

Date: 18/08/2024

Invitation to Bid (ITB) No. YEM/2024/003

Dear Sir/Madam,

UNFPA Yemen hereby solicits your quotation for the supply of **Dignity Kits** as per the technical specifications detailed in **Annex 1** of this RFQ. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA Yemen.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Forms – **Annex 2-A (Sana'a) and 2-B (Aden)**, and send by email **ONLY** to: procurement.yemen@unfpa.org, not later than **08th September 2024, by 15:00 (Sana'a time)**.

Bidders must enter the following text in the email subject line:
"ITB/YEM/2024/003 – Dignity Kits –Required Documentation"

ONLY Samples (Full Kit) should be submitted to the address below **not later than 08th September 2024, 15:00 (Sana'a time)**:

Sana'a: UNFPA Country Office Reception: Mr. Mohammed Al-Beedh
Street address: Hadda St, behind Lazourde Hotel, Sana'a, Yemen

Bid opening process will be held on 11th of September 2024.

Evaluation process will be conducted during 16th September 2024 – 25th September 2024.

Quotations submitted by email must not exceed 25mb and free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address on or before the deadline. Quotations and samples that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your bid by email, kindly ensure that it is **signed, stamped and in the PDF format**, and free from any virus or corrupted files. **Bids submitted through the Link are not going to be accepted.**

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Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract> . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

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

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Please take note of the following requirements and conditions pertaining to the supply of the above mentioned goods:

Warranty	The warranty period shall be a minimum 12 months.	
Delivery Terms (INCOTERMS 2010)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP	
Insurance	Cargo Insurance under the DAP Incoterm will be required on all shipments, and shall be included by the supplier.	
Delivery Locations	UNFPA's Warehouses in Sana'a (Hadda Street close to Al-Kurimi Bank) and Aden (Al-Solaban area)	
Delivery Schedule	<input type="checkbox"/> Required <input type="checkbox"/> Not Required	
Mode of Transport Currency of Quotation	<input type="checkbox"/> SEA	LAND
	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency (please specify)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English	
Documents to be submitted	<p>Duly Completed and Signed Annex 2-A (Sana'a) and 2-B (Aden), and in accordance with the list of requirements in Annex 1;</p> <p>Duly Completed Annex 3 – Product Item Overview Form</p> <p>Duly Completed Annex 4 – Delivery Schedule Form</p> <p>Quality Certificates (ISO, etc.);</p> <p>Latest Business Registration Certificate, (please note that all registration documents and licenses must be valid);</p> <p>Latest Internal Revenue Certificate / Tax Clearance;</p> <p>Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p>Duly Completed Annex 5 - Evidence of previous experience in a similar field and with the same type of requirements: list of major contracts completed within the last three years with national, international organizations, including UN. Minimum value of the previous contacts is US\$ 250,000</p>	
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days	

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Partial Quotes	<input type="checkbox"/> Permitted Not Permitted
Partial Delivery	<input type="checkbox"/> Permitted Not Permitted
Payment Terms	100% upon complete delivery of goods and signing Receiving and Inspection Report.
Evaluation Criteria	Technical responsiveness/Full compliance to requirements and lowest price ¹ Full acceptance of the PO and the UNFPA General Terms and Conditions Physical inspection of registered office, facilities/warehouses will be conducted for the potential suppliers under consideration. Ability to deliver in accordance with the delivery schedule in Annex 4 Full Kit Sample
As a result of this bidding process, UNFPA shall sign non-exclusive Long Term Agreements (LTA) with one supplier for 1 years.	<input type="checkbox"/> One and only one supplier One or more than one suppliers. The requirements are to be able to reach the mentioned destinations (Sana'a and Aden). Hence, UNFPA will consider the availability of suitable offers to both destinations a) Sana'a and b) Aden
Type of Contract to be Signed	*Long Term Agreement (LTA) for one year, with possibility of one-year extension, subject to satisfactory performance of the supplier. <input type="checkbox"/> Purchase Order The quantities specified in Annex 4, Delivery Schedule Form display the quantities expected to be procured in the first Purchase Order under the LTA UNFPA will not be committed to purchase any minimum quantity of the goods, and purchases will be made only if and when there is an actual need. UNFPA shall not be liable for any cost in the event that no purchases are made under any resulting LTA. All reductions in market prices mandated by the provider will be passed on in full to UNFPA
Conditions for Release of Payment	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements
Annexes to this RFQ	Specifications of the Goods Required [Annex 1] Quotation Forms [Annex 2-A (Sana'a) & 2-B (Aden)] Product Item Overview Form [Annex 3] Delivery Schedule [Annex 4] Evidence of Experience [Annex 5]

