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

Date: 03 August 2023

REQUEST FOR QUOTATION
RFQ No. UNFPA/TLS/RFQ/2023/004

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**)	1000 KITS
2.	Maternity Kits (See **Annex 2**)	1000 KITS

Notes:

- ***RFQ. No. RFQ/TLS/2023/003 is cancelled. Those who have already submitted need to revise the RFQ number and adjust the new proposal items / quote with the new RFQ No. UNFPA/TLS/RFQ/2023/004***
- ***Kitting/packing expenses should be included in the quotation/proposal.***
- ***Kindly confirm stocks and specify to your quotation the delivery date of the items.***
- ***Assemble all the item in the bags and must be packaged into a good cartoon with UNFPA logo, each carton contains 10 package of Dignity Kits and Maternity Kits***
- ***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 10 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 Mr. Jose A.D.S Soares, Admin & Finance Associate for UNFPA before or no later than 16.00 hours on Thursday, 17 August 2023. The contact is, HP. 78186508, UN House, Caicoli, Dili, Timor – Leste.

Best regards,

Approved by:

Ms. Pressia Arifin - Cabo
UNFPA Representative

UNITED NATIONS POPULATION FUND TIMOR LESTE

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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
3. Delivery time upon PO issue is 10 working days

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:

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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	1	
2	Sarong	Sarong length of fabric about a yard (0.91 m) wide and two-and-a-half yards (2.3 m) long.	Each	1	
3	Adult female underwear	Adult female underwear size L in assorted colors	Each	1	
4	Adult female underwear	Adult female underwear size M in assorted colors	Each	1	

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ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
5	Adult T-Shirt	Adult T-Shirt Size M in assorted colors	Each	1	
6	Adult T-Shirt	Adult T-Shirt Size S in assorted colors	Each	1	
7	Soap case	Soap case reusable durable plastic soap box, slits on the bottom to allow water drainage, PET, assorted colors.	Each	1	
8	Bath Soap	Bath Soap 100/110 g for personal hygiene. Unscented, antibacterial, hypoallergenic, free of harmful or dangerous substances. Individually wrapped	Pack/4	1	
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	bottle	1	

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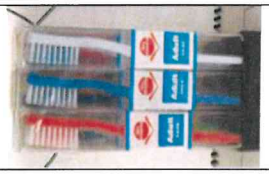
ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
10	Adult Tooth	Adult Tooth (Adult size)	Each	1	
11	Adult Toothpaste,	Toothpaste, adult size	Each	1	
12	Big Towel	Bath towel Size: 130 x 75 cm Color: fixed dye, assorted colors must be available."	Each	1	
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	2	
14	Small handled flashlight	Small handled flashlight with batteries included. self-powered Shake flashlight re-charge capability preferred.	Each	1	
15	whistle	Plastic or metal whistle, available in a variety of colors	Each	1	
16	Insect repellant	Insect repellant lotion should be safe for use by adults and children, and to label it non-ingestable. 100 ml	Each	1	

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ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
17	Sandals Small	Sandals small / medium Size plastic and/or foam	Each	1	
18	Washing powder	Washing powder In individual sachets 53 grams in small size	Sachet	10	
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.	bottle	1	
20	IEC- Material	IEC Material- Menstural Hygiene Brochure	sheet	1	
21	IEC - Material	Dignity Kits Contents	sheet	1	

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ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
22	Emergency lump	Emergency lump with battery 27 x 9cm (can be carry)	unit	1	

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	

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ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
2	Sarong	Sarong length of fabric about a yard (0.91 m) wide and two-and-a-half yards (2.3 m) long.	Each	2	
3	Adult female underwear	Adult female underwear size L in assorted colors	Each	4	L
4	Towel Big	Towel Big Size: 135 x 68 cm	Each	1	
5	Towel Small	Towel Small, Size: 90 x 60 cm	Each	1	
6	Baby Cloth	Baby Cloth (neras)	pcs	4	

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ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
7	Baby bodysuit	Baby bodysuit	Pack/3	1	
8	Baby diapers	Baby diapers Size S	Pack/8	2	
9	Baby Blanket	Baby Blanket wrapper with cup size: 90 x 90 cm (manta)	Each	1	
10	Rubbish Plastic Bag	Rubbish Plastic Bag Rubbish Bag, red or black, 45x45cm	Pcs	2	
11	Under pad sheet (Mat)	Under pad sheet for baby Size: 60 x 90 cm	Each	1	

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ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
12	Slipper for mother	Slipper for mother size: 38 Sandals medium Size plastic and/or foam	pair	1	
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	Pack/10	1	
14	Soap Compact	Soap Compact	Pack/4	1	
15	Liquid Shampoo	Liquid Shampoo for mother 360mls	bottle	1	
16	Adult Tooth	Adult Tooth (Adult size)	Each	1	
17	Herbal Oil	Herbal oil (Minyak Telon)	bottle	1	

