



United Nations Population Fund (UNFPA)
No7, 7th Rangoon Close, Cantonments
Accra, Ghana.
Telephone: +233 302746746

Website: www.ghana.unfpa.org

9th August, 2023

INVITATION TO BID ITB No. UNFPA/GHA/23/001

MANUFACTURE AND/OR SUPPLY OF DIGNITY KITS

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of Dignity for its programme in Ghana.
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The Bidder shall be required to quote for all items.
4. To enable you to submit a bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bidding Forms
Section VI:	Contract Forms
Annex I	Technical Specification for Sanitary Pad
Annex II	Price Schedule

5. The bid shall reach UNFPA's reception or the email inbox of ghana.procurement@unfpa.org no later than **11th September 2023, at 14:00 hours GMT**.
6. UNFPA requires free, non-returnable product samples for evaluation of the items at the time of bid submission, i.e., **11th September 2023, at 14:00 hours GMT**. Samples shall be considered as part of the offer and shall be subject to technical review and laboratory analysis, where appropriate.
7. The bid shall be opened on **15th September 2023 within working hours from 10:00am to 3:30pm GMT at UNFPA Ghana Country Office, Cantonments, Accra**. Bidders or their authorized representatives may attend the bid opening. Kindly **confirm by email by 8th September, 2023** whether your company shall be represented at the bid opening.
8. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and posted later than the due date shall not be registered and shall be returned unopened or shall be shredded. **Bids submitted to any other email address than ghana.procurement@unfpa.org shall be rejected.**

9. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to **Mr. Jonathan Nusetor at email: nusetor@unfpa.org no later than 1st September 2023** and to indicate whether or not a bid shall be submitted. If you are declining to bid please state the reasons for UNFPA to improve its effectiveness in future invitations.
10. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel:
- **Mr. Jonathan Nusetor**, email: nusetor@unfpa.org for questions relating to the bidding exercise.
- Do **not** submit your bid to this contact, else your bid will be disqualified.
11. This letter is not to be construed in any way as an offer to contract with your firm.
12. UNFPA strongly encourages all Bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf.

Yours sincerely,



Dr. Wilfred Ochan
UNFPA Representative

UNITED NATIONS POPULATION FUND
P. O. BOX GP 1423
ACCRA



UNITED NATIONS POPULATION FUND

INVITATION TO BID

ITB NO.: UNFPA/GHA/23/001

Bid document for the manufacture and/or supply of Dignity Kits

9th September 2023

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SECTION I: Instructions to Bidders

A. Introduction

1. Scope

- 1.1. The goods to be procured are **Dignity Kits** for UNFPA's programme located in **Ghana**.
- 1.2. As a result of this bidding process, UNFPA shall sign non-exclusive Long Term Agreements (LTAs) with **multiple** vendors for **two (02) years with a possible extension of (01) year subject to satisfactory performance and evaluation**.

In the event of UNFPA signing long term agreements, the following shall apply:

- a. The successful Bidder(s) shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms, after written consent from the UNFPA Country Office;
- b. The agreements shall be valid until **31 October 2025** with a possibility of further extension until **31 October 2026**. The successful Bidder(s) shall have the right to review their prices every one year from commencement of the LTA, and shall notify UNFPA in writing 60 days prior to the one year period of a proposed price decrease or increase. The successful Bidder(s) shall provide proper justification for any price increase. UNFPA shall be entitled to either accept the price decrease / increase or to cancel the LTA, and shall notify the successful Bidder(s) in writing of its decision.
- c. The quantities specified in Section II, Schedule of Requirements may not be reached or may be exceeded during the period of the agreement.
- d. The successful Bidder agrees to supply the Goods and Services to all the developing countries, least developed countries and transition countries listed in the following link: <http://unstats.un.org/unsd/methods/m49/m49regin.htm#developed>
- e. The long term agreement template as specified in Section VI, Contract Forms, 3, shall be used for the establishment of the final agreement.
- f. UNFPA will not be committed to purchase any minimum quantity of the goods and related Services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any cost in the event that no purchases are made under any resulting LTA. All reductions in market prices mandated by the provider will be passed on in full to UNFPA.

2. Eligible Bidders

- 2.1 This bid is open to primary manufacturers, authorized agents and authorized resellers.
- 2.2 A Bidder and all parties constituting the Bidder may hold any nationality.
- 2.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - 2.3.1. Are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the

design, specifications, and other documents to be used for the procurement of the goods to be purchased under these bidding documents; or

- 2.4 A Bidder that is under a declaration of ineligibility by UNFPA in accordance with Instructions to Bidders Clause 2 at the date of contract award shall be disqualified. Bidders shall not be eligible to submit a bid if at the time of bid submission:
- 2.4.1. The Bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,
 - 2.4.2. The Bidder's name is mentioned in the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
 - 2.4.3. The Bidder is debarred by the World Bank Group
- 2.5 Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- a. The duly filled Joint Venture Partner Information Form, Section V, 7, must be included with the bid; and
 - b. All parties to the JV shall be jointly and severally liable; and
 - c. The JV shall nominate a Representative who shall have the authority to conduct all businesses:
 - i. for and on behalf of any and all the parties of the JV during the bidding process; and
 - ii. in the event the JV is awarded the contract, during contract execution.

