



United Nations Population Fund  
 [UN HOUSE, CAICOLI STREET]  
 [DILI and +670]  
 [TIMOR - LESTE]  
 Telephone: 3312618]  
 Website: <http://www.unfpa.org>

Date: July, 17 2024

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/TLS/RFQ/2024/008**

Dear Suppliers,

UNFPA hereby solicit your quotation for supply of non- medical items for safe space:

ITEM NO.	TECHNICAL SPECIFICATIONS/ DESCRIPTION OF GOODS	QTY.
1.	Electrical Kettle: electric kettle one- Touch opening, water level indicator, safety lid with automatic switch off and removable limescale filter. Power supply: AC, 220-240V ~ 50/60Hz, 1830-2178 W max. Operation temperature: Approx.120°C	2 ea
2.	Extension cord- 4 way socket, minimum 3m length	6 ea
3.	Adjustable Office Chair - Adjustable and revolving, black colour preferred,easy to set up,soft comfort seat, with armed rest, The seat height can be adjusted from 17.1"-20.3" and the seat measures 18.5"(W)*18"(D)	2 ea
4	In-adjustable Office chair/ medium height & stable (not adjustable & not revolving	6 ea
5	Single Bed with pull out frame with mattress- 90cm x 200cm, foam mattress, bright colors preferred	2 ea
6	Office table with drawer/ appx size: 150 x 75 x 75/ Wooden material, minimum 2-3 drawers	2 ea
7	Wooden cupboard/ 2 doors with lock / appx size: 180 x 120 x 45 / minimum 4 racks in two compartments (wooden cupboard)	8 ea
8	Blanket - appx size : 3m x 3m, machine washable, soft fleece preferred, color preferred grey, tin	8 ea
9	Bed sheet- "bed sheet plus pillow sheets (white color), cottons, flat sheet, fitted sheet, with two pillow cases, " 90cm x 200cm	8 ea
10	Hand towel - Made with Cotton. Soft & absorbent., app size: 27 x 52, Color: Grey	8 ea
11	Pillows- " 2 Head Pillow and 2 cylindrical bed bolster pillow - hollow fiber fill, microfiber cover, white color	8 ea



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12	Children Toys - Legos, dolls, trucks. size not more than 6 cm in height	10 set
13	Tissue roll- 8 roll toilet paper	10 set
14	Table tissue- appx size: 5" x 5.5" , Dermatologist tested	4 box
15	Hand washing soap- size: 200ml, with pump, Dermatologically tested	4 ea
16	Notebook - A4 size, minimum 50 pages with lines	4 ea
17	Pen, ball-point, Blue color, box of 12 each, 1mm ball	4 box
18	Rubbish Bin- Approx size 30L, with Lid, foot pedal, set of two side round stainless bin	10 ea
19	liquid soap dispensers soap dispensers. Net Weight. 0.78 kg; Product Dimensions(mm). 120 (L) X 117 (W) X 260 (H);	4 ea
20	Hanger for broom/mopping stick: Garage Storage Systems with 5 Slots, 6 Hooks, 7.5lbs Capacity Per Slot - Garden Tool Organizer For 11 Tools - For Home, Kitchen, Closet, Laundry Room - Off-White	2 ea
21	Sofa (1+1+3) with 5 seats with armchairs. Capacity: 3 people. Material: Polyester. Seat Fill: Polyester-wrapped foam or innerspring. Color: any.	2 set
22	Curtain Poles: Deco Window 1 Pc 1.50 meter Extendable Double Curtain Rod with Brackets for Door & Windows Adjustable Length Heavy Duty Iron Dual Telescopic Drapery Pole with Half Round Finials (19mm Diameter, Satin Silver)	6 ea
23	Curtains for windows: Curtain rods Size: length: 1,90 m width: 1,50 m	12 ea
24	Cotton bud: Basic Customization 100PCS Bamboo Stick Double Round Head Cotton Bud. Material: 100% Pure Cotton. Specification: 0.085m <sup>3</sup>	4 box
25	Tapes measures: Tape Body Measuring Soft for Sewing Double-Sided Tailor Cloth Ruler. Size: 1.5m*10mm, Color: any, Materials: PVC + Fiberglass Tape	2 ea
26	Small envelope: Gummed-flap windowless envelopes seal closed with water-soluble gum adhesive along the envelope flap.	4 ea



