

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

Hatay Women's Shelters & Samandag Women's Center: Hobby-Stationery

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1 Overview

1.1 General Information

Title	Procurement of Hobby and Stationary Supplies - Hatay
Contact Point	Procurement Unit
Outcome	
E-Mail	turkiye.operations@unwomen.org
Reference Number	UNW-TUR-2024-00043
Beneficiary Country	TUR
Introduction	Dear Sir/Madam,

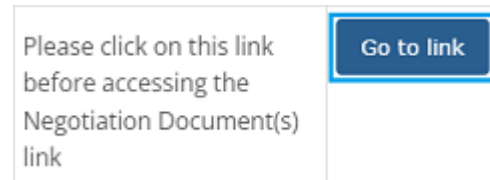
The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including General Conditions of Contract (GCC) and the terms as set 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)	Antakya Hatay Samandağ/Hatay 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	Silicone gun (Silikon tabancası)	100watt Hot Silicone Gun (100watt Sıcak Silikon Tabancası)	Each
2	Jewelry Pliers Set (Takı Pense Seti)	Set of 4 Needle Nose, Round nose, Cutting wire, Bent pliers 4 lu set İğne Burun , Yuvarlak burun, Kesme tel, Bükülmüş pense	Each
3	Beads (Boncuklar)	All colors and sizes 100 GR 10MM Pastel mixed color round plastic beads (Tüm renkler ve ebatlar 100 GR 10MM Pastel Karışık Renkli Yuvarlak Plastik Boncuk)	kg

4	Chains (Zincirler)	Thin-Thick (Ince-Kalin)	metres
5	Waxy cord (Mumlu ip)	1.2 mm	metres
6	Straw-hemp cord (Hasır-kendir ip)	6mm	metres
7	Paintable wood-MDF product (Various: tray, box, mirror, table, etc.) (Boyamalık ahşap-MDF ürün - çeşitli: tepsi, kutu, ayna, sehpa, vb.)		Each
8	Wood paint (Ahşap boyası)	All colors - 500 ML - Earth Dye (Tum renkler - 500 ML - Toprak Boya)	Each
9	Wood paintbrush set (Ahşap boya fırça seti)	no:4 set of 4, 4 numara 4lu set	Each
10	Varnish (spray)(Vernik - sprej)	400 ML	Each
11	Varnish (paint) (Vernik - boya)	400 ML	Each
12	Sandpaper (Zımpara kağıdı)	Sponge Sandpaper (Sunger Zımpara)	Each
13	Primer paint (Astar boyası)		kg
14	Ceramic objects (Seramik objeler)	Raw ceramic (Ham seramik)	Each
15	Porcelain paint (Porselen Boyası)	All colors (Tum renkler)	Each
16	Ceramic paintbrush set (Seramik Boya Fırça Seti)	professional art paint brush set,profosyonel sanat boya firca seti	Each
17	Knitting yarns (Örgü İpleri)	100 gr 210 mt different colors / 100 gr, 210 mt cesitli renklerde	Each
18	Knitting needles set (Örgü Şişesi seti)	Various sizes (Cesitli numaralar)	Each
19	Crochet hooks set (Tiğ seti)	Various sizes (Cesitli numaralar)	Each
20	Button set (Düğme seti)	Colorful button in different colors, shapes and sizes. Diameters from 1.1cm to 3cm, made of resin, round, ellipse, flower and heart etc. As a set.(Farklı renk, şekil ve boyutlarda renkli düğme. Çapları 1,1 cm ila 3 cm arasında, reçineden yapılmış yuvarlak, elips, çiçek ve kalp vb. Şeklinde.Set halinde)	Each

21	Aluminum foil (Alimunyum Folyo)		metres
22	Cotton (Pamuk)		packs
23	Punch set (Punc seti)		Each
24	Towel (Havlu)	100 cotton 50X90 white (100% pamuk 50X90 cm Beyaz	Each
25	Punch threads (Punc ipleri)	All colors (Tum renkler)	Each
26	Felt (Keçe)	All colors - 50x70 cm (Tum renkler - 50x70 cm)	packs
27	Tailor Scissors (Terzi makası)	>21,5 cm	Each
28	Sewing thread (Dikişi ipi)	Set of 12 All colors (12 li paket Tum renkler)	packs
29	Sewing needle set (Dikiş iğne seti)		Each
30	Stick Glue (stick Yapıştırıcı)	40 Gr	Each
31	Glue (Yapıştırıcı sivi)	20 Gr	Each
32	Macrame knitting yarns(Makrome örgü ipleri)	All colors (Tum renkler)	Each
33	Wooden embroidery hoop (Ahşap kasnak)	27,5 cm	Each
34	Wire lampshade (Telli Abajur)	30 cm	Each
35	Clamp (Kerpeten)	No : 6	Each
36	Natural Stones for Mosaic Art (Mozaik sanatı için Doğal Taş)	Various colors - 1 x 0,5 cm (Cesitli renkler - 1 x 0,5 cm)	kg
37	Stone adhesive (Taş tutkalı)	500 gr	Each
38	Acrylic spray Gloss Varnish (Akrilik sprej Parlak Vernik)		Each
39	Stone tweezers (Taş Cımbızı)		Each
40	Medium Density Fiberboard (MDF levha)	6mm	plate
41	Pencils, Erasers, and Sharpeners (Kurşun)	Pencil, Eraser, and Sharpener (Kurşun Kalem, Silgi)	Each