3 Eligible Goods and Related Services

- 3.1. All the goods and related services to be supplied under the contract may have their origin in any country.
- 3.2. For purposes of this Clause, the term "origin" means the country where the goods have been produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

4 Cost of Bid

- 4.1. The Bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid.

5 Fraud and Corruption

- 5.1. UNFPA's policy regarding fraud and corruption is available at <http://www.unfpa.org/about-procurement#FraudCorruption> and applies fully to this Invitation to Bid. The submission of any offer implies that the Bidder is aware of this policy.

B. Solicitation Documents

6 UNFPA Solicitation document

6.1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the bids, or may result in the rejection of the bid.

6.2. Bidding documents consist of the following:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bid Forms
Section VI:	Contract Forms
Annex I	Technical Specification of sanitary pads
Annex II	Price schedule

6.3. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and Schedule of Requirements and Annex I Technical Specifications of sanitary pad), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNFPA if they disagree.

6.4. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

7 Clarifications of solicitation document

7.1. A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within **One (01) Week** from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org/> and UNFPA Ghana official website (<http://ghana.unfpa.org>).

8 Amendments to UNFPA bid solicitation document

8.1. At any time prior to the deadline for submission of bids, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

8.2. All prospective Bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective Bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Bids

9 Language of the bid

- 9.1. The bid prepared by the Bidder and all correspondence and documents relating to the bid shall be written in English.

10 Documents to be submitted with the bid

10.1. Documents Establishing the Eligibility of the Bidder

To establish their eligibility, Bidders shall:

- a. Complete the Bid Submission Form, Section V, 2.
- b. Complete Bidders Identification Form, Section V, 3.

10.2. Documents Establishing the Qualifications of the Bidder

To establish its qualifications, the Bidder shall submit to UNFPA's satisfaction the following documents:

- a. Evidence that the Bidder is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
- b. Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods to the country of destination
- c. In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an Agent in the country that is equipped and able to carry out the supplier's maintenance, training, repair and spare parts-stocking obligations prescribed in the Section II, Technical Specifications and Schedule of Requirements and Annex I, Technical Specifications of sanitary Pads.
- d. Written confirmation from the Bidder that the Bidder is neither suspended by the United Nations system nor debarred by the World Bank group;
- e. Post qualification documentation outlined in Instructions to Bidders, Section 32

Failure to furnish all the information required for submission shall be at the Bidder's risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

10.3. Documents Establishing the Eligibility and Conformity of the Goods and Related Services

Bidders shall submit:

- a. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements, and Annex I, Technical Specification of sanitary pads.
- b. Completed Product Item Overview Form, Section V, 5.
- c. Product catalogues containing pictures of the product(s)
- d. Manufacturer's technical product specifications or datasheets
- e. Results of any testing carried out on the products
- f. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer's ISO certificate for the product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc., as stated in the Technical Specifications and Schedule of Requirements Section II and Annex I.

10.4. Documents Establishing Sustainability Efforts of the Bidder

UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their bid. In the long term it is UNFPA's intention to incorporate environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements. More information can be accessed on the Global Compact web site, <http://www.unglobalcompact.org/>, or by contacting Supply Chain Management Unit at procurement@unfpa.org. UNFPA encourages suppliers now to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact.

11 Bid Currency and Prices

11.1. All prices shall be quoted in **US Dollars (USD)**.

11.2. The Bidder shall indicate the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract. This price information shall be indicated on the Price Schedule Form, Section V, 6-(Refer to Annex II).

11.3. Bidders are requested to quote the following based on INCOTERMS 2020:

- Price of goods FCA Point of departure
- Freight cost DAP UNHRD Warehouse, Airport Village, Accra

11.4. The terms FCA, DAP and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2020, published by the International Chamber of Commerce.

11.5. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include an itemized list of the prices for the requested.

12 Validity of Bid

12.1. The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.

12.2. In exceptional circumstances, UNFPA may solicit the Bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

D. Submission of Bids and Bid Opening

13 Partial Bids

13.1. Partial bids are **NOT allowed** under this tender.

14 Alternative Bids

- 14.1. Alternative bids will **not** be accepted. In the event of a supplier submitting more than one bid, the following shall apply:
 - a. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
 - b. All bids will be rejected if no indication is provided as to which bids are alternative bids.

15 Bids

- 15.1. Bids shall be submitted in **one envelope** or transmitted in an email to a **secure email address** designated by UNFPA.
- 15.2. The technical portion of the bid shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications, and annex I, technical specifications of sanitary pad, and shall include the requested documentation as per Instructions to Bidders Clause 10.
- 15.3. The financial portion of the bid shall be prepared in accordance with the Price Schedule Form in Annex II (please check the files in annex II, they are four (4) in all).
- 15.4. Bids shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

16 Sealing and Marking of Bids (applicable to hard copies only)

- 16.1. When submitting bids in hard copies the Bidder shall prepare one set of sealed bids containing the technical and price components.
- 16.2. The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late.”
- 16.3. If the outer envelope is not sealed and marked as required, UNFPA shall assume no responsibility for the bid’s misplacement or premature opening.
- 16.4. The outer envelope must be clearly marked with the following:

