



17 November 2023

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/VNM/RFQ/23/08**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following corporate gifts:

Item N°	Product Name	Quantity
1	Umbrella	200
2	Mug	200
3	Suitcase's name tag	500
4	Tote bag	200
❖ <i>Technical requirements: see details in <a href="#">Annex II</a>.</i>		

- ❖ **Delivery Time:** Within 3 weeks from the date the contract is signed, whichever is the later. The shortest delivery time is an advantage.
- ❖ **Delivery Place:** UNFPA Viet Nam - 304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

## 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:	<b>Nguyen Minh Ha</b>
Tel N°:	<b>84-24-38500 328</b>
Email address of contact person:	<b>mnguyen@unfpa.org</b>

The deadline for submission of questions is **17h00 Tuesday 21 November 2023 (Ha Noi Time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



### III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations can be submitted in any format covering all required information (see the below [Price Quotation Form](#) as an example).

The quotation must be signed by the company's relevant authority and submitted in PDF format.

### IV. Instructions for submission

Quotations should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the secure email: [vbidtender@unfpa.org](mailto:vbidtender@unfpa.org) no later than: **Thursday, 23 November 2023 at 3:00 PM Ha Noi Time**<sup>1</sup>.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/VNM/RFQ/23/08 – UNFPA Corporate Gifts - [Company Name]**. Quotations that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

### 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).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

### VI. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

Under no circumstances shall UNFPA be required to accept any goods that do not conform to the specifications or requirements of the Contract. In no case shall UNFPA be obligated to accept any goods unless and until UNFPA has had a reasonable opportunity to inspect the goods following delivery. The goods shall not be deemed accepted unless and until UNFPA in fact provides such written acceptance. In no case shall payment by UNFPA in and of itself constitute acceptance of the goods.

### 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 25%, 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.

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<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



United Nations Population Fund  
304 Kim Ma Street, Ba Dinh District  
Ha Noi - Viet Nam  
Tel: 84-24-38500100; Fax: 84-24-37265520  
Email: [vietnam.office@unfpa.org](mailto:vietnam.office@unfpa.org)  
Website: <http://vietnam.unfpa.org>

#### **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. Naomi Kitahara, UNFPA Viet Nam Representative at [kitahara@unfpa.org](mailto:kitahara@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](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/VNM/RFQ/23/08
<b>Currency of quotation:</b>	VND
<b>Delivery Time</b> <i>(weeks from receipt of order till dispatch):</i>	
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 60 days after the submission deadline.)</i>	



Quoted rates must be **inclusive of all taxes and all related charges.**

❖ *You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific products.*

Example Price Schedule below:

Item	Product Name and Description	Unit	Unit Price	Quantity	Transportation cost to destination	Total (VND) (to destination*)	Delivery Schedule (days upon order)
1							
2							
3							
<b>Sub-total (VND)</b>							
<b>VAT (VND)</b>							
<b>GRAND TOTAL (including VAT):</b>							

*\*Door-to-door delivery to the address listed under 'Delivery Terms'*

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/VNM/RFQ/23/08 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



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Ha Noi - Viet Nam  
Tel: 84-24-38500100; Fax: 84-24-37265520  
Email: [vietnam.office@unfpa.org](mailto:vietnam.office@unfpa.org)  
Website: <http://vietnam.unfpa.org>

**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](#)



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## ANNEX II: List of UNFPA corporate gifts with technical requirements

### Yêu cầu chung cho tất cả các sản phẩm – Requirement for all products

#### Slogan:

1. Ensuring rights and choices for all - Đảm bảo quyền và sự lựa chọn cho mọi người
2. Rights and Choices for everyone, everywhere - Quyền và Lựa chọn cho mọi người, mọi nơi

