**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LBN/RFQ/2020/028**

**PROVISION OF PHC’S MEDICAL EQUIPMENT FOR PRIMARY HEALTH CARE**

Dear Sir/Madam,

In response to the Beirut Blast, UNFPA Lebanon, invites for ‘Request for Quotation’ # UNFPA/LBN/RFQ/2020/028 for the supply of PROVISION OF MEDICAL EQUIPMENT FOR PRIMARY HEALTH CARE including other needed services (transportation, installation, training,…)

It is important to note the extreme emergency nature of this request, and that lead time will be prioritized in the evaluation of incoming offers. The goods are to be delivered upon issuing of PO.

The quotation shall be valid at least for 3 months after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Forms and send ONLY to secured email bids\_lbn@unfpa.org ; otherwise the bid will be disqualified.

Please submit your quotation in\_USD\_\_ currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **25/November/2020, 15:00 Beirut time**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Asma Kurdahi

Head of Office

UNFPA Lebanon

**QUOTATION Form**

**RFQ Nº UNFPA/LBN/RFQ/2020/028**

**PROVISION OF PHC’S MEDICAL EQUIPMENT AND SUPPLIES**

|  |  |
| --- | --- |
| 1. **Name of Supplier:**
 |  |
| 1. **Date of the quotation:**
 | 17-Nov-20 |
| 1. **Request for quotation Nº:**
 | **UNFPA/LBN/RFQ/2020/028** |
| 1. **Currency of quotation:**
 | □ **LBP**  🗹 **$** |
| 1. **VAT identification #:**
 |  |
| 1. **Validity of quotation:**
 | 3 months |
| 1. Delivery method :
 | □ Lump Sum □ Partial |
| 1. Delivery date: (after sharing PO)

Recommended within 5 working days | MM/DD/YYYY |
| 1. Documents to be submitted by the supplier with the RFQ:
2. Compete and sign quotation form (Annex I)
3. Complete & sign the price list (Annex II)
4. Share the legal status of company & previous experiences
5. Complete the Procurement Questionnaire for each item (Annex III)
6. Share minimum documentation as per table corresponding to classification of Medical Devices (MEDDEV 93/42/EEC). (Annex IV)

Share detailed technical specifications & clear pictures with proper zooming for each item and its packaging preferably in a format where the dimensions and features can be visually verified |
| **Remark:*** **Partial quotation for items and quantities are allowed under this RFQ**
* **Proposed evaluation and award will be to the fastest delivery and lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents (i.e. most technically acceptable offer with** **earliest Dispatch date / Shortest Lead Time)**
* **UNFPA reserves the right at the time of award of contract to increase or decrease the quantity specified in this quotation, without any change in unit price or the general terms and conditions**
* **Payment will be done from UNFPA’s bank of America (i.e. Fresh Money)**
* **Quotations received after the stipulated date and time, or under another email account shall NOT be accepted under any circumstances**
* **Any questions relating to the attached documents shall be sent to the email address** maghanem@unfpa.org **(attention Ms Maguy Ghanem) in writing no later than 20 November 2020, at 14:00 p.m. Lebanon local time**

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*Bidder’s Comments: please share any comment you may have here*

 I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ **UNFPA/LBN/RFQ/2020/028** 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 |
|  | Signature & Stamp |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)