<p>UNITED NATIONS POPULATION FUND (UNFPA) No. 7, 7th Rangoon Close, Cantonments Accra, Ghana Invitation to Bid No. UNFPA/GHA/23/001 Attention: Mr. Jonathan Nusetor, Procurement Associate ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL</p>
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17 Electronic Submissions

- 17.1. Bids may be submitted electronically. Please note the following guidelines for electronic submissions:

- 17.2. Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise bids may be rejected. Clearly specify the following text in the subject line: **ITB No. UNFPA/GHA/23/001, Bidder's Name.**
- 17.3 The bid shall be submitted to **ghana.procurement@unfpa.org**. Bids received at the **ghana.procurement@unfpa.org** mailbox are kept undisclosed and shall not be opened before the scheduled opening date. **Sending to any other email address will violate confidentiality and invalidate the bid.**
- 17.4 Email submission shall not exceed **20 MB**, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder's name in the subject line of each email.
- 17.5 It shall be the Bidder's responsibility to ensure that bids sent by email are received by the deadline. Bidders shall not receive responses to questions sent to ghana.procurement@unfpa.org since it is a secure mailbox.
- 17.6 In order to avoid last minute internet congestion it is recommended to send your bid as **early as possible before the deadline.**

18 Bid Submission Deadline/Late Bids

- 18.1. Bids must be delivered to the office or secure email on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock, or contact the bid focal point.
- 18.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.
- 18.3. Any bid received by UNFPA after the bid submission deadline shall be rejected. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder's problems with transmission of bid submissions via email and/or with the courier company.

19 Withdrawal, Substitution and Modification of Bids

- 19.1. A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice prior to the bid submission deadline. The modification shall be submitted in a sealed envelope or to the dedicated secured email.
- 19.2. The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNFPA prior to the bid submission deadline requested to be withdrawn shall be shredded or shall be returned unopened to the Bidder.
- 19.3. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

20 Storage of Bids

- 20.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

21 Bid Opening

- 21.1. UNFPA shall conduct the bid opening in public at the following address, date and time.

Street Address: *No 7, 7th Rangoon Close, Cantonments*

Floor/ Room number: *UNFPA Ghana Conference Room*

City: *Accra*

Country: *Ghana*

Date: *15 September, 2023*

Time: *10:00 to 15:30 hours GMT, (reference: www.timeanddate.com/worldclock).*

- 21.2. Bids received electronically by the required deadline will be printed and a copy of the bids will be put in a sealed envelope that will be opened at the time and date specified in the bid document. Only the **last received bid** will be opened if multiple bids are sent by a same Bidder.
- 21.3. UNFPA shall open all bids in the presence of at least two witnesses from UNFPA or another UN agency. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.
- 21.4. Only those who have submitted bids may attend the bid opening. However, the Bidders may authorise a local agent, embassy or trade commission (also referred to as observers) to represent them. In order to be able to attend bid opening, agents representing Bidders must provide reasonable evidence (business cards, letter of authorization, etc.) confirming the name of the Bidder they represent.
- 21.5. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.
- 21.6. No bid shall be rejected at bid opening, except for late bids. Bids that are not opened and read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be shredded except for any bank securities, which will be returned to the Bidder.

E. Evaluation and Comparison of Bids

22 Confidentiality

- 22.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the contract award is published.

- 22.2. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
- 22.3. Notwithstanding from the time of bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the bidding process, it should do so in writing.

23 Clarification of Bids

- 23.1. To assist in the examination, evaluation and comparison of bids, UNFPA may ask Bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the bid shall be sought, offered or permitted.

24 Responsiveness of bids

- 24.1. UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 24.2. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
 - b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
 - c. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.
- 24.3. UNFPA considers material deviation to include, but to not to be limited to the following situations:
 - a. During preliminary examination of bids (verification of formal criteria)
 - Absence of bid form(s), change in the wording or lack of signature on key portions of the bid form when this is clearly specified in the tender document as a requirement. Any change in wording that is consistent with the standard format of the bid form(s) is not a material deviation;
 - The Bidder indicates in the bid that they do not accept important contract conditions, i.e. related to Warranty, Force Majeure Applicable Law, Delivery Schedule, Payment Terms, General Conditions and Limitation of Liability;
 - Non historical documents required in the solicitation document have not been provided, such as documents specifically related to the bidding process and that the Bidder could not be expected to possess before the solicitation document was issued;
 - Non eligibility of the Bidder;
 - Financial information is included in the technical bid when using the two-envelope method.

- b. During technical evaluation of bids and qualification of Bidders:
 - Specifications of the item quoted vary in one or more significant respect(s) from the minimum required technical specifications.
 - The Bidder does not meet the minimum conditions for qualification.
 - c. During financial evaluation of bids:
 - The Bidder does not accept the required price correction as Instructions to Bidders Clause 25.1, c.
 - Required price components are missing;
 - The Bidder offers less quantity than what is required.
- 24.4. If a bid is not substantially responsive to the bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

25 Non-conformities, Errors, and Omissions

- 25.1. Provided that a bid is substantially responsive:
- a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
 - b. UNFPA may request that the Bidder submit the necessary information or documentation within a reasonable period of time to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.
 - c. UNFPA shall correct arithmetical errors on the following basis:
 - If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
 - if there is a discrepancy between words and figures, the amount in words shall prevail;
 - If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- 25.2. If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected.

