

**United Nations Development Programme**



**AMENDMENT NO.2**

**Subject:** Request for Quotation for Procurement of “Cleaning and Personal Hygiene Materials”

**Ref:** UNDP-TUR-RFQ(USB)-2021/003

Dear Madam/Sir,

Please find attached “Answers to Questions from Prospective Offerors” and “Amendment No.2 to the RFQ” in the context of subject RFQ issued on 21 January 2021 for “Procurement of “Cleaning and Personal Hygiene Materials”.

**Please acknowledge that the submission deadline is extended to 07.02.2021, 17:00 hrs (GMT+3, Local time-Turkey).**

You are kindly requested to prepare and submit your quotation in response to our subject RFQ with the consideration of this amendment, with all other clauses of the RFQ remaining valid.

Please be sure that your quotation is submitted **on or before the extended deadline 07.02.2021, 17:00 hrs (GMT+3, Local time-Turkey)** and via e mail to the email address below:

[tr.procurement@undp.org](mailto:tr.procurement@undp.org)

Attachments:

- 1- Amendment to Schedule of Requirements
- 2- Amendment to Technical and Financial Offer - Goods
- 3- Answers to Questions from Prospective Offerors

Yours sincerely

Sukhrob Khojimatov  
Deputy Resident Representative  
01-Feb-2021

## United Nations Development Programme



## ATTACHMENT 1- AMENDMENT TO SCHEDULE OF REQUIREMENTS

**Schedule of requirements is amended as below.**

## ANNEX 1: SCHEDULE OF REQUIREMENTS

## Technical Specifications for Goods:

#	Item to be supplied description/	Quantity	Delivery Date
1.	Sanitary pads	20,000 packages	In 60 calendar days following the date of contract signature, shall be delivered to the delivery place.
<b>Technical specifications</b> 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, <b>One package shall have minimum 8 pads.</b> There shall be 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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b> Shall meet applicable standards and legislations of Turkey, <b>the proposed product shall have conformity certificate with applicable Turkish standards.</b> Shall have a registered trademark, the registration document shall be provided with the offer.			
2.	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.
<b>Technical specifications</b> Cloths washing powder, for house-type washing machine. Each package shall be minimum 700 grams. Density shall be between 600 and 800 gr/lt 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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b> Shall meet applicable standards and legislations of Turkey, <b>the proposed product shall have conformity certificate with applicable Turkish standards.</b>			

## United Nations Development Programme



3.	Laundry detergent, powder, 150 g	150,000 packages	In <b>60 calendar</b> days following the date of contract signature, shall be delivered to the delivery place.
<p><b>Technical specifications</b></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/lt  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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b>  Shall meet applicable standards and legislations of Turkey, <b>the proposed product shall have conformity certificate with applicable Turkish standards.</b></p>			
4.	Dish washing liquid	40,000 bottles	In <b>60 calendar</b> days following the date of contract signature, shall be delivered to the delivery place.
<p><b>Technical specifications</b></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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b>  Shall meet applicable standards and legislations of Turkey, <b>the proposed product shall have conformity certificate with applicable Turkish standards.</b></p>			

## United Nations Development Programme



Empowered lives.  
Resilient nations.

<b>5.</b>	<b>Liquid soap</b>	<b>40,000 bottles</b>	In <b>60 calendar</b> days following the date of contract signature, shall be delivered to the delivery place.
<p><b>Technical specifications</b></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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b>  Shall meet applicable standards and legislations of Turkey, <b>the proposed product shall have conformity certificate with applicable Turkish standards.</b></p>			
<b>6.</b>	<b>Bleach</b>	<b>40,000 bottles</b>	In <b>60 calendar</b> days following the date of contract signature, shall be delivered to the delivery place.
<p><b>Technical specifications</b></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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b>  Shall meet applicable standards and legislations of Turkey, <b>the proposed product shall have conformity certificate with applicable Turkish standards.</b></p>			

## United Nations Development Programme



Empowered lives.  
Resilient nations.

## Delivery Requirements

Delivery Requirements			
<b>Delivery date and time</b>	Bidder shall deliver the goods in 60 calendar days after Contract signature.		
<b>Delivery Terms</b> (INCOTERMS 2020)	Delivery Duty Paid, DDP, INCOTERMS 2020		
<b>Other delivery requirements</b>	Items will be delivered to the following Municipalities in specified quantities.		
	<b>Item</b>	<b>Kilis Municipality</b>	<b>Haliliye Municipality</b>
	Sanitary pads	12,000	8,000
	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.			
<b>Customs clearance</b> (must be linked to INCOTERM)	Shall be done by: Supplier/bidder		
<b>Exact Address(es) of Delivery Location(s)</b>	Kilis Municipality, City Centre, Kilis, Turkey Haliliye Municipality, Haliliye, Şanlıurfa Turkey		
<b>Packing Requirements</b>	<b>Primary pack:</b> 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.		
	<b>Marking on primary pack:</b> 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. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b>		
<b>Covid 19 related requirements</b>	<b>Secondary pack:</b> Shall be labelled with the product name, manufacturer, batch no, production date and project logos. <b>For project and stakeholder logos stickers can be used on original packaging of the product.</b>		
	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.		

**United Nations Development Programme****ATTACHMENT 2- AMENDMENT TO TECHNICAL AND FINANCIAL OFFER - GOODS**

**Technical and financial offer - goods is amended as below.**

**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	Package	20,000			
2.	Laundry detergent, powder, 700 g	Package	20,000			
3.	Laundry detergent, powder, 150 g	Package	150,000			
4.	Dish washing liquid	Bottle	40,000			
5.	Liquid soap	Bottle	40,000			
6.	Bleach	Bottle	40,000			
<b>Total Final and All-inclusive Price</b>						

## United Nations Development Programme



### 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.	
<i>Exact name and address of company</i> 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.



**United Nations Development Programme****ATTACHMENT 3- ANSWERS TO QUESTIONS FROM PROSPECTIVE OFFERORS**

**Question 1- Is there a maximum amount for one unit of “laundry detergent, powder, 700 g”, “laundry detergent powder, 150g”, “dish washing liquid”, “liquid soap” and “bleach”?**

Answer 1- The technical specifications stipulated the minimum amount in each unit of the items, there is no limitation for maximum amount in a package or bottle. The bidders can propose higher amounts, e.g. the bidder can propose 750 g for “laundry detergent, powder, 700 g”.

**Question 2- Regarding sanitary pads and bay diapers, would you please more details on the packaging? Do we understand correct that “single packed” means only 1 pcs of Sanitary pad or Baby Diaper individually packed with label? Can we use sticker for label? What is the requirements for Secondary packing for these items? how many pcs per pack/box?**

Answer 2- Please be informed that schedule of requirements was amended to exclude the baby diapers from the scope of this procurement. The specifications related to packaging and labelling of sanitary pads are also amended to remove single packing requirement. Please refer to the changes in the Amendment to Schedule of Requirements which is enclosed to this Amendment 2. Regarding secondary packing requirements, please refer to the “packing requirements” row under “Delivery Requirements” section of “Annex 1 Schedule of Requirements”.

**Question 3- Regarding liquid soap and bleach, are certificates/licenses issued by “Turkish Standard Institution” and “Turkish Patent and Trademark Office” sufficient for technical compliancy of the proposed product?**

Answer 3- With reference to the technical specifications;

- Dermatological test report, notification to Turkish Ministry of Health are also required for liquid soap.
- Production certificate issued by Turkish Ministry of Health is also required for bleach.