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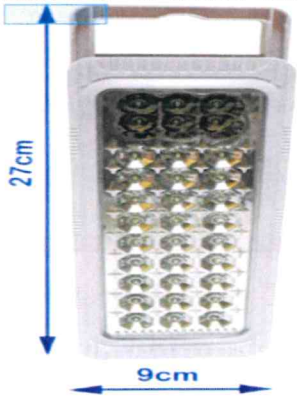
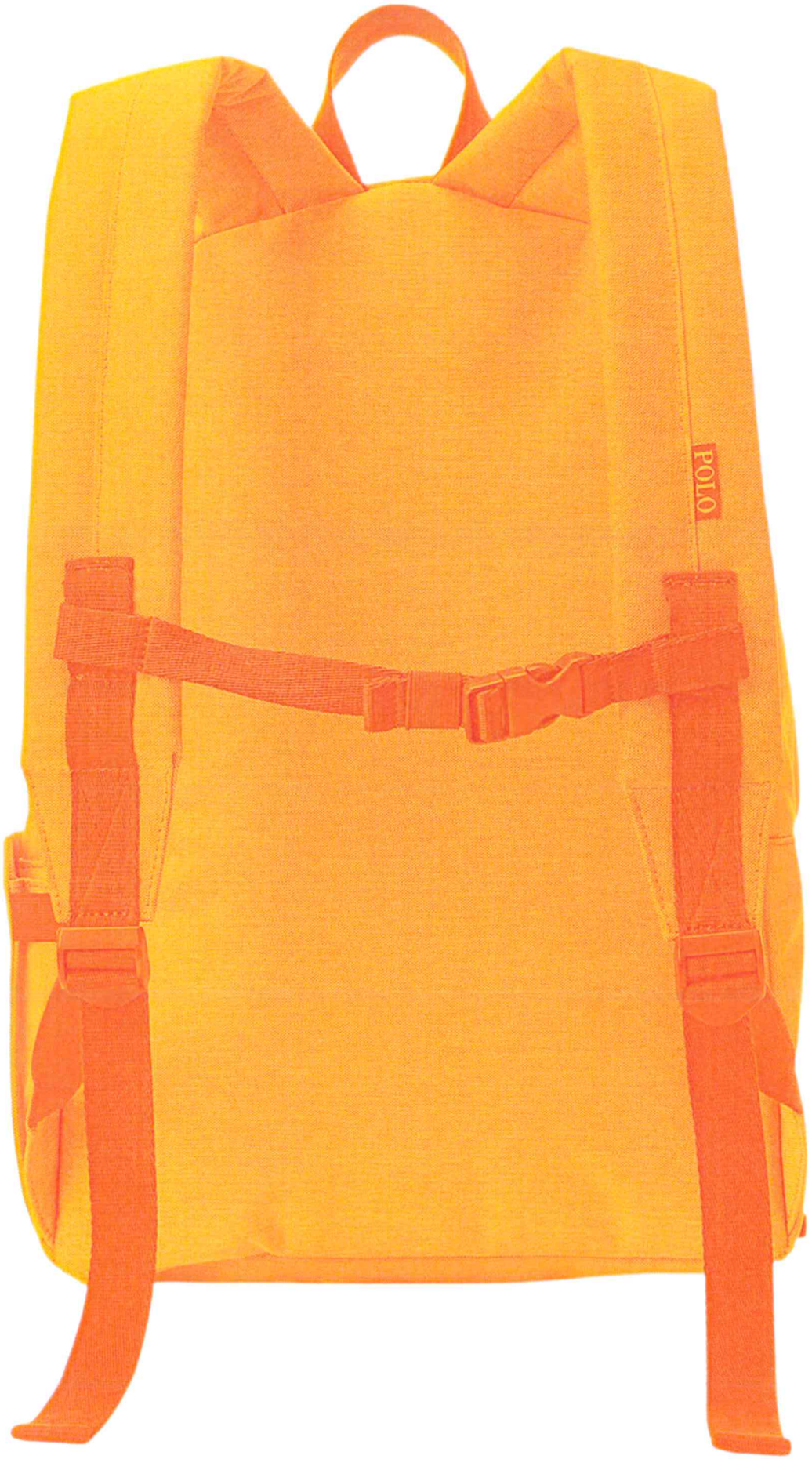
ITEM NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (minimum/mandatory)	UOM	Quantity	INDICATIVE PHOTOS
18	Tooth paste	Tooth paste for adult	Each	1000	
19	Baby oil	Baby oil liquid (for baby.) small size 50mls	bottle	1	
20	Comb	Comb made from rubber for mother	Each	1000	
21	Baby liquid soap	Baby liquid soap (for baby) 200 mls	Each	1000	
22	Emergency Lump with battery	Emergency lump with battery 27 x 9cm (can be carry)	unit	1	
23	IEC Material	IEC Material – Menstural Hygeine Brochure	Sheet	1	

UNFPA
MATERNITY KIT
ENSURING RIGHTS
AND CHOICES FOR ALL
45 cm
UNFPA
Timor-Leste
20 cm
40 cm

43 cm
UNFPA
Timor-Leste
ENSURING RIGHTS AND
CHOICES FOR ALL
17 cm
32 cm

UNFPA
Timor-Leste
ENSURING RIGHTS AND
CHOICES FOR ALL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ENSURING RIGHTS AND CHOICES FOR ALL