country office  
Tel: 976-11-353503, extension 3355  
Website: <http://mongolia.unfpa.org>  
Date: 22 April 2016

### Invitation to Bid (ITB) No. UNFPA/MNG/ITB/16/006

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items with the following technical specifications:

Item No.	Description	Unit of measure	Quantity
1.	Dignity Kits (please see Attachment 3 for detailed list of items, their specifications and respective quantities)	Kit	3,590

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and submit it in a sealed envelope to the address indicated below/send to the secure fax or secure email address indicated below/ not later than **10:00 am hours, 2 May 2016**. Please ensure to mark your envelope/email with the ITB reference number and the words "Sealed bid. Do not open before 10 am hours, 2 May 2016".

Street address for bid submission: UN House, UN Street 14, Sukhbaatar District, Ulaanbaatar, Mongolia

Secure email address for bid submission: [procurement@unfpa.org.mn](mailto:procurement@unfpa.org.mn)

Email address of Contact Person: Ms. G. Enkhjargal, [ganbold@unfpa.org](mailto:ganbold@unfpa.org)

**Note: Do not submit your bid/proposal to the contact person's email address!**

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

#### **Documents to be submitted with the bid:**

- a. Copy of business license (no translation needed)
- b. Copies of audited financial statements of last two years (no translation needed)
- c. Completed and signed Bid Submission Form
- d. Completed Bidders Identification Form
- e. Evidence of Bidder's previous experience and clients
- f. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents, and **sample products**
- g. Financial bid including the price schedule

Partial bids are not allowed under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested commodity types in order to submit a complete bid. However, within each commodity type, full quantities must be offered.

**INCOTERMS 2010:**

- Price of goods FOB/FCA Point of Departure
- Freight cost CPT/CFR Ulaanbaatar, Mongolia

**Validity of Bid:**

The prices of the bid shall be valid for **60 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

**Delivery Time:**

The maximum allowed delivery time is **2 weeks** upon issuing of purchase order.

**Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**Contract Award:**

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time. Note: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

- **Attachment 1. Bid Submission Form**
- **Attachment 2. Bidders Identification Form**
- **Attachment 3. Technical specification and requirements of the product (Product Item Overview Form)**
- **Attachment 4. Price Schedule Form**

**1. Bid Submission Form**  
Bid No. UNFPA/MNG/ITB/16/006

Name of Bidder: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Date of Bid: \_\_\_\_\_  
Bid No: \_\_\_\_\_  
Currency of Bid price: \_\_\_\_\_

Delivery time (*days from receipt of order till dispatch*): \_\_\_\_\_

**(Note: maximum number of days is: 14 days)**

Expiration of Validity of Bid/Proposal (*The bid shall be valid for a period of at least 2 months after the Closing date.*): \_\_\_\_\_

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

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/suppliers> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place

**2. Bidders Identification Form**  
 Bid No. UNFPA/MNG/ITB/16/006

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

**2. Quality Assurance Certification**

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house	

quality control laboratory (if relevant to bid)	
-------------------------------------------------	--

**3. Expertise of Staff**

Total number of staff	
Number of staff involved in similar supply contracts	

**4. Client Reference List**

Please provide references of main client details.

Name of company	Product supplied	Contact person	Telephone	E-mail
1.				
2.				
3.				

**5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

**3. Product Item Overview Form**  
 Bid No. UNFPA/MNG/ITB/16/006

<b>Item No.</b>	<b>Description and minimum /mandatory specifications</b>	<b>Description of items offered and Bidder's statements on deviations</b> (To be completed by the bidder, include models of products offered)	<b>Compliant? (Y/N)</b> (To be completed by UNFPA during evaluation)
<b>1</b>	<p><b>Dignity Kits consisting of below</b></p> <p>4 boxes of sanitation pad, 10 pads per box, 26 cm length, single use, disposable, high absorbency for extra heavy flow right after childbirth, wide, good quality non-woven tissue, cotton touch like cover, remaining shelf life of 80%.</p> <p>2 panties/underwear, each, 100% cotton, 1 medium and 1 large woman size, preferably white/light grey/pink/light blue colors, good quality thick fabric, non-transparent, durable, skin friendly not containing any allergic substances.</p> <p>2 pairs of socks, 100% cotton, 1 medium and 1 large woman size, preferably white/light grey/pink/light blue colors, good quality thick fabric, non-transparent, durable, skin friendly not containing any allergic substances.</p> <p>2 hand soaps, 100g, soap bar, individually wrapped, good quality, skin friendly, un-perfumed, antibacterial, long durability (does not melt easily), remaining shelf life of 80%.</p> <p>2 laundry soaps, 150g, soap bar, individually wrapped, good quality; long durability (does not melt easily), remaining shelf life of 80%.</p> <p>1 hand towel, 100% cotton, preferably 75x45 cm size, good quality, thick and absorbent, preferably white/blue/pink colors.</p> <p>2 packs of wet tissues, household, skin cleaning wet wipes, non-woven, soft, thick material, without alcohol, preferred sheet size 18x18 cm, 30 pcs packaging, refill pack, flowery scented.</p> <p>1 bottle of cleansing solution/rubbing alcohol, solution for cleaning hands, 30 ml minimum, good quality, isopropyl 70% solution, rub-in-hand antiseptic-disinfectant, labelled with a flammable sticker which is clearly visible.</p> <p>1 shampoo, household (e.g., Wash</p>		

and Go), 300 ml liquid size.		
1 box of laundry powder, household use, handwashing purposes, 300g box.		
1 toothbrush, soft, adult use, plastic handle, good quality, strong plastic toothbrush, medium bristle, individually wrapped.		
1 toothpaste tube, 30-50g, good quality, concentrated paste with fluoride, remaining shelf life of 80% or 18 months, whichever is greater.		
1 nail clipper/cutter, adult nail clipping use, durable stainless steel, good quality, maximum 6-8 cm size, sharp cutting surface.		
1 hair comb, plastic, 10-20 cm long, good quality, durable plastic, assorted color.		
1 flashlight, standard flashlight, LED, portable, approximately 10 cm long, with handle rope, batteries included, durable metal.		
1 whistle, standard, with rope for portability, durable metal or ABS plastic.		
1 carton box, preferably 30x20x25 cm size, to pack all above 16 items, durable, without any outside markings of letters.		
Packing of Dignity Kit.		

**4. Price Schedule Form**  
 Bid No. UNFPA/MNG/ITB/16/006

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Bid No: \_\_\_\_\_

Currency of Bid price: \_\_\_\_\_

Delivery time (days from receipt of order till dispatch): \_\_\_\_\_

(Note: maximum number of days is: 14 days)

Expiration of Validity of Bid/Proposal (The bid shall be valid for a period of at least 2 months after the Closing date.): \_\_\_\_\_

*You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.*

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total CPT/CFR (Destination)	Delivery schedule (days upon order)
1. Dignity Kit		3,590			

*Vendor's Comments:*

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**