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27	Big envelope Size A4: Kraft paper catalog and multipurpose envelopes feature heavyweight Kraft stock that resists rips and tears. The envelopes are suitable for protecting catalogs and large documents in mailing and storage. Size: A4	4 set
28	Stapler: Swing line Stapler, 747 Desktop Stapler, 30 Sheet Capacity, Durable Metal Stapler for Desk, Black (74701) , Color: Black , Material: Metal, Item Dimensions LxWxH: 1.7 x 7.4 x 2.5 inches	4 ea
29	Stapler pin: Officemate Standard Staples, 5 Boxes General Purpose Staple (91925), Brand: Officemate, Size: 5 Boxes, Item Dimensions LxWxH: 4.25 x 2.12 x 4.25 inches, Item Weight: 1.5 Pounds, Color: Silver	2 ea
30	Odner: Bantex file A4 PVC LAF 70MM FIXED MECH Lever Arch File	24 ea
31	Apron: Waterproof Apron Rubber Vinyl, Heavy Duty 43" x 31" Plastic Apron Keeps You Clean and Dry When Dishwashing, Lab Work, Butcher. Color: black/white	4 ea
32	Wall Clock: 12 Inch 30cm Plastic Decorative Silent Quartz Wall Clock, Size: 12 Inch. Shape: circular. Surface Material: Glass. Color White	4 ea
33	Drawing supplies (Paper): A4 Drawing Book for Kids Plain Sketch Book for Kids, Students, Artists 34 Sheets White Blank Unrolled Pages 29.5 x 21 cm Approx. Soft Cover Sketching, Coloring, Painting Pack of 6	10 set
34	Pencil color: 12PCS Premium Bi-Color Pencils 4mm Lead Black Wood Classic Color	10 box
35	Pencil (QB006). Body Material: Wood. Type: Standard Pencils. Lead Diameter: 2.0mm. Body color: oranges/any.	10 box
36	Box to keep toys: IRIS "Stack & Pull" Stackable Box 53.65QT, Clear, Set of 6, size:1000 x 400mm	2 Box
37	Pencil Pouch for Binder with 2 Pockets: 1 Pack Pencil Pouch for 3 Ring Binder, Expandable Binder Pouches with Zipper, Large Capacity Pen Holder Case with Clear Window School Class Office Organizers, Black, Color: Black, Material: Polyvinyl Chloride (PVC) , Closure Type: Zipper	2 each
38	Steel scissor: Westcott Titanium Bonded Scissors, Soft Handle, 8", Straight, Gray/Yellow, Color: Gray/Yellow, Material: Stainless Steel, Blade Material: Stainless Steel, Item Dimensions LxWxH: 10.24 x 6.69 x 0.98 inches	4 ea



