



United Nations Population Fund,
UN House, Caicoli street,
Dili, Timor - Leste
Telephone: +670 3312618
Website: <http://www.unfpa.org>

Date: 14 July 2023

**REQUEST FOR QUOTATION
RFQ No. UNFPA/TLS/RFQ/2023/003**

Dear Vendors,

We hereby solicit your quotation for the supply of DIGNITY KITS and MATERNITY KITS with various items specified in Annex 1 & Annex 2 on page 3-10 below:

Item	Description	Quantity
1.	Dignity Kits (see Annex 1)	1,000 KITS
2.	Maternity Kits (See Annex 2)	1,000 KITS

Notes:

- *Kitting/packing expenses should be included in the quotation/proposal.*
- *Kindly confirm stocks and specify to your quotation the delivery date of the items.*
- *Kindly provide/attach the information of the specification of the items.*
- *Kindly submit the pre-delivery sample and all contents of the kit as per specification along with your quotation as bids will be evaluated against the sample provided. This will be kept as reference for the delivery of the goods. Vendor may opt to include the sample in the items for delivery*

The goods are to be delivered maximum in 7 working days upon issuing of PO. The quotation shall be valid at least for 3 months after the closing date.

For further details of the required items, quotation forms and specification of the items could be obtained from the UNFPA Office, UN House, Caicoli Street, Dili. Contact person Mr. Jose Jordao Estelvidio, phone number +670 78186508.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the address email to timor-leste.office@unfpa.org or in sealed envelopes to Ms. Pamela Aine, International Operations Manager for UNFPA before or no later than 16.00 hours on Friday, 28 July 2023. The contact is, HP. 78186508, UN House, Caicoli, Dili, Timor – Leste.

Best regards,

Approved by:

Ms. Pamela Aine
UNFPA – OIC



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Quotation Form

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 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)

In your offer, please include:

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





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

Date and Place




(ANNEX 1)

List of specifications of the items for Dignity Kits (DK) to be quoted for Humanitarian Response:

ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
1	Back Pack	Back pack- Seal-able ready-made or customized / with UNFPA Logo and/or UNFPA Message. Back Packs should have two different colors for different sex. (Size: 60 cm x 35 cm)	Each	1000	
2	Sarong	Sarong length of fabric about a yard (0.91 m) wide and two-and-a-half yards (2.3 m) long.	Each	1000	
3	Adult female underwear	Adult female underwear size L in assorted colors	Each	1000	
4	Adult female underwear	Adult female underwear size M in assorted colors	Each	1000	





ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
5	Adult T-Shirt	Adult T-Shirt Size M in assorted colors	Each	1000	
6	Adult T-Shirt	Adult T-Shirt Size S in assorted colors	Each	1000	
7	Soap case	Soap case reusable durable plastic soap box, slits on the bottom to allow water drainage, PET, assorted colors.	Each	1000	
8	Bath Soap	Bath Soap 100/110 g for personal hygiene. Unscented, antibacterial, hypoallergenic, free of harmful or dangerous substances. Individually wrapped	Each	1000	
9	Shampoo bottles	Shampoo bottles minimum of 350 ml for adults, And not irritating to the eyes, shelf life is not less than 3 years, as indicated on the packing	Each	1000	




ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
10	Adult Tooth	Adult Tooth (Adult size)	Each	1000	
11	Adult Toothpaste,	Toothpaste, adult size	Each	1000	
12	Big Towel	Bath towel Size: 130 x 75 cm Color: fixed dye, assorted colors must be available."	Each	1000	
13	Sanitary Disposable Pads	Sanitary Disposable Pads 1 pack of Individually wrapped. High absorbent with wings; leak proof bottom layer. Each napkin includes plastic cover. Not containing allergic and dangerous substances 35 cm long	Each	1000	
14	Small handled flashlight	Small handled flashlight with batteries included. self-powered Shake flashlight re-charge capability preferred.	Each	1000	
15	whistle	Plastic or metal whistle, available in a variety of colors	Each	1000	
16	Insect repellent	Insect repellent lotion should be safe for use by adults and children, and to label it noningestable. 50 ml	Each	1000	

ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
17	Sandals Small	Sandals medium Size plastic and/or foam	Each	1000	
18	Washing powder	Washing powder In individual sachets 53 grams in small size	Each	1000	
19	Alcohol based hand sanitizer	Gel hand sanitizer, rub-in-hand antiseptic–disinfectant for cleaning hands, in a bottle, labelled with a flammable sticker which is clearly visible 30 ml.	Each	1000	

ANNEX 2

List of specifications of the items for Maternity Kits (MK) to be quoted for Humanitarian Response:

ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
1	Back Pack	Back pack- Seal-able ready-made or customized / with UNFPA Logo and/or UNFPA Message. Back Packs should have two different colors for different sex. (Size: 60 cm x 35 cm)	Each	1000	
2	Sarong	Sarong length of fabric about a yard (0.91 m) wide and two-and-a-half yards (2.3 m) long.	Each	1000	
3	Adult female underwear	Adult female underwear size L in assorted colors	Each	1000	
4	Adult female underwear	Adult female underwear size XL in assorted colors	Each	1000	
5	Towel Big	Towel Big Size: 135 x 68 cm	Each	1000	

ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
					
6	Towel Small	Towel Small, Size: 90 x 60 cm	Each	1000	
7	Baby Cloth	Baby Cloth	Each	1000	
8	Baby bodysuit	Baby bodysuit	Each	1000	
9	Baby diapers	Baby diapers Size: 80x50 cm	Each	1000	
10	Baby Blanket	Baby Blanket wrapper with cup size: 90 x 90 cm (manta)	Each	1000	

ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
11	Rubbish Plastic Bag	Rubbish Plastic Bag Rubbish Bag, red or black, 45x45cm	Each	1000	
12	Under pad sheet (Mat)	Under pad sheet for baby Size: 60 x 90 cm	Each	1000	
13	Sanitary Disposable Pads	Sanitary Disposable Pads 1 pack of Individually wrapped. High absorbent with wings; leak proof bottom layer. Each napkin includes plastic cover. Not containing allergic and dangerous substances 35 cm long	Each	1000	
14	Sandals medium	Sandals medium Size plastic and/or foam	Each	1000	
15	Soap Compact	Soap Compact	Each	1000	
16	Insect repellent	Insect repellent lotion should be safe for use by adults and children, and to label it noningestable. 50 ml	Each	1000	

ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
17	Liquid Shampoo	Liquid Shampoo for mother	Each	1000	
18	Adult Tooth	Adult Tooth (Adult size)	Each	1000	
19	Herbal Oil	Herbal oil (Minyak Telon)	Each	1000	
20	Tooth paste	Tooth paste for adult	Each	1000	
21	Baby oil	Baby oil liquid (for baby,) small size 50mls	Each	1000	
22	Comb	Comb made from rubber for mother	Each	1000	
23	Baby liquid soap	Baby liquid soap (for baby) 200 mls	Each	1000	