REQUEST FOR QUOTATION
RFQ Nº UNFPA/KBL/RFQ/19/04

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following wooden wall panel and installation services:

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Product Description</th>
<th>UNIT</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wooden Wall Panel with installation as per below picture:</td>
<td>Square Meter</td>
<td>500</td>
</tr>
</tbody>
</table>

This Request for Quotation is open to those companies who are qualified can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

Note: Interested companies to see physically the sample of wooden wall panel, can visit UNFPA Reception on 7 November 2019 between 9:00 AM and 11:00 AM.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: UNFPA about us

Objective:
The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

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

| Name of contact person at UNFPA: | Hamed Rabbani |
| Tel Nº: | 0093 729 261 314 |
| Email address of contact person: | rabbani@unfpa.org |

The deadline for submission of questions is **10 November 2019, 11:00 AM local time**. Questions will be answered in writing and share with all parties as soon as possible after this deadline.

III. Content of quotations
Quotations should be submitted Hard copy in a single envelope and Quotations must contain:

a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
   • The bidder shall be required to quote for all items.

b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company’s relevant authority.

IV. Instructions for submission
Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent in sealed envelope to the address indicated below no later than **12 November 2019, 10:00 am Kabul local time**.

- The following reference must be included on the Envelop subject line: **RFQ Nº UNFPA/KBL/RFQ/19/04**. Proposals that do not contain the correct reference number may be overlooked by the procurement officer and therefore not considered.

Evaluation Criteria:

Quotations will be evaluated based on the below evaluation criteria and only those companies will be going for the further evaluation process who meets the below criteria.
I. Provide company valid registration with the government/AISA
II. Provide similar Past experience with UN and or other organizations
III. Provide Official bank account details
IV. Delivery time required

Companies meets the above technical criteria will be further evaluated for the sample checking, sequentially from the first lowest price.

V. Overview of Evaluation Process
Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote) and will be further evaluated for the sample checking.

VI. Award
UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. 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 goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms
UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. 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.
X. 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.

XI. RFQ Protest
Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Naila Akchurina at akchurina@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. 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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Total (AFN)</th>
</tr>
</thead>
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Vendor’s Comments:
I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KBL/RFQ/19/04 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.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Contact Number</th>
<th>Email Address</th>
<th>Company Address</th>
<th>Date and place/Signature-stamp</th>
</tr>
</thead>
</table>

**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](#) and French