26 Preliminary examination of Bids

- 26.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 10 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

27 Examination of Terms and Conditions and Technical Evaluation

- 27.1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section

II Technical Specifications and Schedule of Requirements, Annex I Technical Specification of Sanitary Pads, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.

- 27.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 24, the bid shall be rejected.

28 Conversion to Single Currency

- 28.1. To facilitate evaluation and comparison, UNFPA will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to **US dollars** at the official UN exchange rate on the **last day** for submission of bids.

29 Domestic Preference

- 29.1. Domestic preference shall not be a factor in bid evaluation.

30 Evaluation of Bids

- 30.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 30.2. UNFPA's evaluation of a bid will exclude and not take into account:
- a. Customs duties and other import taxes, sales and other similar taxes, which will be payable on the goods if the contract is awarded to the Bidder;
 - b. Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

31 Comparison of Price Bids

- 31.1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.
- 31.2. Bid comparison will be made on the total cost, delivered to the final destination. UNFPA reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event that Bidder's freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of DAP, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

32 Post-qualification of the Bidder

- 32.1. UNFPA shall determine to its satisfaction whether the Bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.

- 32.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted in the bid. An affirmative determination shall be a prerequisite in order to award the contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event UNFPA shall proceed to the bid that was evaluated as the next lowest priced, substantially responsive bid in order to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 32.3. To determine the Bidder's capacity to execute the contract, UNFPA shall consider the following elements:
- Performance Statement Form, Section V, 4, with documentary evidence
 - Copy of last year audited company Balance and Financial Statements
 - Financial Capability:
 - a. Annual sales turnover during any one of the last three years to be at least equal to the contract value (from Financial Statements)
 - b. Liquidity ratio: Current ratio (Current Assets/ Current liabilities) > 1.
 - c. Documentary evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods.
 - d. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.
 - Experience and Technical Capacity:
 - a. Registration details of the company
 - b. Experience to undertake the contract
 - i. List of similar contracts executed for other clients, including contract details.
 - ii. Evidence that the Bidder possesses experience in the geographical area required by the bid.
 - iii. At least three years of experience in performing similar contracts.
 - c. Company's managerial capability:
 - i. Details of company's managerial structure.
 - ii. Quality assurance systems in place.
 - d. Bidder must have manufactured and supplied satisfactorily similar goods to a similar extent of the quantity, as mentioned against each schedule during any one of the last three years and the goods should have been in use satisfactorily with no adverse report.
 - e. Client's certificates in support of the satisfactory operation of the goods as specified above.
 - f. Data to support that the Bidder has the production capacity to perform the contract and complete the supplies within the stipulated delivery period or data to support that it has an installed annual production capacity for the specific item to match the quantities required. To qualify for multiple schedules, the installation capacity requirement shall be the sum of requirements against the individual schedules.
 - g. Evidence that the Bidder is in the continuous business of manufacturing/supplying and providing after sale services for goods similar to those offered during the last three years prior to bid opening date.
 - h. Brief write-up, backed up with adequate data, explaining available capacity and experience in the manufacture and supply of the required products within the specified time of completion after meeting all their current commitments.
 - i. Confirmation that all the facilities exist at the factory for inspection and testing and these will be made available to the purchaser or his representative for inspection.
 - j. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years. Such adverse

actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Bidder's bid.

- k. A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the equipment for a reasonable period of time following installation.

For non manufacturer Bidders:

- l. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered; and
- m. The Bidder, as authorised by the manufacturers, has supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and the goods must be in satisfactory operation.
- n. Financial Experience and Technical Capacity requirements of the manufacturer similar to those mentioned above.

32.4. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award.

32.5. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

33 UNFPA's Right to Accept Any Bid and to Reject Any or All Bids

- 33.1. A bid that is rejected by UNFPA may not be made responsive by the Bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA's bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.
- 33.2. UNFPA reserves the right to reject any bid if a Bidder has previously failed to perform properly or complete on time in accordance with contracts or the Bidder who in UNFPA's perspective is not in a position to perform the contract.
- 33.3. The Bidders waive all rights to appeal against the decision made by UNFPA.

34 UNFPA's Right to Annul a Bidding Process

- 34.1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNFPA's action.

F. Award of Contract

35 Award Criteria

- 35.1. In the event of a contract award, UNFPA shall award the **Long Term Agreement** to the lowest priced Bidder(s) whose bid has been determined to be substantially responsive to the bidding documents.
- 35.2 Bidders are to send samples of the requested products to the UNFPA in Ghana via an international air courier service by the bid submission deadline i.e **11 September, 2023, at 14:00 hours GMT**. The cost for sending the samples will be at the charge of the Bidder.
- 35.2. If required, the Bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Bidder shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.
- 35.3. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest priced substantially responsive Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest priced substantially responsive, the second lowest priced substantially responsive, the third lowest priced substantially responsive , etc.

36 Right to Vary Requirements at Time of Award

- 36.1. UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of goods specified in this bid without any change in unit price or other terms and conditions.

37 Signing of the contract

- 37.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the **Long Term Agreement**, which constitute the notification of award. The successful Bidder(s) shall sign, date the contract and return it to UNFPA within **07 working days** of receipt of the contract. After receipt of the contract, the successful Bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA terms and conditions.

