

# Request for Quotation (RFQ) for Goods

Reference No.: RFQ/UNW/20/003

*Recrutement d'une firme nationale pour « Impression de maillots dans le cadre des activités du 8 Mars 2020 : Journée Internationale de lutte pour le droit des femmes »*



26/02/20

Dear Sir/Madam,

**Subject:** Request for Quotation (RFQ) for the provision of *Recrutement d'une firme nationale pour « Impression de maillots dans le cadre des activités du 8 Mars : Journée Internationale de lutte pour le droit des femmes »*

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of *Recrutement d'une firme nationale pour « Impression de maillots dans le cadre des activités du 8 Mars : Journée Internationale de lutte pour le droit des femmes »* as described in the annex I to this request for quotation.

1. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
  - a. This Invitation letter and Quotation Instruction Sheet (QIS)
  - b. [Detailed Technical Specifications of the Goods \(Annex 1\)](#)
  - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
  - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
  - e. [Voluntary Agreement \(Annex 4\)](#)
  - f. [Model Form of Contract \(Annex 5\)](#)
  - g. [Others \[Please Specify\]](#)
2. Quotations submitted by email must be limited to a maximum of 4 MB, virus-free or corrupted contents to avoid rejection, and no more than 2 email transmissions.
3. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
4. At the time of the contract award, UN Women reserves the right to vary the quantity of goods by up to a maximum of twenty five percent (25%) of the total offer without any change in the unit price or other terms and conditions
5. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.
6. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.

7. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
8. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
9. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.



## QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
<b>Deadline for Submission of Quotation</b>	<p>Date and Time : <b>March 1, 2020 11:59 PM</b></p> <p><b>Port-au-Prince, Haiti</b> (for local time reference, see <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>)</p> <p>This is an absolute deadline, Quotation received after this date and time will be disqualified.</p>
<b>Method of Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation</p> <p><a href="mailto:Haiti.achat@unwomen.org">Haiti.achat@unwomen.org</a></p>
<b>Address for Quotation Submission</b>	<p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail :</p> <p>UN Women <b>13, Rue Stephen Musseau</b> Attn: <b>Service des Achats</b></p> <p><input checked="" type="checkbox"/> Electronic submission of Quotation: <a href="mailto:Haiti.achat@unwomen.org">Haiti.achat@unwomen.org</a></p> <p>Quotations should be submitted to the designated address by the date and time of the deadline given.</p>
<b>Language of the Quotation</b>	<p><input checked="" type="checkbox"/> English      <input checked="" type="checkbox"/> French      <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Others (pls. specify) <u>Creole</u></p>
<b>Quotation Currencies</b>	Any freely convertible currency: <u>HTG</u>
<b>Quotation Validity Period commencing after closing date of RFQ</b>	<p>90 days</p> <p>UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.</p>

Partial Quotes		<input checked="" type="checkbox"/> Not permitted
Payment Terms		<input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods
Alternative Offer		<input type="checkbox"/> Authorized <input checked="" type="checkbox"/> Not authorized <p>Alternative offer is authorized when it represents an improvement over the original offer in terms of exceeding the minimum performance parameters of the request, and is proposed by suppliers as an optional way of fulfilling the needs of the end user.</p>
Clarifications of solicitation documents		<p>Requests for clarification may be submitted 2 days before the submission date.</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it</p> <p>Clarification requests of this RFQ shall include the following subject header format: <i>"RFQ# Request for Clarification from Vendor Name"</i></p> <p>Suppliers shall not communicate with any other UN personnel regarding this RFQ.</p> <p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>



<b>Contact for requesting clarifications:</b>	Address: 13, Rue Stephen, Musseau  E-mail address dedicated for this purpose: <a href="mailto:Haiti.achat@unwomen.org">Haiti.achat@unwomen.org</a>  Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.  UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.	
<b>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</b>	<input type="checkbox"/> Paper Mail <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> <a href="#">UN Women Website</a> <input type="checkbox"/> Other <i>[pls. specify]</i>	
<b>Expected Delivery Date and Time.</b>  <b>Quotations can be rejected if the delivery date and time exceeds the stipulated date and time requested in the RFQ</b>	<input type="checkbox"/> 2 days from the issuance of the Purchase Order  <input type="checkbox"/>	
<b>Mode of Transportation</b>	<input type="checkbox"/> Air <input type="checkbox"/> Sea	<input checked="" type="checkbox"/> Land <input type="checkbox"/> Other <i>[pls. specify]</i>
<b>Value Added Tax on Price Quotation</b>	<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	

