

Section 1. Request for Quotation (RFQ) - Letter of Invitation

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the Terms of Reference as set out in this RFQ.

To enable you to submit a proposal, please read the following documents carefully.

- Section 1. This Letter of Invitation
- Section 2. Instructions to Vendors (including referenced General Conditions of Contract and Model Forms of Contract, available publicly on the UN Women website at: <https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>)
- Section 3. Information Sheet
- Section 4. Terms of Reference/Schedule of Requirements/Statement of Works

Your submission should include the following:

- Form A: Quotation Submission Form
- Form B: Technical and Financial Offer
- Form C: Voluntary Agreement to Promote Gender Equality and Women's Empowerment (*optional - completed online*)
- Form D: Format For CV Of Proposed Key Personnel, if required

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and procedure as set out in this RFQ and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the "Messages" function in Quantum.

We look forward to receiving your proposal,
UN Women Procurement

Tender Overview

Adana Women's Center: Hobby-Stationery

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1 Overview

1.1 General Information

Title	Procurement of Hobby-Stationery Supplies - Adana
Contact Point	Procurement Unit
Outcome	
E-Mail	turkiye.operations@unwomen.org
Reference Number	UNW-TUR-2024-00041
Beneficiary Country	TUR
Introduction	Dear Sir/Madam,

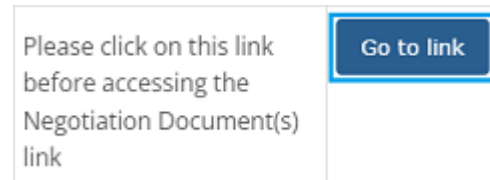
The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the terms as set out in this RFQ.

Existing Suppliers: Navigate to the Quantum Supplier Portal (<http://supplier.quantum.partneragencies.org/>) to log in to the system.

New Suppliers: If you are viewing this notice on UNGM, click on "Links" tab >> "Supplier Registration" >> "Go to link" and you will be re-directed to the registration page of the Quantum Supplier Portal.



To view the solicitation documents - click on "Links" tab >> "Negotiation Document(s)" >> "Go to link". Please ensure to navigate to "Please click on this link before accessing the Negotiation Document(s) link" - this action needs to be done once to enable the access to the solicitation documents.



For more information, see the ["UN Women Quantum supplier guideline"](#).

1.2 Tender Timeline

Preview Date	
Open Date	23/02/24 09:56 AM
Close Date	01/03/24 14:30 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
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1.4 Terms

Negotiation Currency TRY

2 Requirements

**Response is required*

While submitting your financial offer to the system, please kindly check the item number. The ranking may vary in the system.

Finansal teklifinizin sisteme girisini yaparken lutfen urun siralamalarini kontrol ediniz. Sistemdeki siralama degisiklik gosterebilir.

2.1 Section 1. Requested Documents

- *1. Please upload **Form A: Quotation Submission Form** in the format provided in this RFQ.
- *2. Please upload **Form B: Technical and Financial Offer** in the format provided in this RFQ.

2.2 Section 2. Women-Owned Details

- *1. Please select the status of the women-owned entity
Hint: Please make sure to fill the Business classification section.
- *2. Total number of management board/team members (regardless of gender) :
- *3. Total number of women in the management board / team:
- *4. Is your company a signatory to Women's Empowerment principles, which is offering guidance to business on how to promote gender equality and women's empowerment in the workplace, marketplace and community? <https://www.weps.org/>
- *5. **(Optional) Form C: Voluntary Agreement to Promote Gender Equality and Women's Empowerment Between the Bidder 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 (Name of the Contractor) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- 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;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- 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;
- Adhere to values of respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women, enshrined in the United Nations (UN) Charter and the [UN Supplier Code of Conduct](#).

*4. Please provide URL/link to WEPs profile

a.1. *Response attachments are optional.*

*4. My company is committed to gender equality and women's empowerment and we would like to join the

b.1. global community of signatories to the Women's Empowerment Principles (WEPs). We will register our commitment at: www.weps.org/join

2.3 Section 3. Minimum requirements

*1. Please indicate whether your quotation meets the minimum technical requirements/specifications.

*2.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 10 working days after Contr
Delivery Terms (INCOTERMS 2010)	Delivered at Place (DAP)
Customs clearance (must be linked to INCOTERM	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Yüreğir/Adana The exact addresses will be clarified after contract issuance
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A

Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Land

Please indicate whether your quotation meets the delivery terms and lead times.