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39	Ruler 12 Inch – Clear Plastic Ruler – Rulers Assorted Colors – 30 Count Ruler, Rulers Bulk for Classroom, Metric and Inches, 12 Inch Ruler, Material: Plastic, Color: Clear, Graduation Range: 1/16 Inches, Product Dimensions: 0.8"L x 5"W	2 each
40	Small Table cloth: Small Square Tablecloth Jacquard Striped Table Cloth Linen Washable Fabric Side Table Cover, Size: Square-36x36 inch	8 ea
41	Flower Vases for counselling room, waiting room and examination room: Small Square Tablecloth Jacquard Striped Table Cloth Linen Washable Fabric Side Table Cover, Size: Square-36x36 inch	8 ea
42	Rice cooker: Aroma 6-cup (cooked) 1.5 Qt. One Touch Rice Cooker, White (ARC-363NG), 6 cup cooked/ 3 cup uncooked/ 1.5 Qt. Brand: Philips, Color: White, Material: Aluminum, Product Dimensions: 8.13"D x 8.9"W x 8"H, Capacity: 1.5 Quarts, Wattage: 500 watts	2 ea
43	Frying pan: 12 Inch Nonstick Deep Frying Pan, 5Qt Non Stick Saute Pan with Lid, Large Skillet Jumbo Cooker, Cooking Pan Chef's Pan Cookware for All Stove Tops, Induction Compatible, PFOA Free. Material: Aluminum	2 ea
44	Portable Stoves: Karinear Portable Electric Cooktop, Electric Stove Single Burner Ceramic Cooktop with Touch Control, Child Safety Lock, Timer, Residual Heat Indicator, Overheat Protection, 1800W 110V Infrared Burner, Color: Single Burner, Color: Single Burner, Material: Stainless Steel, Ceramic, Special Feature: Portable, Brand: Karinear, Heating Elements: 1 Product Dimensions: 14.17"D x 11.41"W x 2.4"H	2 ea
45	Plate: Round Plate 7 Inch Quarter Plate (Set of 12) Material: Plastic, Color White, Special Feature, Dishwasher Safe, Style: Classic Shape Round Product Dimensions: 45.2L x 45.2W x 2.5Th Centimeters"	2 Set
46	Stainless steel Spoon, Steel Dining, Dinner Spoons, Table Spoon Set of 12, Length 16.6cm (Medium Spoon), Colour: Silver Medium Spoon 12 Pieces Material: Stainless Steel, Brand: Doll, Item Dimensions: 25 x 25 x 2 Centimeters"	2 set
47	Cup (set)/ melamin "Coffee Mugs Set, 6 Pieces, 230ml, Hilton 370, Ceramic Brand: Clay Craft Colour: Multicolor, Special Feature: Freezer Safe, Microwave Safe, Dishwasher Safe"	2 set
48	Pan for cooking "Cooking Pan with Lid- 4.1 Liters (5.07 Kgs), Black Material Others; Capacity: 4.3 Quarts, Colour Blue Shape: Round Item Weight: 5.07 Kilograms"	2 each
49	Water dispenser "basics Hot, Cold and Normal Water Dispenser with Refrigerator, Top Loading Colour: Multicolour Material: ABS Plastic and Steel Style: Top Loading with refrigerator Installation Type: Floor Mounted"	2 each



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50	Kitchen Dish Cloths Kitchen DishCloths Washable 12x12 Cotton Dish Rags for Drying Dishes	4 set
51	Dish Sponge Cleaning Scrub Sponges for Kitchen	2 pack of 10
52	Voice recorder " 4GB Digital Voice Recorder -Black Compatible Devices: MP3 Player Hardware Interface: USB Microphone Form Factor: Built-In Format: MP3 Audio, chargeable with battery or electricity.	2 ea
53	wooden shelf to keep IEC materials and reading materials ABOUT SPACE Book Shelf - 4 Tier 5 ft Versatile Book Stand for Home Library, Office Modern Slim Open Display Rack Shelf Engineered Wood with Unique Design for, Living Room - Oak Red ( L 1.5 x B 1 x H 5 ft)	4 ea
54	Rubbish bag Arth Premium Recyclable Garbage Bags-Pack of 2   For Use in the safe space   Size: Small   60 Bags - Black	2 set
55	Computer Intel Core i7 Processor, 3.0 GHz, or better, with a TPM (trusted platform module) or Apple Silicon M1 or M2 family CPU required. 24" Wide Flat-Panel display. Windows 10 or Windows 11 Enterprise (can be upgraded to from any version of Windows 10 at no charge). 512 GB Solid State Drive (SSD), or better	2 set
56	Printer: <b>Functionality:</b> Printer, copier, scanner. Scan file format can be in JPG, RAW (BMP), PNG, TIFF, PDF. <b>Print technology:</b> Laser <b>Color of printing/Scanning:</b> Can print/copy/scan in color and black and white <b>Copy speed Black/color:</b> Up to 17 cpm <b>Copy resolution:</b> Black (text and graphics): Up to 600 x 600 dpi; Color (text and graphics): Up to 600 x 600 dpi <b>Maximum number of copies:</b> Up to 99 copies <b>Copier settings Number of copies;</b> Reduce/Enlarge; Lighter/Darker; Optimize; Paper; Multi-page copy; Collation; Draft Mode; Image Adjustment; Set as New Defaults; Restore Defaults <b>Copier resize:</b> 25 to 400% <b>Connectivity:</b> Can connect to internet, USB or PC (through USB port) <b>Replacement cartridges:</b> Yes. <b>Product dimensions</b> W x d x h: 16.5 x 15.0 x 11.5 in; Maximum: 16.5 x 17.1 x 11.6 in	2 set
57	Purchase ink cartridge for multifunction printer	2 set
58	Digital Camera, FHD 1080P 36.0 MP Vlogging Camera Rechargeable Camera 16X Digital Zoom, Compact Portable Webcam Camera (White)	2 set
59	Water tank of 1100 L, Manufactured in Timor-Leste and using Australian standards or-Leste and using Australian standards"	1 ea



