



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(USB)-2021/003	Date: 21 January 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the Procurement of **“Cleaning and Personal Hygiene Materials”** within the scope of *“Effective Urban Waste Management for Host Communities Phase II: Strengthening Social Cohesion through Participatory Waste Management”* as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: General Terms and Conditions

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2 Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

A handwritten signature in black ink, appearing to read 'S. Khojimatov'.

Sukhrob Khojimatov
Deputy Resident Representative
UNDP Turkey Country Office (CO)

21.01.2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>February 4th, 2021, 17:00 hrs (Local time-Turkey)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>Bid submission address: tr.procurement@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: Procurement of “Cleaning and Personal Hygiene Materials” UNDP-TUR-RFQ(USB)-2021/003 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 calendar days beyond latest delivery date. <input checked="" type="checkbox"/> UNDP shall deduct 0.5% of the total Contract Amount from the payments to be released to the Contractor for each calendar day of delay beyond latest delivery date stipulated in Annex-1.
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in TRY Turkish Liras
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder shall submit only one Bid. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) same key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input checked="" type="checkbox"/> be exclusive of VAT It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price. UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.
Language of quotation	English Catalogues, instructions and operating manuals can be in English or Turkish.

Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Trade Registry Gazette showing the establishment and shareholder structure of the company; <input checked="" type="checkbox"/> Valid Chamber of Commerce Registration Certificate (Dated 2021) (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Copy of Signature Circular/Power of Attorney (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Brochure/catalog/datasheet of the offered products to demonstrate compliance with technical specifications. <input checked="" type="checkbox"/> Test reports, certificates, licenses showing compliancy of the goods with legislations, standards and technical specifications. <input checked="" type="checkbox"/> Trademark registration certificate, for each proposed product, issued by Turkish Patent and Trademark Office.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 100% within 30 days after receipt of all goods and submission of payment documentation. <p>The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this RFQ.</p>
Conditions for Release of Payment	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Passing inspection and testing (if required) <input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: tr.procurement@undp.org</p> <p>Mahir Taylan Özdemir, Procurement Associate</p> <p><i>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</i></p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 (four) days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	15 February 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures

UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
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ANNEX 1: SCHEDULE OF REQUIREMENTS**Technical Specifications for Goods:**

#	Item to be supplied description/	Quantity	Delivery Date
1.	Sanitary pads	200,000 pieces	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
Technical specifications Female sanitary pads with wings, Single use menstrual pads, Female disposable (single use) sanitary pads with wings, Size and absorbent capacity must be suitable for medium to high flow, Ultra-thin pad types will be preferred for both female comfort and packing space reduction, Single packed with label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)			
#	Item to be supplied description/	Quantity	Delivery Date
2.	Diapers, Size 2-5 kg	10,000 pieces	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
Technical specifications Disposable baby diapers (nappies), Free from Chlorine, fragrance, and dye. Inner layer must be soft for baby skin, with absorbent core that keeps the moisture away from the baby's skin. Waterproof, breathable, outer layer, Leg opening with leak-free design, Elastic waist with secure closure tapes. Single use, Single packed with label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. The size shall be clearly indicated on the label. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)			
#	Item to be supplied description/	Quantity	Delivery Date
3.	Diapers, Size 3-6 kg	25,000 pieces	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
Technical specifications Disposable baby diapers (nappies), Free from Chlorine, fragrance, and dye. Inner layer must be soft for baby skin, with absorbent core that keeps the moisture away from the baby's skin. Waterproof, breathable, outer layer, Leg opening with leak-free design, Elastic waist with secure closure tapes. Single use, Single packed with label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. The size shall be clearly indicated on the label. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)			

4.	Diapers, Size 5-9 kg	25,000 pieces	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Disposable baby diapers (nappies), Free from Chlorine, fragrance, and dye. Inner layer must be soft for baby skin, with absorbent core that keeps the moisture away from the baby's skin. Waterproof, breathable, outer layer, Leg opening with leak-free design, Elastic waist with secure closure tapes. Single use, Single packed with label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. The size shall be clearly indicated on the label. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			
5.	Diapers, Size 8-14kg	70,000 pieces	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Disposable baby diapers (nappies), Free from Chlorine, fragrance, and dye. Inner layer must be soft for baby skin, with absorbent core that keeps the moisture away from the baby's skin. Waterproof, breathable, outer layer, Leg opening with leak-free design, Elastic waist with secure closure tapes. Single use, Single packed with label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. The size shall be clearly indicated on the label. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			
6.	Diapers, Size 11-18 kg	70,000 pieces	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Disposable baby diapers (nappies), Free from Chlorine, fragrance, and dye. Inner layer must be soft for baby skin, with absorbent core that keeps the moisture away from the baby's skin. Waterproof, breathable, outer layer, Leg opening with leak-free design, Elastic waist with secure closure tapes. Single use, Single packed with label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. The size shall be clearly indicated on the label. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			