Hint: Please indicate whether your quotation meets the delivery requirements as the goods 10 working days after Contract signature.

*3. Please indicate whether your quotation meets the requirements for the period of quotation validity.

*4. Please indicate whether your quotation meets the requirements for the payment terms.

*5.

Technical Specifications for Goods:

Item No	Item	Minimum technical requirements	Unit
1	Pencils, Erasers, and Sharpeners (Kurşun Kalem, Silgi ve Kalemtraş)	Pencil, Eraser, and Sharpener (Kurşun Kalem, Silgi ve Kalemtraş)	Each
2	Tatami Mat (Tatami Mat)	30 pieces of colorful mat, each 1 square meter, to be laid on the floor of the children's play area (26mmx100cmx100cm) (total of 30 pieces for a total area of 21 square meters, container total, to be used inside a 3mx7m container) (Çocuk oyun alanının zeminine serilmek üzere renkli her biri 1 metrekare olmak üzere (26mmx100cmx100cm) (konteyner toplam, 3mx7m olmak üzere toplam 21 metrekare) alana serilmek üzere sadece 30 adet mat)	Each
3	Sets of 12-color Crayons and 12-color Wax Crayons (12 renkli Boya Kalemi ve 12 renkli Mum Boya Kalemi Setleri)		Each

4	Sets of 12-color Watercolors (12'li Sulu Boya Seti)		Each
5	Sets of 6-color Finger Paint (6 Renk Parmak Boyası Seti)		Each
6	Packs of Craft Paper (El İşi Kağıdı Paketi)	pack of 10 multi colour(10' lu paketlerde multi renk)	Each
7	Sheets each of 50*70 Background Cardboards in all colors (Her Renkten 50*70 Fon Karton)	Set in packs of 10 to be used in handicraft work (Elişi çalışmalarında kullanılmak üzere10 lu paketlerde setr , renki)	Each
8	Colored Corrugated Cardboards 50*70 (Renkli Mukavva Karton 50*70)	Colored Cardboard 50x70 Cm Mixed 1.0 Mm 18 LI (1 PACK 18PCS) (Renkli Mukavva 50x70 Cm Karışık 1,0 Mm 18 Lı (1 PAKET 18 ADET)	Each
9	Sheets of Thick White Cardboard 50*70 (Bristol Beyaz Kalın Karton 50*70)	35x50 400 Gr American Bristol Paper in sets of 50 (35x50 400 Gr Amerikan Bristol Kağıt 50 li setlerde)	Each
10	Blunt Scissors (Küt Uçlu Makas)	Protective >13,5 cm , (Korumali,yayli >13,5 cm)	Each
11	Wooden Sticks (Ahşap Çubuk)	Oyun Çubukları Mikado (Game Sticks Mikado)	Each
12	Packs of 6-piece Playdough (6'lı Oyun Hamuru Paketi)	Multi color 112 gr each color ,Renkli 112 gr lik paketlerde	Each
13	Packs of 25-piece Mixed Color Balloons (25'li Karışık Renk Balon Paketi)	12ich 30 cm ebatlarında	Each
14	Bendable Pipettes (Kıvrılabilen Pipet)	260mm	Each
15	Medium-sized Transparent Tapes (Şeffaf Orta Boy Bant)	12X33 mm	Each
16	Ppacks of Colored Crepe Paper (Renkli Krapon Kağıdı Paketi)	Set in packs of 10 to be used in handicraft work (Elişi çalışmalarında kullanılmak üzere10 lu paketlerde set)	Each
17	Sets of 10-color Eva 50*70 (10'lu Renkli Eva Seti 50*70)	Set in packs of 10 to be used in handicraft work (Elişi çalışmalarında kullanılmak üzere10 lu paketlerde set)	Each
18	Sets of 10-color Glitter Eva 50*70 (10'lu Simli Eva Seti 50*70)	Set in packs of 10 to be used in handicraft work (Elişi çalışmalarında kullanılmak üzere10 lu paketlerde set)	Each