### Colour code cho sản phẩm và logo của UNFPA:



**UNFPA Orange**  
Pantone 130 Uncoated  
Pantone 144 Matte Coated  
C=0 M=50 Y=100 K=0



**UNFPA Blue**  
Pantone 542 Uncoated  
Pantone 542 Matte Coated  
C=70 M=30 Y=0 K=0

### 3. UNFPA logo:



No.	Name	Technical requirements	Image as example	Quantity
1.	Umbrella	<p><b>Ô GẤP 3 TỰ ĐỘNG 2 CHIỀU</b>            Qui cách: Ô 10 kẻo, thân và xương bằng kim loại            Tay cầm: cao su có nút bấm mở tự động 2 chiều            Vải: Polyester 100% không thấm nước            Bán kính: 53cm, đường kính khi bung 105 - 110cm            Màu sắc: cam - trắng xen kẽ (như hình minh họa)            In ấn: logo và slogan            Đóng gói: bao vải theo tiêu chuẩn, có in logo            Có hộp hoặc túi giấy đựng ô, in logo UNFPA.            - Gửi thiết kế cụ thể</p> <p>- 2-way folding            - with UNFPA logo and slogan in between            - UNFPA logo on the umbrella's cover            - colour (white and orange)            - provide detailed design</p>	 <p>Mã số:      - Ô 2 gấp tự động 2 chiều      - Màu sắc: Xanh      - Logo in ở mặt đối diện, kích thước: 17cm      - Logo in trên bao ô kích thước 8cm</p> <p>Mẫu thiết kế thuộc bản quyền công ty HUB cần sao chép dưới mọi hình thức.</p> <p>UNFPA Umbrella</p>  <p>Hình ảnh chỉ mang tính chất minh họa</p>	200

No.	Name	Technical requirements	Image as example	Quantity
2.	<b>Mug</b>	<p><b>CỐC SỨ</b></p> <ul style="list-style-type: none"> <li>- Chất liệu: gốm sứ cao cấp có giấy chứng nhận xuất xứ, kiểm định chất lượng (ví dụ như Gốm Minh Long)</li> <li>- Màu sắc: cam hoặc trắng               <ul style="list-style-type: none"> <li>+ Cốc màu cam: in slogan màu đen và logo UNFPA màu trắng.</li> <li>+ Cốc màu trắng: in slogan màu đen và logo UNFPA màu cam</li> </ul> </li> <li>- Thể tích: 400 ml</li> <li>- Hình dáng giống như hình minh họa</li> <li>- Hộp đựng cốc:               <ul style="list-style-type: none"> <li>+ dạng nắp gập có nam châm hít</li> <li>+ bên trong có mút xốp bằng cao su non để cố định và bảo vệ cốc</li> <li>+ hộp giấy chất liệu cứng cáp</li> <li>+ vỏ hộp màu cam: in slogan màu đen và logo UNFPA màu trắng.</li> </ul> </li> <li>- Yêu cầu có thiết kế cụ thể</li> </ul> <p>- High quality ceramic          - Mug of 400 ml          - Colour: orange or white          - with UNFPA logo and slogans          - with thick paper box          - provide detailed design</p>	  <p><i>Ảnh chỉ mang tính chất minh họa cho kiểu hộp đựng cốc</i></p>	200

No.	Name	Technical requirements	Image as example	Quantity
3.	<b>Suitcase's name tag</b>	<ul style="list-style-type: none"> <li>- Thẻ tên bằng da màu cam</li> <li>- Trên thẻ có in logo của UNFPA</li> <li>- Có phần đựng danh thiếp/tên</li> <li>- Một mặt in UNFPA logo và chữ màu trắng: "United Nations Population Fund, Viet Nam Office"</li> <li>- Có chỗ để danh thiếp hoặc giấy điền tên, địa chỉ</li> <li>- Kích thước: 10cm x 6cm</li> <li>- Cung cấp thiết kế cụ thể</li>   <li>- synthetical leather orange</li> <li>- print UNFPA logo (in white) and full name</li> <li>- with pocket to insert name card or paper to write name and address</li> <li>- size: 10cm x 6cm</li> <li>- provide detailed design</li> </ul>	 <p>Hình ảnh chỉ mang tính chất minh họa</p>	<b>500</b>

No.	Name	Technical requirements	Image as example	Quantity
4.	<b>Tote bag</b>	<ul style="list-style-type: none"> <li>- Màu: Poly hoặc đen</li> <li>- Chất liệu vải bố (canvas)</li> <li>- Loại túi có quai xách tay và quai để đeo lên vai</li> <li>- Có túi nhỏ bên ngoài và bên trong</li> <li>- Kích thước:               <ul style="list-style-type: none"> <li>Cao: 26cm</li> <li>Rộng/dài: 35 cm</li> <li>Đáy: 10cm</li> </ul> </li> <li>- có in logo của UNFPA và slogan</li> <li>- có khóa kéo bên ngoài và có nắp đậy (như hình minh họa)</li> <li>- Có kèm thiết kế 3D</li>   <li>-Colour: Poly or black</li> <li>- Material: canvas, 100% cotton:               <ul style="list-style-type: none"> <li>Height: 26 cm</li> <li>Wide/length: 35 cm</li> <li>Bottom wide: 10cm</li> </ul> </li> <li>- with UNFPA logo and slogan</li> <li>- have zip and strap</li> <li>- providing 3D detailed design</li> </ul>	 <p>Hình ảnh chỉ mang tính chất minh họa</p>	<b>200</b>