38 Publication of Contract Award

- 38.1. UNFPA shall publish the contract award on United Nations Global Marketplace <http://www.ungm.org>, with the information of the awarded Bidder company name, contract amount or LTA and the date of the contract.

Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at ochan@unfpa.org. The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within one week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Supply Chain Management Unit at procurement@unfpa.org, who will reply to the supplier within one week and advise the Supplier on further recourse if required.

SECTION II: Technical Specifications and Schedule of Requirements

2.1. Term of Reference (TOR) for LTA to Procure Dignity Kits

Background

UNFPA is mandated by the United Nations to advocate for the right of every woman, girls and man to enjoy a life of health and equal opportunity. UNFPA in Ghana has supported the health-sector programme, enhanced the national response to gender-based violence, and implemented the population and housing census. UNFPA responds in development, transition and emergencies to protect the rights of every woman, girls and man to relieve their sufferings.

These strengthening efforts mainly focus on policy advocacy, planning, capacity development and prepositioning of essential reproductive health and GBV prevention supplies like Dignity kits addressing the hygiene and protection needs of women and girls. Prepositioning of dignity kits is very essential in timely responding to the needs of women and girls during emergencies and has been a key humanitarian response strategy for UNFPA since the past. Hence, UNFPA Ghana is seeking proposals to establish a Long-term Agreement (LTA) with suppliers for the provision of dignity kits.

Objectives

The main objectives of the LTA is to establish a long term agreement in order to provide supplies according to UNFPA response to humanitarian situations.

Deliverables

The suppliers will be responsible for the following tasks:

- Supply of specified items as per (attached). Amendment/changes might be made in the items of kits.

Activities

The supplier will be responsible for the following tasks:

- Prepare the bag for packing as per the given specification
- Packing of all items in the bag/receptacle
- UNFPA Logo to be placed on the bag/receptacle of each kit and if required, as per UNFPA's advice a UNFPA partner/donor logo will also be requested to be printed.
- Sets of Dignity Kits must be kitted inside one well-labelled carton.
- Delivery of kits to the UNHRD Warehouse at Aviance Cargo Village at the Kotoka International Airport, Accra.

Timing

The selected supplier is expected to have the capacity of delivering minimum 5,000 sets of kits or more within 07 calendar days from the receipt of UNFPA's purchase order.

Work setting

No item changes are allowed without the notification and approval of UNFPA Ghana. The samples submitted at a bidding stage will be kept for benchmarking purposes and any deviation in the items/content should be immediately communicated for UNFPA approval/review.

Samples

UNFPA requires product samples for evaluation of the item at the time of bid submission. **Samples shall be considered as part of the offer and shall be subject to technical review** and laboratory analysis, where appropriate. Samples of items quoted in each category must be provided.




Bids passing preliminary examination shall undergo technical evaluation, which will consist of a specifications review (based on a completed Section 5. Product Item Overview Form), followed by a physical examination of each sample in accordance with the requested technical specifications.







The items of the kit







It depends on the needs of the affected population, hence the items might differ based on scenario and geographical location of emergency. The items given in the 2.2 technical specifications are items used by the Ghana Country Office.








UNFPA reserves the right to request the supplier to kit the items in accordance to its programme needs – i.e. not all orders will contain the same/all items covered by the LTA.



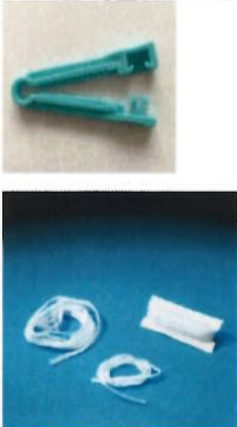



2.2.0 Technical Specifications




Dignity Kits (Composite) for all categories			
Item No.	Description and minimum/mandatory specifications	Quantity	Sample Photo
1.a	Female Underwear (panty) - Size small Women's /girl's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Small (US4, UK8, EU36 - waist 51-66cm, hips 88-94 cm). Colour: assorted.	2 pcs	
1.b	Female Underwear (panty) - Size medium Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Colour: Assorted.	2 pcs	
1.c	Female Underwear (panty) - Size large Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Large (US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm). Colour: Assorted.	2 pcs	

2	<p><u>Sanitary napkins/pads</u> The product shall consist of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad shall have wings so that it could be attached to the panties. <i>(Refer to Annex I technical specification for sanitary pads attached)</i> Minimum of 10 pieces in a pack.</p> <ul style="list-style-type: none"> • Regular flow • Heavy flow 	2 packs	
3	<p><u>Bath Soap</u> Toilet soap bar, 80g-100g for personal hygiene. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	
4	<p><u>Washing Soap</u> Bar soap 150g-250g for washing clothes. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	<p>Hadoo</p> 
5	<p><u>Toothpaste</u> 65-100g tube. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The tooth paste is free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste does not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste extrudes from the tube in form of a continuous mass with the application of normal force. The toothpaste is packed in collapsible tubes or any other suitable material which does not corrode, deteriorate or cause contamination of the toothpaste during normal conditions of storage. Labels in English, Arabic, French and Spanish.</p>	1 pc	
6	<p><u>Tooth brush</u> Strong Plastic Toothbrush of adult size, medium hardness, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.</p>	1pc	
7	<p><u>Comb</u> Material: durable plastic, with handle, size 19cm approx., teeth spacing no less than 2mm, assorted colours.</p>	1pc	