7.	Laundry detergent, powder, 700 g	20,000 packages	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Cloths washing powder, for house-type washing machine. Each package shall be minimum 700 grams. Density shall be between 600 and 800 gr/lit pH shall be between 9 and 12. Shall meet the requirements of the communiqué on detergents and surfactants used in detergents published in the Official Gazette dated 31.10.2013 and numbered 28087, by Turkish Ministry of Customs and Trade. Shall meet the Turkish standard TS 518. Unbreakable PE or PP package with laminated label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			
8.	Laundry detergent, powder, 150 g	150,000 packages	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Cloths washing powder, for house-type washing machine. Each package shall be minimum 150 grams. Density shall be between 600 and 800 gr/lit pH shall be between 9 and 12. Shall meet the requirements of the communiqué on detergents and surfactants used in detergents published in the Official Gazette dated 31.10.2013 and numbered 28087, by Turkish Ministry of Customs and Trade. Shall meet the Turkish standard TS 518. Unbreakable PE or PP package with laminated label on each package, label and package will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			
9.	Dish washing liquid	40,000 bottles	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Washing-up liquid for hand washing and household use. Each package shall be minimum 700 ml. Shall not be irritating on hands (Dermatological test report shall be provided with the offer) Ingredients (as minimum); Anionic surfactant (minimum 10 %), Non-ionic or amphoteric co-surfactant (minimum 3%) Perfume, lemon odour (up to 1 %) Shall meet the requirements of the communiqué on detergents and surfactants used in detergents published in the Official Gazette dated 31.10.2013 and numbered 28087, by Turkish Ministry of Customs and Trade. Shall meet the Turkish standard TS 518. Unbreakable PP or PEHD or PET container of 700ml, with tamper-proof watertight safety cap. Label will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			

10.	Liquid soap	40,000 bottles	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Viscous liquid soap for hand washing and household use. Each package shall be minimum 400 ml. Shall not be irritating on hands (Dermatological test report shall be provided with the offer) Shall compose perfume, be homogenous and colored. pH shall be between 5,5 and 6. Shall have minimum 5 anionic active ingredient. The notification to Turkish Ministry of Health shall be provided with the offer. Shall have TS 11885 certificate (The certificate shall be provided with the offer). Unbreakable PE container of 400ml, with lockable dispenser. Label will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			
11.	Bleach	40,000 bottles	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<p>Technical specifications</p> <p>Shall be viscous and for household use. Each package shall be minimum 900 ml. Active material: minimum 4,65 % sodium hypochlorite pH shall be between 12 and 14. Shall have production certificate from Turkish Ministry of Health (shall be provided with the offer). Shall have TS 5682 certificate (The certificate shall be provided with the offer). Unbreakable PE container, with tamper-proof watertight safety cap. Label will be designed in line with the applicable standards and legislation. The label shall include the project and stakeholder logos provided by UNDP. The design of the label and package is subject to approval of UNDP. Shall meet applicable standards and legislations of Turkey. Shall have a trademark registered to Turkish Patent and Trademark Office, (Trademark registration certificate issued by Turkish Patent and Trademark Office shall be provided with the offer.)</p>			

Delivery Requirements

Delivery Requirements			
Delivery date and time	Bidder shall deliver the goods in 60 calendar days after Contract signature.		
Delivery Terms (INCOTERMS 2020)	Delivery Duty Paid, DDP, INCOTERMS 2020		
Other delivery requirements	Items will be delivered to the following Municipalities in specified quantities.		
	Item	Kilis Municipality	Haliliye Municipality
	Sanitary pads	120,000	80,000
	Diapers, Size 2-5 kg	6,000	4,000
	Diapers, Size 3-6 kg	15,000	10,000
	Diapers, Size 5-9 kg	15,000	10,000
	Diapers, Size 8-14kg	42,000	28,000
	Diapers, Size 11-18 kg	42,000	28,000
	Laundry detergent, powder, 700 g	12,000	8,000
	Laundry detergent, powder, 150 g	90,000	60,000
	Dish washing liquid	24,000	16,000
	Liquid soap	24,000	16,000
	Bleach	24,000	16,000
	The Contractor shall provide a delivery plan in seven calendar days following the contract signature date.		
	All the transportation costs including unloading the items to the specified place is under the responsibility of the Contractor.		
Customs clearance (must be linked to INCOTERM)	Shall be done by: Supplier/bidder		
Exact Address(es) of Delivery Location(s)	Kilis Municipality, City Centre, Kilis, Turkey Haliliye Municipality, Haliliye, Şanlıurfa Turkey		
Packing Requirements	<p>Primary pack: Each item shall be packaged and labelled in line with technical specifications specific to the item. Primary pack samples shall be provided for approval UNDP in 30 calendar days after contract signature date.</p> <p>Marking on primary pack: Shall be in line with requirement of Turkish legislations and Standards and technical specifications Shall be clear and durable marking with product name, manufactured by: name and address, country of origin, list of ingredients, net volume/quantity, production date and batch number. Each package shall have the project logos, the municipality logo which will be provided by UNDP. Design of labels shall be done by the Contractor/Supplier, and subject to approval of UNDP. The label designs shall be submitted to UNDP in 30 calendar days after contract signature date.</p> <p>Secondary pack: Shall be labelled with the product name, manufacturer, batch no, production date and project logos.</p>		
Covid 19 related requirements	<p>The Contractors shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids. The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts*, the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.</p>		

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(USB)-2021/003	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(USB)-2021/003	Date: Click or tap to enter a date.

Currency of the Quotation: Turkish Liras						
INCOTERMS: DDP						
Item No	Description	UOM	Qty	Trademark/ manufacturer of the proposed good;	Unit price	Total price
1.	Sanitary pads	Piece	200,000			
2.	Diapers, Size 2-5 kg	Piece	10,000			
3.	Diapers, Size 3-6 kg	Piece	25,000			
4.	Diapers, Size 5-9 kg	Piece	25,000			
5.	Diapers, Size 8-14kg	Piece	70,000			
6.	Diapers, Size 11-18 kg	Piece	70,000			
7.	Laundry detergent, powder, 700 g	Package	20,000			
8	Laundry detergent, powder, 150 g	Package	150,000			
9.	Dish washing liquid	Bottle	40,000			
10.	Liquid soap	Bottle	40,000			
11.	Bleach	Bottle	40,000			
Total Final and All-inclusive Price						

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company

Company Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature:

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised

Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.