¹ UNFPA reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced complaint offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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	Annexes 2A & 2B, Annex 3, Annex 4 and Annex 5 need to be duly completed and submitted in order to qualify for the procurement evaluation process.
Contact Person for Inquiries (Written inquiries only)	Name: Rani Al-Busaily Title: Procurement Focal Point Email: al-busaily@unfpa.org Any delay in UNFPA's response shall be not used as a reason for extending the deadline for submission, unless UNFPA determines that such an extension is necessary and communicates a new deadline to the Proposers. Bidders may request clarifications not later than 05th September 2024, 14:00 Sana'a time

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Technical Specifications

UNFPA will order customized kits based on actual needs.

Assembling/Kitting costs for customized kits:

A kitting cost per item should be provided – this will be used when UNFPA places orders for customized kits (For example: A supplier quoted 0.05USD per item. If a customized kit with 12 items is required, then kitting costs would be calculated by UNFPA at 0.60USD).

Item #	Item - ID	Product Specifications	Unit of Measure
1	Disposable Menstrual Pad	<p>Disposable good reputable quality.</p> <p>Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal. Not containing allergic and dangerous substances. The sanitary napkins when visually examined must be free from any defects which can affect either its appearance or utility: stains, dirt, soil particles or hard lumps are not allowed.</p> <p>Length: 220 -250 mm Width without wings: 100 mm +/- 10mm; Width with wings: 155 mm +/- 10mm; Thickness: 3mm +/-1 mm:</p> <p>Absorbency: Minimum 40 gr/normal pad, no leakage:</p> <p>Top sheet (Covering): The absorbent filler covering must be made of good quality fabric with sufficient porosity to permit the assembled pad to meet the absorbency requirements;</p> <p>Back sheet: The back sheet must be water resistant (no wetting of outer surface and no water penetration);</p> <p>Packaging:</p> <p>Primary packaging: Each pad shall be individually packed in a sealed plastic bag to protect the item from moisture and contamination during storage and transportation; Secondary packaging: Each 10 must be packed in a sealed plastic bag. The bag and its' sealing must warrant no holes or tears will occur during the handling/transportation of the contained items.</p> <p>Marking on secondary packaging: Clear and durable marking containing: product name, "manufactured by:", name manufacturer, country of origin, production date and batch number, expiry date, instructions for use, safety/cautionary information, table of contents mentioning the concentration of active material, risk awareness phrases, safety awareness phrases and warning sign(s), storage recommendations and disposal instructions..</p>	8 packs of 10
2	Female Underwear sets	<p>For woman.</p> <p>Good reputable quality.</p> <p>Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances. Neat and clean fabric, one-way stretch at least (in width). Seams must stretch along with the fabric to</p>	3 sets of 2 pieces each, L / XL / XXL

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		<p>prevent thread breakage. Color: Dark colors with no prints, fixed dye. Elastic band: 3 elastic bands: 1 for the waistband, 1 for each thigh. Length: Maximum 20% shorter than measurement of fabric. Stitching: Zigzag stitching, well hemmed with cotton thread. Machine made, no runs or broken stitches. Label: Each piece of underwear will have a well stitched label, clearly indicating: 100% cotton and size (L, XL, XXL). Made of non-irritating material.</p>	
3	Female Traditional Cloths	<p>For woman Material: Cotton 100% with different colors, fixed dye, not containing any harmful or dangerous substances. Stitching: Well hemmed with cotton thread. Machine made, no runs or broken stitches. Size L: 56 length 23 width, XL: 57 length 24 width, XXL: 58 length 25 width</p>	3 pieces-sizes - L/XL/XXL
4	Hair Shampoo	<p>Good reputable quality for adults, free of harmful or dangerous substances. Easy-lathering general purpose adult shampoo formulated for all types of hairs, to wash hair and scalp. The product must be safe under normal conditions of use., PH factor 5.5, good smell, Hypoallergenic. Volume: min. 250 ml Shelf life: min 2 years Packing: Unbreakable PET bottle with push pull cap. Clear and durable marking with: product name, manufactured by: name, country of origin, list of ingredients, net volume, production date, batch number and expiry date.</p>	1 bottle
5	Tooth paste	<p>Good reputable quality, 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 tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. Free of harmful or dangerous substances. Shelf life: 2 years Volume: min 75 ml. Packing: Plastic/Aluminum laminated tube with screw or pouch cap, concentrated paste, with fluoride. The tube can be packed in an individual carton box closed with an adhesive seal. Clear and durable marking with: product name, manufactured by: name, country of origin, list of ingredients, net volume, expiry date and batch number.</p>	1 tube
6	Tooth brush	<p>Good reputable quality Strong Plastic toothbrush, adult size length:185 mm, medium bristle, individually wrapped, all parts of toothbrush must be safe for use.</p>	2 pieces
7	Body soap bar	<p>Body soap bar, 100 g minimum. antibacterial, hypoallergenic, skin friendly. Long durability. Product must be fit for human use and be of sound, fair and marketable quality, without any unpleasant smell.</p>	3 bars
8	Towel	<p>Good reputable quality Material: 100% cotton, Thick and absorbent. Size: 90x 50 minimum or close to this size (+ 10/15 cm) Color: fixed dye, different light colors except white.</p>	3 pieces
9	Nail Clipper	<p>Medium size (approx. 60-70mm long), sharp cutting surface, Material: Stainless steel or chromium plated, ergonomic design, and smooth action.</p>	1 piece
10	Hair comb	<p>Material: Plastic</p>	1 piece
11	Solar Power Flashlight	<p>Bright 5-LED flashlight with hand lanyard. Built-in batteries charged by solar cell OR with 2 sets of batteries + Dynamo. Flash light should last to min. 6 hours (darkness). ABS plastic</p>	1 piece