8	<p><u>Torch / flashlight (solar-powered)</u> High Quality Torch handheld torch with LED technology and 50 lumens power. Emitting colour is white. Beam distance (throw) of minimum 10 m. Solar-powered and rechargeable with USB port. ABS plastic body with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of 1 year. Impact resistance 2m, Run time above 15 minutes. Rainproof.</p>	1pc	
9	<p><u>Face towel</u> Face towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 30 x 30 cm (+-10%). Colour: fixed dye, assorted colours are available.</p>	1pc	
10	<p><u>Bath towels</u> Bath towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight: 220g minimum Colour: Fixed dye, assorted colours available.</p>	1pc	
11	<p><u>Petroleum Jelly</u> Petroleum Jelly (250-375g). Preferably fragrance free, hypoallergenic, non-irritating, and non-comedogenic.</p>	1pc	
12	<p><u>Safety pins</u> Medium sized safety pins made from high grade steel with nickel finish to resist rust and corrosion. When locked, the sharp tip of the pin should be covered protecting against any unwanted accidents. Bundle of 10.</p>	1bundle	
13	<p><u>Headcover / headscarf</u> 100 % Polyester, 100 x 100 cm. Assorted colours available.</p>	1pc	







14.a	<u>Male Underwear (brief) - Size small</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Small, waist (74-79 cm). Colour: Assorted.	2pcs	
14.b	<u>Male Underwear (brief) - Medium large</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Medium, waist (80-87cm). Colour: Assorted.	2pcs	
14.c	<u>Male Underwear (brief) - Size large</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Large, waist (88-95cm). Colour: Assorted.	2pcs	
15.a	<u>Boy underwear - Size medium</u> Male underwear for boys between 2-10 years old. Underpants of brief type with elastic waistband and flexible leg openings. Made of breathable and stretchable material, 100% cotton. Size: Age group 5-7 years: waist 54-57 cm. Colour: Assorted.	2pcs	
15.b	<u>Boy underwear - Size large</u> Male underwear for boys between 2-10 years old. Underpants of brief type with elastic waistband and flexible leg openings. Made of breathable and stretchable material, 100% cotton. Size: Age group 8-10 years. Waist 58-61 cm. Colour: Assorted.	2pcs	
16	<u>Cloth/Chitenje</u> 100% Cotton, Size: 2 yards. Washable, Reusable, Sized to fit pregnant/lactating women/elderly women to wrap the new born or cover themselves.	1pc	
17	<u>Chewing sticks</u> Biodegradable wooden chewing sticks. Pack or bundle of ten sticks, each 10cm long, 0.7 cm wide.	1pk	







18	<p><u>Baby Romper</u> New-born baby cotton vest/flanner with sleeves (long). Snap button closure, new-born size (3.5 kg) Light colours. 100% cotton.</p>	2pcs	
19	<p><u>Re-Usable Baby diapers</u> Assorted baby cloth diapers, adjustable, washable, and reusable, polyester with waterproof and breathable super-absorbent and comfortable cloth nappies. A pack of 7 pieces. Assorted colours</p>	1pk	
20	<p><u>Umbilical cord clamps/cord tie</u> Plastic/PVC disposable umbilical cord clamps, anti-grip. Assorted colours, or white cotton threads in a small bundle for tying umbilical cord (alternatively, a roll of white sewing thread can be used). Either clamp or threads must be in a clean, clear resealable plastic bag.</p>	1pc	
21	<p><u>Razor blades</u> Stainless Steel Double Razor. Each of the blades is individually wrapped in wax-paper for a safer handling. Pack of 5.</p>	1pk	
22	<p><u>Cot sheet</u> 60% Cotton 40% Polyester. Size: 2 yards. Washable, Reusable, Sized to fit new-borns and infants. White/off-white colour.</p>	1pc	
23	<p><u>Shaving razors</u> Razor: pack of 5 disposable razors, twin blade. Durable sharp metal, skin friendly.</p>	1pk	



24	<p><u>Bucket</u> Plastic buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The bucket has a tight-fitting lid of the same material of the bucket. 10 liters, any colour with UNFPA logo stickers. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle resists a minimum of 30 kg.</p>	1pc	
25	<p><u>Ablution kettle/Bhutta</u> Plastic ablution kettle, 5L. Assorted colours.</p>	1pc	
26	<p><u>UNFPA bag</u> Cloth bag embossed with UNFPA emblem, big enough to carry the contents of each item per kit category. It should have a handle or draw string for carrying. It should be durable and not easily torn. Self-sealing or not. Assorted colours.</p>	1pc	

2.2.1 Dignity Kits for Boys and Men




Dignity Kits for Boys and Men			
Item No.	Description and minimum/mandatory specifications	Quantity	Sample Photo
3	<p><u>Bath Soap</u> Toilet soap bar, 80g-100g for personal hygiene. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	
4	<p><u>Washing Soap</u> Bar soap 150g-250g for washing clothes. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	<p>Hadoo</p> 
5	<p><u>Toothpaste</u> 65-100g tube. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The tooth paste is free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste does not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste extrudes from the tube in form of a continuous mass with the application of normal force. The toothpaste is packed in collapsible tubes or any other suitable material which does not corrode, deteriorate or cause contamination of the toothpaste during normal conditions of storage. Labels in English, Arabic, French and Spanish.</p>	1 pc	
6	<p><u>Tooth brush</u> Strong Plastic Toothbrush of adult size, medium hardness, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.</p>	1pc	
7	<p><u>Comb</u> Material: durable plastic, with handle, size 19cm approx., teeth spacing no less than 2mm, assorted colours.</p>	1pc	