	Kalem, Silgi ve Kalemtraş)	ve Kalemtraş)	
42	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
43	Sets of 12-color Crayons and 12-color Wax Crayons (12 renkli Boya Kalem ve 12 renkli Mum Boya Kalem Setleri)		Each
44	Sets of 12-color Watercolors (12'li Sulu Boya Seti)		Each
45	Sets of 6-color Finger Paint (6 Renk Parmak Boyası Seti)		Each
46	Packs of Craft Paper (El İşi Kağıdı Paketi)		Each
47	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 üzere 10 lu paketlerde set)	Each
48	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
49	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
50	Blunt Scissors (Küt Uçlu Makas)	Protective >13,5 cm , (Korumalı,yaylı >13,5 cm)	Each
51	Wooden Sticks (Ahşap Çubuk)	Oyun Çubukları Mikado (Game Sticks Mikado)	Each
52	Packs of 6-piece Playdough (6'lı Oyun Hamuru Paketi)	Multi color 112 gr each color ,Renkli 112 gr lik paketlerde	Each
53	Packs of 25-piece Mixed Color Balloons (25'li Karışık Renk Balon Paketi)	12ich 30 cm ebatlarında	Each

54	Bendable Pipettes (Kıvrılabilen Pipet)	260mm	Each
55	Medium-sized Transparent Tapes (Şeffaf Orta Boy Bant)	12X33 mm	Each
56	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
57	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
58	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
59	Assorted Color Moving Eyes (Oynar Göz Karışık Boy)	Elişi çalışmalarında kullanılmak üzere	Each
60	Packs of 100-piece Silicone (100'lü Silikon Paketi)	Set in packs of 10 to be used in handicraft work (Elişi çalışmalarında kullanılmak üzere10 lu paketlerde set)	Each
61	Packs of Skewers (Paket Çöp Şiş)		Each
62	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 sağlığa zararsız ürünler kullanılmıştır	Each
63	Chess Set (Satranc Takimi)		Each
64	Puppet Corner (Kukla Köşesi)	En: 75 cm Derinlik : 25 cm	Each

		Yükseklik : 120 cm	
65	Parrot Clips (Papagan Klips)	300 gold yellow & 700 silver gray - without chain (300 altin sarisi & 700 gumus grisi - zincirsiz)	Each
66	Mirror (Ayna)	45x60 cm	Each

3 Lines

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

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3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Humanitarian Procurement - RFQ 8 - Silicon Gun	14111509		Ea	5			
2-Humanitarian Procurement - RFQ 8 - Jewelry Pliers Set	14111509		Ea	5			
3-Humanitarian Procurement - RFQ 8 - Beads	14111509		Kg	2			
4-Humanitarian Procurement - RFQ 8 - Chains	14111509		M2	20			
5-Humanitarian Procurement - RFQ 8 - Waxy Cord	14111509		M2	150			
6-Humanitarian Procurement - RFQ 8 - Straw-hemp cord	14111509		M2	50			
7-Humanitarian Procurement - RFQ 8 - Paintable wood-MDF product	14111509		Ea	150			
8-Humanitarian Procurement - RFQ 8 - wood paint	14111509		Ea	40			
9-Humanitarian Procurement - RFQ 8 - Wood paintbrush set	14111509		Ea	10			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
10-	14111509		Ea	20			
Humanitarian Procurement - RFQ 8 - Varnish (spray)							
11-	14111509		Ea	20			
Humanitarian Procurement - RFQ 8 - Varnish (paint)							
12-	14111509		Ea	40			
Humanitarian Procurement - RFQ 8 - sandpaper							
13-	14111509		Kg	10			
Humanitarian Procurement - RFQ 8 - primer paint							
14-	14111509		Ea	50			
Humanitarian Procurement - RFQ 8 - Ceramic objects							
15-	14111509		Ea	40			
Humanitarian Procurement - RFQ 8 - Porcelain paint							
16-	14111509		Ea	10			
Humanitarian Procurement - RFQ 8 - Ceramic paintbrush set							
17-	14111509		Ea	10			
Humanitarian Procurement - RFQ 8 - Knitting yarns							
18-	14111509		Ea	10			
Humanitarian Procurement - RFQ 8 - Knitting needles set							

