



Date: May, 17, 2021

**Extended deadline: REQUEST FOR QUOTATION
RFQ N° UNFPA/ALB/RFQ/2021/008**

Dear Sir / Madam:

We kindly request you to submit your quotation for **"Provision of office supplies/stationeries and toners for the needs of UN Agencies in Albania"**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

The deadline for submission of quotations is extended up to **14th of June; 2021; at 05:00 pm hrs** through courier mail or hand delivered to the address below:

**United Nation Population Fund
Str. "Skenderbej", Gurten Center, 2nd floor, Tirana, Albania
Att: UNFPA Procurement unit
Fax: +355 4 450015; 4 4500016/17**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN/UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other (UN Agencies)
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UN/UNFPA <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	"Skenderbej" Str. Gurten Center, Second Floor, Tirana-Albania
UN/UNFPA Preferred Freight Forwarder, if any ¹	N/A

¹Depends on INCO Terms. The suggestion to use a UN/UNFPA preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UN when clearing with customs.



Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Maximum 3 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : Time Zone of Reference :	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred Currency of Quotation ²	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Albanian LEK	
Value Added Tax on Price Quotation ³	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others	
Deadline for the Submission of Quotation	14th of June, 2021 at 05:00 pm hrs	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others	
Documents to be submitted ⁴	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);	

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UN/UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNFPA's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNFPA/ CO/BU requiring the goods.

⁴ First 2 items in this list are mandatory for the supply of imported goods



	<input checked="" type="checkbox"/> Copy of QKR extract; <input checked="" type="checkbox"/> The companies must submit the balance sheets for the last three years with the respective annexes. Certified copies form the tax authorities. <input checked="" type="checkbox"/> The companies must submit proof that they have not pending unpaid obligations to tax authorities, such as social security taxes, not paid VAT or other obligations; <input type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> Complete Price Form for all items as prescribed in the Annex II delivered in printing format and CD or USB, including original samples of the products to be evaluated. <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNFPA may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Availability	<input checked="" type="checkbox"/> Supplier should ensure storage availability of required goods

⁵UN/UNFPA preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNFPA on behalf of other UN agencies, shall require the vendor to submit a bank guarantee or bank cheque payable to UN/UNFPA, in the same amount as the advanced payment made by UNFPA to the vendor.



Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁶ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁷ <input type="checkbox"/> Others
UNFPA will award to:	<input checked="" type="checkbox"/> One or more Supplier <input type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long-Term Agreement⁸(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <input type="checkbox"/> Others
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others
Annexes to this RFQ ⁹	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others [pls. specify, if any] Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁶UN/UNFPA reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁷This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁸ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁹ Where the information is available in the web, a URL for the information may simply be provided.



Contact Person for Inquiries (Written inquiries only) ¹⁰	Albana Gribo Procurement Focal Point gribo@unfpa.org Any delay in UNFPA's response shall be not used as a reason for extending the deadline for submission, unless UN/UNFPA determines that such an extension is necessary and communicates a new deadline to the Proposers.
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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 UN agencies in the country /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 address provided below:

Name of the organization:	UNFPA
Tel N°:	+355 4450015/16/17
Fax N°:	+355 4450018
Email address of procurement persons:	gribo@unfpa.org

The deadline for submission is extended up to 14th of June, 2021. 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 envelope whenever possible. 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

¹⁰This contact person and address is officially designated by UN / UNFPA. If inquiries are sent to other person/s or address/es, even if they are UN/UNFPA staff, UN/UNFPA shall have no obligation to respond nor can UN/UNFPA confirm that the query was received.



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 IV above, along with a properly filled out and signed price quotation form, are to be sent by mail to the contact mailing list indicated below no later than: **Monday, 14th of June, 2021 at 05:00 pm hrs**

Name of the organization:	<i>UNFPA Albania Country Office</i>
Mail address of procurement unit:	<i>Str. "Skenderbej", Gurten Center, 2nd floor, Tirana, Albania</i>

Please note the following guidelines for submissions:

- The following reference must be included in the subject of envelope: **RFQ N° UNFPA/ALB/RFQ/2021/008 "Provision of office supplies/stationeries and toners for the needs of UN Agencies in Albania"** Proposals that do not contain the correct reference line may be overlooked by the procurement officer and therefore not considered.
- **Samples of selected items** from the list of stationaries could be handed over in a closed and sealed box, with the reference printed: **RFQ N° UNFPA/ALB/RFQ/2021/008 "Provision of office supplies/stationeries and toners for the needs of UN Agencies in Albania"; Samples.** After the evaluation process, all the sample boxes, will be returned to respective supplier.

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

UNFPA on behalf of UN Agencies in the country shall award a Long Term Agreement with duration of **Three years – (3 years)** 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 on behalf of UN Agencies in the country 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

UN/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 Office Manuela Bello** at the email address bello@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).



ANNEX II PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/ALB/RFQ/2021/008
Currency of quotation:	ALL
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule below:

Price Quotation Form						
Item	Product Name & Description	Unit	Manufacturer (Brand)	Model	Quantity	Unit Price in LEK (VAT excluded)
1						
2						
3						
4						
5	Delivery Charges based on the following 2010 Incoterm, to: Choose an item.	Each		1		
GRAND TOTAL						

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ALB/RFQ/2021/008 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



United Nations Population Fund
Albania Country Office
“Skenderbej” Str. Gurten Center, Second Floor
E-mail: albania.office@unfpa.org
Website: www.unfpa.org

ANNEX III: General Conditions for Provision of Goods

This Request for Quotation is subject to UNFPA’s General Conditions for Provision of Goods, which are available in the following link: [UNFPA General Conditions - Goods | UNFPA - United Nations Population Fund](#)