



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

Date: 7 April 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/NPL/RFQ/25/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Category	Item Description	Unit of Measure	Quantity
1	Cloth	Baby reuseable diaper	Pack of 6	1
2	Cloth	Diaper Cover	Each	1
3	Cloth	Warm baby blanket	Each	1
4	Cloth	3 layer soft Dhaka malmal set	Set	1

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to establish a Long Term Agreement (LTA) to ensure the timely provision of various supplies in alignment with UNFPA's humanitarian preparedness and response initiatives.

Terms of Reference (TOR) is attached as Annex II

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Prakash Rai</i>
Tel N°:	<i>+977 1 5423880</i>
Email address of contact person:	<i>prai@unfpa.org</i>

The deadline for submission of questions is 15 April 2025 at 17:00 Nepal Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

A pre-bid meeting will be arranged on 17 April 2025 to give the bidder an opportunity to understand the requirement. Bidders interested to attend are kindly requested to send an email to the above mentioned contact person with the name of the bidder's representatives by latest 16 April 2025.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- Signed Product Item Overview Form
- Price quotation, to be submitted strictly in accordance with the price quotation form

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III and IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: Wednesday, 23 April 2025 at 17:30 Nepal Time¹.

Name of contact person at UNFPA:	<i>Prakash Rai</i>
Official Email address:	bid.nepal@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA's Country Office secured email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/NPL/RFQ/25/006 – Newborn Baby Items**. Proposals, including both technical and financial proposals, that do not contain

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Prakash Rai, Procurement Associate at: prai@unfpa.org.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (as per price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Bids that pass the preliminary examination will undergo a technical evaluation, consisting of a specifications review, followed by a physical examination of each sample to ensure compliance with the requested technical specifications.

VII. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Long Term Agreement with duration of three (3) years (initially for one (1) year with the option to extend for an additional two (2) years, subject to a satisfactory performance evaluation) to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Won Young Hong, UNFPA Representative at whong@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at supplychain@unfpa.org.

XIII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Maboipuso Letooane', enclosed within a blue rectangular border.

8A2884260E11406...

Maboipuso Letooane

International Operations Manager a.i.



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/NPL/RFQ/25/006
Currency of quotation:	NPR
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (NPR)
1					
2					
3					
4					
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/NPL/RFQ/25/006 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Name and title	Date and place



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
 UN House
 Pulchowk, Lalitpur
 Email: nepal.office@unfpa.org
 Website: <http://nepal.unfpa.org>

Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by the Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	Baby reuseable diaper Unbleached 100% cotton cloth diapers Size: 28"x29" before washing		
2	Diaper Cover Made of waterproof polyester laminated polyurethane (PUL) Water repels to keep moisture away from baby's skin while allowing baby's skin to breathe. Hems made of fluffy fleece that softly hugs baby's tiny legs. Size adjustable by two rows of snaps on the front side of the cover.		
3	Warm baby blanket Soft cotton warm blankets for baby. Size: Approximately 40 X 40 inches Cover: Teri cotton Inside: Fiber sheet of approximately 200 GSM Colour: Assorted colour (not white or black)		
4	3 layer soft Dhaka malmal set Set of Dhaka peti bhoto, bhoto, topu and suruwal. Made of pure cotton, 3 layers of fabrics Bhoto and trouser with string closure for adjustable fit		



United Nations Population Fund
UN House
Pulchowk, Lalitpur
Email: nepal.office@unfpa.org
Website: <http://nepal.unfpa.org>

ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

Please note that a PDF version of the applicable General Conditions of Contracts must be provided.