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
19- Humanitarian Procurement - RFQ 8 - Crochet hooks set	14111509		Ea	10			
20- Humanitarian Procurement - RFQ 8 - button set	14111509		Ea	5			
21- Humanitarian Procurement - RFQ 8 - Aluminum foil	14111509		M2	20			
22- Humanitarian Procurement - RFQ 8 - Cotton	14111509		PK	10			
23- Humanitarian Procurement - RFQ 8 - Punch set	14111509		Ea	15			
24- Humanitarian Procurement - RFQ 8 - Towel	14111509		Ea	30			
25- Humanitarian Procurement - RFQ 8 - Punch Threads	14111509		Ea	40			
26- Humanitarian Procurement - RFQ 8 - Mirror	14111509		Ea	2			
27- Humanitarian Procurement - RFQ 8 - Felt	14111509		PK	20			
28- Humanitarian Procurement - RFQ 8 - Tailor Scissors	14111509		Ea	6			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
29- Humanitarian Procurement - RFQ 8 - Sets of 12-color Crayons and 12-color Wax Crayons	14111509		Ea	50			
30- Humanitarian Procurement - RFQ 8 - sewing thread	14111509		PK	10			
31- Humanitarian Procurement - RFQ 8 - Sewing needle set	14111509		Ea	10			
32- Humanitarian Procurement - RFQ 8 - Macrame knitting yarns	14111509		Ea	50			
33- Humanitarian Procurement - RFQ 8 - Wooden embroidery hoop	14111509		Ea	50			
34- Humanitarian Procurement - RFQ 8 - Wire lampshade	14111509		Ea	20			
35- Humanitarian Procurement - RFQ 8 - Clamp	14111509		Ea	10			
36- Humanitarian Procurement - RFQ 8 - Stick Glue	14111509		Ea	50			
37- Humanitarian Procurement - RFQ 8 - Glue	14111509		Ea	50			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
38- Humanitarian Procurement - RFQ 8 - Natural Stones for Mosaic Art	14111509		Kg	10			
39- Humanitarian Procurement - RFQ 8 - Stone adhesive	14111509		Ea	30			
40- Humanitarian Procurement - RFQ 8 - Acrylic spray Gloss Varnish	14111509		Ea	30			
41- Humanitarian Procurement - RFQ 8 - Stone tweezers	14111509		Ea	15			
42- Humanitarian Procurement - RFQ 8 - Medium Density Fiberboard	14111509		Ea	2			
43- Humanitarian Procurement - RFQ 8 - Tatami Mat	14111509		Ea	30			
44- Humanitarian Procurement - RFQ 8 - Sets of 12-color Watercolors	14111509		Ea	50			
45- Humanitarian Procurement - RFQ 8 - Sets of 6-color Finger Paint	14111509		Ea	50			
46- Humanitarian Procurement - RFQ 8 - Packs of Craft Paper	14111509		Ea	100			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
47-	14111509		Ea	50			
Humanitarian Procurement - RFQ 8 - Sheets each of 50*70 Background Cardboards in all color							
48-	14111509		Ea	100			
Humanitarian Procurement - RFQ 8 - Colored Corrugated Cardboards 50*70							
49-	14111509		Ea	100			
Humanitarian Procurement - RFQ 8 - Sheets of Thick White Cardboard 50*70							
50-	14111509		Ea	20			
Humanitarian Procurement - RFQ 8 - Blunt Scissors							
51-	14111509		Ea	50			
Humanitarian Procurement - RFQ 8 - Wooden Sticks							
52-	14111509		Ea	20			
Humanitarian Procurement - RFQ 8 - Packs of 6-piece Playdough							
53-	14111509		Ea	50			
Humanitarian Procurement - RFQ 8 - Packs of 25-piece Mixed Color Balloons							

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
54- Humanitarian Procurement - RFQ 8 - Bendable Pipettes	14111509		Ea	50			
55- Humanitarian Procurement - RFQ 8 - Medium-sized Transparent Tapes	14111509		Ea	20			
56- Humanitarian Procurement - RFQ 8 - Packs of Colored Crepe Paper	14111509		Ea	200			
57- Humanitarian Procurement - RFQ 8 - Sets of 10-color Eva 50*70	14111509		Ea	50			
58- Humanitarian Procurement - RFQ 8 - Sets of 10-color Glitter Eva	14111509		Ea	50			
59- Humanitarian Procurement - RFQ 8 - Assorted Color Moving Eyes	14111509		Ea	1			
60- Humanitarian Procurement - RFQ 8 - Packs of 100-piece Silicone	14111509		Ea	10			
61- Humanitarian Procurement - RFQ 8 - Packs of Skewers	14111509		Ea	10			

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
62- Humanitarian Procurement - RFQ 8 - Art Cabinet	14111509		Ea	1			
63- Humanitarian Procurement - RFQ 8 - Chess Set	14111509		Ea	5			
64- Humanitarian Procurement - RFQ 8 - Puppet Corner	14111509		Ea	1			
65- Humanitarian Procurement - RFQ 8 - Installation	81111809		Ea	1			
66- Humanitarian Procurement - RFQ 8 - Pencils, Erasers, and Sharpeners	14111509		Ea	100			
67- Humanitarian Procurement - RFQ 8 - Parrot clips	14111509		Ea	1000			
68- Humanitarian Procurement - RFQ 8 - delivery	78102200		Ea	1			