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		body (or equivalent) with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of at least 1 year. Impact resistance 2m,	
12	Women Sandals	Style: Women sandal flats & sandals to cover toes. Material: Plastic (tear resistance)	3 pairs size S/ M / L
13	Abaya	Good quality Material : 100% polyester crepe fabric, Color: black only, Long sleeves, ankle length, no cleavage. Stitching: Machine made, no runs or broken stitches	3 pieces size- M/L/XL
14	Head Scarf	Good quality. Material: 95% cotton, 5% Elastic. Thick, not transparent, different colors (Fixed dye)	3 pieces
15	Back pack with UNFPA logo	Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the all items) Color: Blue/Black/Beige Design: Rectangular or square, with UNFPA logo (22cm x 16cm) in beige and Orange on the flap. With handle for easy carrying and zipper, rope or alternative to close the bag. With a flap and Velcro to close the flap. *All Kit items shall be packed inside each bag; the bag should be closed to avoid spillage of items	1 piece
16	Face Veils	Material: mixture of cotton 30% - and 70% polyester, Color: black Size: 60 x 45 cm	3 pieces
17	Male Underwear	For men – Boxers Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances, fixed dye Color: Dark colors Size: L - XL -XXL	3 sets of 2 pieces each, L / XL / XXL
18	Mawaz	Material: mixture of cotton 30% - and 70% polyester, Colors: Dark colors Length: 200 cm; Width: 180 cm	2 pieces
19	Men Sandals	Style: Men Sandals, Material: Plastic sandals, tear resistance Size: L -XL	2 pairs
20	Packaging	Cardboard box closed with long lasting tape or glued flaps. Box size to be tightly adjusted to content. Marking a list of items, PO#, UNFPA Logo.	1
21	Assembling/Kitting cost /one item	UNFPA will order customized kits based on its needs. Therefore, it is required to provide fixed cost for the assembling/kiting services per every item that has to be included/kitted into the customized kit.	1

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Quotation Form – Part A

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (weeks from receipt of order till dispatch): _____

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 120 days after the Closing date.): _____

Price Schedule:

Item No.	Unit of Measure	FCA price/unit specify port of shipment	Transportation cost to Destination (specify mode of trp.)	Total DAP (Mas Freight International Warehouse – Sana 'a - Yemen)
To be provided by UNFPA		To be provided by Bidder		
1. Disposable Menstrual Pad	8 packs of 10			
2. Female Underwear sets	3 sets of 2 one, set of each sizes: L / XL / XXL			
3. Traditional Cloths	3 pieces-sizes - L/XL/XXL			
4. Hair Shampoo	1 bottle			
5. Tooth paste	1 tube			
6. Tooth brush	2 pieces			
7. Hand soap bar	3 bars			
8. Towel	3 pieces			
9. Nail Clipper	1 piece			
10. Hair comb	1 piece			
11. Solar Power Flashlight	1 piece			
12. Women Sandals	3 pairs size S/ M / L			
13. Abaya	3 pieces size- M/L/XL			

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Quotation Form-Part B

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (weeks from receipt of order till dispatch): _____

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 120 days after the Closing date.): _____

Price Schedule:

