



United Nations Population Fund  
UN House, Pulchowk  
Lalitpur, Nepal  
Email: [nepal.office@unfpa.org](mailto:nepal.office@unfpa.org)  
Website: [nepal.unfpa.org](http://nepal.unfpa.org)

## Queries submitted by prospective bidders on RFQ N° UNFPA/NPL/RFQ/24/022 - Stock-counts and inventory balances reconciliation and validation services

**Question:** Could you please confirm if the lodging and food expenses incurred for inventory sites located outside the valley should be included in the quotation or will they be reimbursed separately under the terms of the RFQ?

**Answer:** Please include all relevant expenses under the travel expenses.

**Question:** Could you provide an estimated quantity and volume of the inventory at these sites to assist us in estimating the level of effort and manpower required for this assignment?

**Answer:** Please see the recent status of the stock in all the locations:

Inventory Status								
SN	Location	UoM	Kathmandu	Surkhet	Janakpur	Butwal	Dhangadhi	Total
	Category		HSA KTM	HSA SKH	JKR	BUT	DHI	
1	IARH KIT	Set	25	-	-	-	-	25
2	Dignity Kit	Set	11,870	3,155	363	-	475	15,863
3	Kishori Kit	Set	3,945	294	830	371	446	5,886
4	Tarpaulin	Each	-	-	37	197	201	435
5	Solar Light	Each	598	-	270	-	199	1,067
6	Mosquito Net	Each	923	-	242	-	296	1,461
7	Sleeping Bag	Each	171	-	-	-	7	178
8	Tent	Each	11	-	-	1	3	15
9	Water Purifier	Each	-	-	-	1	1	2
10	Medical equipment	Set	-	-	-	-	-	-
11	New born baby items (part of Winter Kit)	Set	-	-	-	-	-	-
12	Winter Kits	Set	-	-	-	-	-	-
	<b>Total Inventories</b>		17,543	3,449	1,742	570	1,628	24,932

**Question:** Please confirm whether the submission deadline is the 12th or 18th of December, as both dates appear as deadlines in different sections of the RFP.

**Answer:** The deadline for submitting questions regarding this enquiry is 12 December 2024, and the deadline for submitting bids to the designated email address is 18 December 2024.

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Question: Tentative stock details - location-wise

*Answer: Kindly refer to the inventory status table provided above.*

Question: Could we propose the travel expenses (Air Travel) based on actual expenses and remaining on a lump sum basis or it should be quoted on a lump sum only?

*Answer: This is entirely bidder's decision.*

Question: Please specify the time elapsed since the most recent internal stock count along with any relevant details, if applicable and if such report's access will be provided during stock taking.

*Answer: The Office has conducted an internal stock count during the beginning of October against the inventory balances as of 30 September 2024. All the relevant reports/documents necessary for the stock count will be provided to the selected audit firm on timely manner.*

Question: Availability of staff in each location from the UNFPA side to facilitate in identifying the special kind of stocks, if any.

*Answer: UNFPA focal point will be present during the stock count on every location to facilitate during the stock count.*

Question: The volume of inventories contained in the warehouses or any basis to determine the volume of inventories contained.

*Answer: Kindly refer to the inventory status table provided above.*

Question: If similar verification is done previously, the time taken earlier in each location with number of persons involved in each location for verification so as to make time estimates. If not, the estimated days and persons required in each location.

*Answer: Based on the inventory status, we anticipate that a half day should be sufficient for one person to complete the stock count in warehouses outside Kathmandu, while a full day may be required for those in Kathmandu.*

Question: Any special technical expertise required to identify the product in the team.

*Answer: No, the UNFPA focal point will facilitate the stock count process.*

Question: Any health hazard related goods/stocks if any.

*Answer: No.*



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Question: The access to the UNFPA Physical Inventory count Instructions and Inventory Count Sheet

*Answer: All relevant documents will be provided to the selected firm.*

DocuSigned by:  
*Lana Hifzallah*  
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