



Date : 18.11.2024

United Nations Population Fund,
UNFPA Yemen
Haddah St. behind Lazourde Hotel
Sanaa'a, Yemen
Tel: +967 1 433160
Website: <https://yemen.unfpa.org/en>
Email: procurement.yemen@unfpa.org

18 November 2024

Request for Quotation No. YEM/2024/008
Provision of UNFPA Visibility Materials

Dear Sir/Madam,

We hereby solicit your quotations for the supply of the items named below:

- **Provision of UNFPA Visibility Materials as per specification in (Attachment 1, Annex A)**

The goods are to be delivered maximum in **3 weeks** upon issuing of PO according to the locations mentioned as a delivery point. The quotation shall be valid at least for **3 months** after the closing date.

If you are interested in submitting quotations for these items, kindly fill in the attached Quotation Form and make sure the **quotations are sent by E-mail only to the email address shown below not later than 07/12/2024, 12:00 (Sana'a time):**

Email: procurement.yemen@unfpa.org

Bidders must enter the following text in the email subject line:

- **“RFQ/YEM/2024/008– “Provision of UNFPA Visibility Materials”**

Please submit your quotation in **US Dollars** currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Bidders requiring clarifications to the RFQ process and/or RFQ documents may address their questions in writing to:



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Rima Ali, Admin/Logistics Associate, riahi@unfpa.org

Bidders should **NOT** submit any Bid to this contact person as this will result in declaring your Bid as invalid because UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications **not later than 28 November 2024,12:00 Sana'a time.**

Quotations submitted by email must be 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 above on **or before the deadline**. Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that your quotation is **signed, in aPDF format**, and free from any virus or corrupted files.

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

Partial quotes - not permitted

Partial delivery – not permitted

Options - ONLY 2 options permitted if more the quotation will not be considered

Samples might be required upon request

Attached Photo for items if possible

Delivery Location - UNFPA Sana'a office

Bidders may modify their offers in writing prior to the submission deadline. The bidder must submit the proposed modification via email that must be clearly marked as **“MODIFICATION”**.

In this case, the previous offer will be declined and the modified offer shall be considered for the evaluation process. Also, if the same bidder has submitted several offers before the bid deadline superseding each other only the last received offer will be considered for opening and further evaluation.

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

Best regards,

UNFPA

Yemen



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Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (3 weeks from receipt of order till dispatch):

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 3 months after the Closing date.): _____

Price Schedule:

| Item No. | FOB/FCA price/unit specify port of shipment | Quantity | Transportation cost to port of Destination (specify mode of trp.) | Shipment volume (cmb) and Weight of goods | Total CPT/CFR (Destination port) | Delivery schedule (months) |
|----------|---|----------|---|---|----------------------------------|----------------------------|
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In your offer, please include:

1. Specific technical specifications of products offered
2. Quality standard of the products

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.



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**Name and title
Place**

Date and