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60	MIHSP Water Pump (Copper Winding), 25X25 (1.0 HP)	1 ea
61	Broom, Heavy-Duty Broom, Long Handle Angle Broom 14.5" Wide for Garages, Courtyard, Sidewalks, Decks and Outdoor Surfaces, Perfect for Home Kitchen Room Office Floor	3 ea
62	Bucket "Random Color Water F6P429 : W 350 mm x D 350 mm x H 380 mm "	4 ea
63	Plastic bath water scoop/Gayung Water Dipper Thickened Plastic Water Scoop.Dimension: 27.5 x 17 x 8.5cm	4 ea
64	Spin Mop and bucket floor O-Cedar Easywring Microfiber Spin Mop & Bucket Floor	2 set
65	Telephone "Landline Telephone with Big Buttons, Call ID, Redial, Tilt Display, Calculator Function,Hands-Free, Adjustable Volume, and LCD Display Ideal for Home, Office Color: Black Telephone Type: Corded Material: Acrylonitrile Butadiene Styrene (ABS) Power Source: Corded Electric Answering System Type: Digital "	2 set
66	Cabinet: Model: Steel cupboard, 2 doors with lock, size W915Xd457xH1845. Minimum 4 racks in 2 compartments. Color: any.	4 ea
67	Tapes: Basics Packaging Tape, 1.9 in x 72.2 yards, 1.8mil Thickness (12-Roll), Clear	4 ea
68	Sarong length of fabric is about a yard (0.91 m) wide and two-and-a-half yards (2.3 m) long.	8 pack
69	Stopmaps/folder	10 pack
70	AC 1pk LG Smart Series Inverter Split System Air Conditioner 1pk	1 ea
71	Steel File Cabinet with 3 Drawer / Shelf – with key	1 ea
72	Divider for health facilities ( Ergonomics: folding, on casters, Number of Panels: 3-panel, Structure materials: stainless steel, Length: 1,800 mm (70.9 in), Min.: 700 mm (27.56 in). Max.: 1,200 mm (47.24 in), Wheel Diameter: 50 mm (2 in)	2 set
73	Water gallon	2 set
74	Broom stick Outdoor Garden Broom with Stick. Material: Palm wood	3 ea



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75	Curtain Poles: Deco Window 1 Pc 1.10 meter Extendable Double Curtain Rod with Brackets for Door & Windows Adjustable Length Heavy Duty Iron Dual Telescopic Drapery Pole with Half Round Finials (19mm Diameter, Satin Silver)	1 ea
76	Curtains for windows: Curtain rods Size: length: 1,10 m width: 1,5 m	1 ea
77	Sofa Bed (1.3meter) with 5 seats with armchairs. Capacity: 2 people. Material: Polyester. Seat Fill: Polyester-wrapped foam or innerspring. Color: any.	1 set

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](mailto:timor-leste.office@unfpa.org) or in sealed envelopes to Mr. Jose A.D.S Scares, Admin & Finance Associate for UNFPA.

Kindly note: Please also include the picture of the items. This is partially a PO award. Delivery: DAP

**The closing date is 16 hours on Wednesday, 31st July 2024, Dili time.**

**Approved by:**

DocuSigned by:

*Domingas Bernardo*

**Dr. Domingas Bernardo**

**Officer In-Charge**

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**PRICE QUOTATION FORM**

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/TLS/RFQ/2024/008
<b>Currency of quotation:</b>	USD
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

Item No.	Items Description	Qty	Specification	Unit Price	Total Price
1				\$	\$
2					
3					
4					
5					
				<b>Total Price</b>	\$

*Vendor's Comments:*





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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/TLS/RFQ/2024/008 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.

	Click here to enter a date.	
Name and title	Date and place	

**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](#)