Evaluation Criteria		<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to specification requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the UN Women General Conditions of Contract <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time  <input type="checkbox"/> Others <i>[pls. specify]</i>
Type of Contract to be Signed		<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement  <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>

10. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

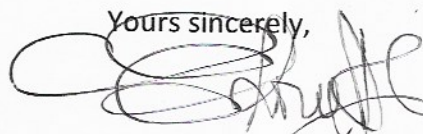
11. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as



well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link:  
[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

12. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



**Dede Ahoefa Ekoue**

***Representante Residente***



## ANNEX 1

### SCHEDULE OF REQUIREMENTS OF GOODS

Items*	Qty.	Unit of Measure	Descriptions / Specifications of Goods	Delivery	
				Specifications	Livraison
	2000		Maillots	<ul style="list-style-type: none"> <li>• Couleur Violet avec ecriture blanc</li> <li>• Ou Couleur blanche avec ecriture Violet</li> <li>• Impression de Logos</li> <li>• Maillots à col rond</li> <li>• Impression Slogan</li> <li>• Proportion: 10%S -20% M-25%L-30% XL-10 % XXL – 5% XXXL</li> </ul>	ONU Femmes Haiti

**Note:** Il faut ajouter le cout de la conception

## ANNEX 2

# QUOTATION SUBMISSION FORMS

## STATEMENT OF CONFIRMATION

*[The supplier shall fill in this form with no alterations or substitutions to its format and content]*

To: *[insert UN Women  
Address, City, Country]*

Date: *[insert date of Quotation Submission]*

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following *[Title of goods]* and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of  days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

### SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: (TYPE OR PRINT) \_\_\_\_\_

FUNCTIONAL TITLE OF AUTHORIZED

SIGNATORY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

This quotation submission form **MUST** be duly completed and returned with the **QUOTATION**, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation "**MUST**" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your **QUOTATION**.



## Quotation Format

**TABLE 1: Item Description and Price**

UNIT PRICES (Indicate the Price & Currency of Quotation):						
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (please specify):		
				UNIT PRICE & indicate whether DAP, FCA, CIP, CPT, and/or other (please specify)	TOTAL PRICE, (inclusive of shipping)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						

TOTAL PRICES (Indicate the Price & Currency of Quotation)	
TOTAL DAP, FCA, CIP, CPT, other [please specify] PRICE:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

**TABLE 2: Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

**TABLE 3: Compliance Requirements**

Compliance Requirements :	Your Responses		
	Yes, we will comply	No, we cannot comply	Provide reasons for non-compliance
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: <i>[minimum delivery lead time]</i>			
Estimated weight/volume/dimension of the Consignment: <i>[minimum measurements]</i>			
Country/ies Of Origin <sup>1</sup> :			
Validity Period of Quotation: <i>[minimum validity period required]</i>			
Warranty and After-Sales Requirements			
a) Training on operations and maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service unit to be provided when the purchased unit is under repair			
d) Brand new replacement if purchased unit is beyond repair			
e) Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[If applicable:]*

UN Women will not be charged for any samples as separate line items and expects the vendor to be able to provide at least 1 sample per request for any changes requested within scope. UN Women expects any provision of samples to be part of the vendor's business cost and inclusive of the pricing offered above. If samples are to be returned, please provide a self-addressed and stamped envelope.

<sup>1</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.



ANNEX 3

## UN WOMEN GENERAL CONDITIONS OF CONTRACT

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The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/about-us/procurement>) or directly by clicking on the below link:

*[Select applicable link and delete the others]*

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-services-en.pdf>

or

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf>

or

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

## ANNEX 4

# VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

## Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between \_\_\_\_\_ (Name of the Contractor)

## And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (\_\_\_\_\_) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guiding-documents\)](http://www.unwomen.org/en/about-us/guiding-documents) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Hold gender-specific trainings or courses for staff;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DD

MM

YYYY





ANNEX 5


## MODEL FORM OF CONTRACT

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*[Do not provide contractors with the links below as they will not be authorized access. Select one applicable option, then copy and paste the contract model here.]*

 [Model Institutional Service Contract - Under 30,000 Value](#)

 [Model Professional Service Contract - Over 30,000 Value](#)

 [UN Women Long Term Agreement \(LTA\)](#)

 [Model Contract for Goods](#)