8	<p><u>Torch / flashlight (solar-powered)</u> High Quality Torch handheld torch with LED technology and 50 lumens power. Emitting colour is white. Beam distance (throw) of minimum 10 m. Solar-powered and rechargeable with USB port. ABS plastic body with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of 1 year. Impact resistance 2m, Run time above 15 minutes. Rainproof.</p>	1pc	
9	<p><u>Face towel</u> Face towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 30 x 30 cm (+-10%). Colour: fixed dye, assorted colours are available.</p>	1pc	
10	<p><u>Bath towels</u> Bath towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight: 220g minimum Colour: Fixed dye, assorted colours available.</p>	1pc	
11	<p><u>Petroleum Jelly</u> Petroleum Jelly (250-375g). Preferably fragrance free, hypoallergenic, non-irritating, and non-comedogenic.</p>	1pc	
14.a	<p><u>Male Underwear (brief) - Size small</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Small, waist (74-79 cm). Colour: Assorted.</p>	2pcs	
14.b	<p><u>Male Underwear (brief) - Medium large</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Medium, waist (80-87cm). Colour: Assorted.</p>	2pcs	








14.c	<p><u>Male Underwear (brief) - Size large</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Large, waist (88-95cm). Colour: Assorted.</p>	2pcs	
15.a	<p><u>Boy underwear - Size medium</u> Male underwear for boys between 2-10 years old. Underpants of brief type with elastic waistband and flexible leg openings. Made of breathable and stretchable material, 100% cotton. Size: Age group 5-7 years: waist 54-57 cm. Colour: Assorted.</p>	2pcs	
15.b	<p><u>Boy underwear - Size large</u> Male underwear for boys between 2-10 years old. Underpants of brief type with elastic waistband and flexible leg openings. Made of breathable and stretchable material, 100% cotton. Size: Age group 8-10 years. Waist 58-61 cm. Colour: Assorted.</p>	2pcs	
17	<p><u>Chewing sticks</u> Biodegradable wooden chewing sticks. Pack or bundle of ten sticks, each 10cm long, 0.7 cm wide.</p>	1pk	
23	<p><u>Shaving razors</u> Razor: pack of 5 disposable razors, twin blade. Durable sharp metal, skin friendly.</p>	1pk	
24	<p><u>Bucket</u> Plastic buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The bucket has a tight-fitting lid of the same material of the bucket. 10 liters, any colour with UNFPA logo stickers. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle resists a minimum of 30 kg.</p>	1pc	







25	Ablution kettle/Bhutta Plastic ablution kettle, 5L. Assorted colours.	1pc	
26	UNFPA bag Cloth bag embossed with UNFPA emblem, big enough to carry the contents of each item per kit category. It should have a handle or draw string for carrying. It should be durable and not easily torn. Self-sealing or not. Assorted colours.	1pc	




2.2.2 Dignity Kits for Pregnant Women and Nursing Mothers

Dignity Kits for Pregnant Women and Nursing Mothers			
Item No.	Description and minimum/mandatory specifications	Quantity	Sample Photo
1.a	Female Underwear (panty) - Size small Women's /girl's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Small (US4, UK8, EU36 - waist 51-66cm, hips 88-94 cm). Colour: assorted.	2 pcs	
1.b	Female Underwear (panty) - Size medium Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Colour: Assorted.	2 pcs	
1.c	Female Underwear (panty) - Size large Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Large (US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm). Colour: Assorted.	2 pcs	






2	<p><u>Sanitary napkins/pads</u> The product shall consist of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad shall have wings so that it could be attached to the panties. <i>(Refer to Annex I technical specification for sanitary pads attached)</i> Minimum of 10 pieces in a pack.</p> <ul style="list-style-type: none"> ● Regular flow ● Heavy flow 	2 packs	
3	<p><u>Bath Soap</u> Toilet soap bar, 80g-100g for personal hygiene. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	
4	<p><u>Washing Soap</u> Bar soap 150g-250g for washing clothes. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	<p>Hadoo</p> 
5	<p><u>Toothpaste</u> 65-100g tube. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The tooth paste is free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste does not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste extrudes from the tube in form of a continuous mass with the application of normal force. The toothpaste is packed in collapsible tubes or any other suitable material which does not corrode, deteriorate or cause contamination of the toothpaste during normal conditions of storage. Labels in English, Arabic, French and Spanish.</p>	1 pc	
6	<p><u>Tooth brush</u> Strong Plastic Toothbrush of adult size, medium hardness, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.</p>	1pc	
7	<p><u>Comb</u> Material: durable plastic, with handle, size 19cm approx., teeth spacing no less than 2mm, assorted colours.</p>	1pc	