Item No.	Unit of Measure	FCA price/unit specify port of shipment	Transportation cost to Destination (specify mode of trp.)	Total DAP (Mas Freight International Warehouse – Aden - Yemen)
To be provided by UNFPA		To be provided by Bidder		
1. Disposable Menstrual Pad	8 packs of 10			
2. Female Underwear sets	3 sets of 2 one, set of each sizes: L / XL / XXL			
3. Traditional Cloths	3 pieces-sizes - L/XL/XXL			
4. Hair Shampoo	1 bottle			
5. Tooth paste	1 tube			
6. Tooth brush	2 pieces			
7. Hand soap bar	3 bars			
8. Towel	3 pieces			
9. Nail Clipper	1 piece			
10. Hair comb	1 piece			
11. Solar Power Flashlight	1 piece			
12. Women Sandals	3 pairs size S/ M / L			

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13. Abaya	3 pieces size- M/L/XL			
14. Head Scarf	3 pieces			
15. Back pack with UNFPA logo.	1 piece			
16. Face Veils	3 pieces			
17. Male Underwear	2 sets			
18. Mawaz	2 pieces			
19. Men Sandals	2 pairs			
20. Packaging	1			
21. Assembling/Kitting cost/one item	19 items (see note below)			
TOTAL PRICE				

Note: For the #21 Assembling/Kitting - UNFPA will order customized kits based on its needs. Therefore, it is required to provide fixed cost for the assembling/kitting services per every item included into the customized kit. In the quotation form 19 items are indicated for the purposes to know maximum price for 1 kit constituted of 19 items. Please indicate the price as Price= 19 items x \$ price per item

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

Name and title

Signature/Stamp

Date and Place

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Product Item Overview Form

#	Item- ID	Description and minimum /mandatory specifications		Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
		Item Specifications	Unit of Measure		
1	Disposable Menstrual Pad	<p>Disposable good reputable quality. Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal. Not containing allergic and dangerous substances. The sanitary napkins when visually examined must be free from any defects which can affect either its appearance or utility: stains, dirt, soil particles or hard lumps are not allowed. Length: 220 -250 mm Width without wings: 100 mm +/- 10mm; Width with wings: 155 mm +/- 10mm; Thickness: 3mm +/-1 mm: Absorbency: Minimum 40 gr/normal pad, no leakage: Top sheet (Covering): The absorbent filler covering must be made of good quality fabric with sufficient porosity to permit the assembled pad to meet the absorbency requirements; Back sheet: The back sheet must be water resistant (no wetting of outer surface and no water penetration); Packaging: Primary packaging: Each pad shall be individually packed in a sealed plastic bag to protect the item from moisture and contamination during storage and transportation; Secondary packaging: Each 10 must be packed in a sealed plastic bag. The bag and its' sealing must warrant no holes or tears will occur during the</p>	8 packs of 10		

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		<p>handling/transportation of the contained items.</p> <p>Marking on secondary packaging: Clear and durable marking containing: product name, "manufactured by:", name manufacturer, country of origin, production date and batch number, expiry date, instructions for use, safety/cautionary information, table of contents mentioning the concentration of active material, risk awareness phrases, safety awareness phrases and warning sign(s), storage recommendations and disposal instructions..</p>			
2	Female Underwear sets	<p>For woman.</p> <p>Good reputable quality.</p> <p>Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances. Neat and clean fabric, one-way stretch at least (in width). Seams must stretch along with the fabric to prevent thread breakage.</p> <p>Color: Dark colors with no prints, fixed dye.</p> <p>Elastic band: 3 elastic bands: 1 for the waistband, 1 for each thigh. Length: Maximum 20% shorter than measurement of fabric. Stitching: Zigzag stitching, well hemmed with cotton thread. Machine made, no runs or broken stitches. Label: Each piece of underwear will have a well stitched label, clearly indicating: 100% cotton and size (L, XL, XXL). Made of non-irritating material.</p>	3 sets of 2 pieces each, L / XL / XXL		
3	Traditional Cloths	<p>For woman</p> <p>Material: Cotton 100% with different colors, fixed dye, not containing any harmful or dangerous substances. Stitching: Well hemmed with cotton thread. Machine made, no runs or broken stitches.</p> <p>Size L: 56 length 23 width, XL: 57 length 24 width, XXL: 58 length 25 width</p>	3 pieces - sizes - L/XL/XXL		
4	Hair Shampoo	<p>Good reputable quality for adults, free of harmful or dangerous substances. Easy-lathering general purpose adult shampoo formulated for all types of hairs, to wash hair and scalp. The product must be safe under normal conditions of use., PH factor 5.5, good smell, Hypoallergenic.</p> <p>Volume: min. 250 ml</p> <p>Shelf life: min 2 years</p> <p>Packing: Unbreakable PET bottle with push pull cap. Clear and durable marking with: product name, manufactured by: name , country of origin, list of ingredients, net volume, production date, batch number and expiry date.</p>	1 bottle		