19	Assorted Color Moving Eyes (Oynar Göz Karışık Boy)	Elişi çalışmalarında kullanılmak üzere	Each
20	Packs of 100-piece Silicone (100'lü Silikon Paketi)	Set in packs of 10 to be used in handicraft work (Elişi çalışmalarında kullanılmak üzere 10 lu paketlerde set)	Each
21	Packs of Skewers (Paket Çöp Şiş)		Each
22	Art Cabinet (Sanat Dolabı)	Dimensions; It is 120x55x90h cm. *Body; It is made of 18mm melamine coated chipboard, its edges are protected with 2mm PVC against impacts. *The interior of the drawers is made of wooden dividers. * Products that do not contain carcinogenic substances and are harmless to health in accordance with E1 standards have been used. Ölçüleri; 120x55x90h cm'dir. *Gövde; 18mm melamin kaplı yonga levhadan yapılmıştır, kenarları darbelere karşı 2mm pvc ile korunmuştur. *Çekmecelerin iç kısmı ahşap seperatörden yapılmıştır. *E1 standartlarında kanserojen madde içermeyen sağlıklı zararlı ürünler kullanılmıştır	Each
23	Chess Set (Satranc Takimi)		Each
24	Puppet Corner (Kukla Köşesi)	En: 75 cm Derinlik : 25 cm Yükseklik : 120 cm	Each

Hint: While submitting your financial offer to the system, please kindly check the item number. The ranking may vary in the system. - Finansal teklifinizin sisteme girisini yaparken lütfen ürün sıralamalarını kontrol ediniz. Sistemdeki sıralama değişiklik gösterebilir.

3 Lines

Instructions While submitting your financial offer to the system, please kindly check the item number. The ranking may vary in the system.

Finansal teklifinizin sisteme girisini yaparken lutfen urun siralamalarini kontrol ediniz. Sistemdeki siralama degisiklik gosterebilir.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Humanitarian Procurement - RFQ 7 - Tatami Mat	14111509		Ea	30			
2-Humanitarian Procurement - RFQ 7 - Sets of 12-color Crayons and 12-color Wax Crayons	14111509		Ea	50			
3-Humanitarian Procurement - RFQ 7 - Sets of 12-color Watercolors	14111509		Ea	50			
4-Humanitarian Procurement - RFQ 7 - Sets of 6-color Finger Paint	14111509		Ea	50			
5-Humanitarian Procurement - RFQ 7 - Packs of Craft Paper	14111509		Ea	100			
6-Humanitarian Procurement - RFQ 7 - Sheets each of 50*70 Background Cardboards in all color	14111509		Ea	50			
7-Humanitarian Procurement - RFQ 7 - Colored Corrugated Cardboards 50*70	14111509		Ea	100			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
8-Humanitarian Procurement - RFQ 7 - Sheets of Thick White Cardboard 50*70	14111509		Ea	100			
9-Humanitarian Procurement - RFQ 7 - Blunt Scissor	14111509		Ea	20			
10-Humanitarian Procurement - RFQ 7 - Wooden Sticks	14111509		Ea	50			
11-Humanitarian Procurement - RFQ 7 - Packs of 6-piece Playdough	14111509		Ea	20			
12-Humanitarian Procurement - RFQ 7 - Packs of 25-piece Mixed Color Balloons	14111509		Ea	100			
13-Humanitarian Procurement - RFQ 7 - Bendable Pipettes	14111509		Ea	50			
14-Humanitarian Procurement - RFQ 7 - Medium-sized Transparent Tapes	14111509		Ea	50			
15-Humanitarian Procurement - RFQ 7 - packs of Colored Crepe Paper	14111509		Ea	200			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
16-	14111509		Ea	50			
Humanitarian Procurement - RFQ 7 - Sets of 10-color Eva 50*70							
17-	14111509		Ea	50			
Humanitarian Procurement - RFQ 7 - Sets of 10-color Glitter Eva 50*70							
18-	14111509		Ea	10			
Humanitarian Procurement - RFQ 7 - Assorted Color Moving Eyes							
19-	14111509		Ea	10			
Humanitarian Procurement - RFQ 7 -Packs of 100-piece Silicone							
20-	14111509		Ea	10			
Humanitarian Procurement - RFQ 7 - Packs of Skewers							
21-	14111509		Ea	1			
Humanitarian Procurement - RFQ 7 - Art Cabinet							
22-	14111509		Ea	5			
Humanitarian Procurement - RFQ 7 - Chess Set							
23-	14111509		Ea	1			
Humanitarian Procurement - RFQ 7 - Puppet Corner							
24-	78102200		Ea	1			
Humanitarian Procurement - RFQ 7 - Installment							

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
25- Humanitarian Procurement - RFQ 7 - Delivery	81111809		Ea	1			
26- Humanitarian Procurement - RFQ 7 - Pencils, Erasers, Sharpener	14111509		Ea	100			