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5	Tooth paste	Good reputable quality, 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 tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. Free of harmful or dangerous substances. Shelf life: 2 years Volume: min 75 ml. Packing: Plastic/Aluminum laminated tube with screw or pook cap, concentrated paste, with fluoride. The tube can be packed in an individual carton box closed with an adhesive seal. Clear and durable marking with: product name, manufactured by: name , country of origin, list of ingredients, net volume, expiry date and batch number.	1 tube		
6	Tooth brush	Good reputable quality Strong Plastic toothbrush, adult size length:185 mm, medium bristle, individually wrapped, all parts of toothbrush must be safe for use.	2 pieces		
7	Hand soap bar	Body soap bar, 100 g minimum. antibacterial, hypoallergenic, skin friendly. Long durability. Product must be fit for human use and be of sound, fair and marketable quality, without any unpleasant smell.	3 bars		
8	Towel	Good reputable quality Material: 100% cotton, Thick and absorbent. Size: 90x 50 minimum or close to this size (+ 10/15 cm) Color: fixed dye, different light colors except white.	3 pieces		
9	Nail Clipper	Medium size (approx. 60-70mm long), sharp cutting surface , Material: Stainless steel or chromium plated, ergonomic design, and smooth action.	1 piece		
10	Hair comb	Material: Plastic	1 piece		
11	Solar Power Flashlight	Bright 5-LED flashlight with hand lanyard. Built-in batteries charged by solar cell OR with 2 sets of batteries + Dynamo. Flash light should last to min. 6 hours (darkness). ABS plastic body (or equivalent) with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of at least 1 year. Impact resistance 2m,	1 piece		
12	Women Sandals	Style: Women sandal flats & sandals to cover toes. Material: Plastic (tear resistance)	3 pairs size S/ M / L		
13	Abaya	Good quality Material : 100% polyester crepe fabric,	3 pieces		

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		Color: black only, Long sleeves, ankle length, no cleavage. Stitching: Machine made, no runs or broken stitches	size- M/L/XL		
14	Head Scarf	Good quality. Material: 95% cotton, 5% Elastic. Thick, not transparent, different colors (Fixed dye)	3 pieces		
15	Back pack with UNFPA logo	Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the above items) Color: Blue/Black/Beige Design: Rectangular or square, with UNFPA logo (22cm x 16cm) in beige and Orange on the flap. With handle for easy carrying and zipper, rope or alternative to close the bag. With a flap and Velcro to close the flap. *All Kit items shall be packed inside each bag; the bag should be closed to avoid spillage of items	1 piece		
16	Face Veils	Material: mixture of cotton 30% - and 70% polyester, Color: black Size: 60 x 45 cm	3 pieces		
17	Male Underwear	For men - Boxers Material: 100% cotton, thick fabric, not transparent, durable, skin friendly, not containing any allergic substances, fixed dye Color: Dark colors Size: L - XL -XXL	3 sets of 2 pieces each, L / XL / XXL		
18	Mawaz	Material: mixture of cotton 30% - and 70% polyester, Colors: Dark colors Length: 200 cm; Width: 180 cm	2		
19	Men Sandals	Style: Men Sandals, Material: Plastic sandals, tear resistance Size: L -XL	2 pairs		
20	Packaging	Cardboard box closed with long lasting tape or glued flaps. Box size to be tightly adjusted to content. Marking a list of items, PO#, UNFPA Logo.	1		

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Delivery Schedule Form

Below is a required delivery schedule for Purchase Order quantities expected to be placed under this Long Term Agreement.

Bidders are expected to add the lead-time in the below Yellow shaded area to confirm if they are able to comply with the below required lead-times, for each of the quantities, note that earlier deliveries are encouraged.

Delivery No.	Quantity	UoM	Required lead-time Goods at DAP destination, after receiving the Purchase Order under the LTA (in weeks)	Bidder lead-time (to be completed by Bidder)
1	Up to 10,000 (Aden)	Kit	3 weeks	
2	Up to 20,000 (Sana'a)	Kit	4 weeks	

***NOTE:** At this stage UNFPA does not commit to any quantity as it will depend on the actual needs. Therefore, the actual quantity will be identified at the time of placing a Purchase Order.

Note 2: The first purchase will be up to 10,000 Destination Aden and the second purchase will be up to 20,000 destination Sana's

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Previous or Past Experience

Company/Organization Name	Contract Duration	Type of Products	Experience Years	Total value in USD

Vendor's Comments:

Name and title
Signature/Stamp

Date and Place

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