8	<p><u>Torch / flashlight (solar-powered)</u> High Quality Torch handheld torch with LED technology and 50 lumens power. Emitting colour is white. Beam distance (throw) of minimum 10 m. Solar-powered and rechargeable with USB port. ABS plastic body with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of 1 year. Impact resistance 2m, Run time above 15 minutes. Rainproof.</p>	1pc	
9	<p><u>Face towel</u> Face towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 30 x 30 cm (+-10%). Colour: fixed dye, assorted colours are available.</p>	1pc	
10	<p><u>Bath towels</u> Bath towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight: 220g minimum Colour: Fixed dye, assorted colours available.</p>	1pc	
11	<p><u>Petroleum Jelly</u> Petroleum Jelly (250-375g). Preferably fragrance free, hypoallergenic, non-irritating, and non-comedogenic.</p>	1pc	
12	<p><u>Safety pins</u> Medium sized safety pins made from high grade steel with nickel finish to resist rust and corrosion. When locked, the sharp tip of the pin should be covered protecting against any unwanted accidents. Bundle of 10.</p>	1bundle	
13	<p><u>Headcover / headscarf</u> 100 % Polyester, 100 x 100 cm. Assorted colours available.</p>	1pc	
16	<p><u>Cloth/Chitenje</u> 100% Cotton, Size: 2 yards. Washable, Reusable, Sized to fit pregnant/lactating women/elderly women to wrap the new born or cover themselves.</p>	1pc	







17	<p><u>Chewing sticks</u> Biodegradable wooden chewing sticks. Pack or bundle of ten sticks, each 10cm long, 0.7 cm wide.</p>	1pk	
18	<p><u>Baby Romper</u> New-born baby cotton vest/flanner with sleeves (long). Snap button closure, new-born size (3.5 kg) Light colours. 100% cotton.</p>	2pcs	
19	<p><u>Re-Usable Baby diapers</u> Assorted baby cloth diapers, adjustable, washable, and reusable, polyester with waterproof and breathable super-absorbent and comfortable cloth nappies. A pack of 7 pieces. Assorted colours</p>	1pk	
20	<p><u>Umbilical cord clamps/cord tie</u> Plastic/PVC disposable umbilical cord clamps, anti-grip. Assorted colours, or white cotton threads in a small bundle for tying umbilical cord (alternatively, a roll of white sewing thread can be used). Either clamp or threads must be in a clean, clear resealable plastic bag.</p>	1pc	
21	<p><u>Razor blades</u> Stainless Steel Double Razor. Each of the blades is individually wrapped in wax-paper for a safer handling. Pack of 5.</p>	1pk	
22	<p><u>Cot sheet</u> 60% Cotton 40% Polyester. Size: 2 yards. Washable, Reusable, Sized to fit new-borns and infants. White/off-white colour.</p>	1pc	



24	<p>Bucket Plastic buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The bucket has a tight-fitting lid of the same material of the bucket. 10 liters, any colour with UNFPA logo stickers. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle resists a minimum of 30 kg.</p>	1pc	
25	<p>Ablution kettle/Bhutta Plastic ablution kettle, 5L. Assorted colours.</p>	1pc	
26	<p>UNFPA bag Cloth bag embossed with UNFPA emblem, big enough to carry the contents of each item per kit category. It should have a handle or draw string for carrying. It should be durable and not easily torn. Self-sealing or not. Assorted colours.</p>	1pc	

2.2.3 Dignity Kits for Girls and Women




Dignity Kits for Girls and Women			
Item No.	Description and minimum/mandatory specifications	Quantity	Sample Photo
1.a	<p><u>Female Underwear (panty) - Size small</u> Women's /girl's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Small (US4, UK8, EU36 - waist 51-66cm, hips 88-94 cm). Colour: assorted.</p>	2 pcs	
1.b	<p><u>Female Underwear (panty) - Size medium</u> Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Colour: Assorted.</p>	2 pcs	
1.c	<p><u>Female Underwear (panty) - Size large</u> Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Large (US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm). Colour: Assorted.</p>	2 pcs	
2	<p><u>Sanitary napkins/pads</u> The product shall consist of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the panties, which prevents dislocation when worn. The pad shall have wings so that it could be attached to the panties. <i>(Refer to Annex I technical specification for sanitary pads attached)</i> Minimum of 10 pieces in a pack.</p> <ul style="list-style-type: none"> ● Regular flow ● Heavy flow 	2 packs	
3	<p><u>Bath Soap</u> Toilet soap bar, 80g-100g for personal hygiene. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	







4	<p><u>Washing Soap</u> Bar soap 150g-250g for washing clothes. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	
5	<p><u>Toothpaste</u> 65-100g tube. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The tooth paste is free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste does not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste extrudes from the tube in form of a continuous mass with the application of normal force. The toothpaste is packed in collapsible tubes or any other suitable material which does not corrode, deteriorate or cause contamination of the toothpaste during normal conditions of storage. Labels in English, Arabic, French and Spanish.</p>	1 pc	
6	<p><u>Tooth brush</u> Strong Plastic Toothbrush of adult size, medium hardness, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.</p>	1pc	
7	<p><u>Comb</u> Material: durable plastic, with handle, size 19cm approx., teeth spacing no less than 2mm, assorted colours.</p>	1pc	
8	<p><u>Torch / flashlight (solar-powered)</u> High Quality Torch handheld torch with LED technology and 50 lumens power. Emitting colour is white. Beam distance (throw) of minimum 10 m. Solar-powered and rechargeable with USB port. ABS plastic body with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of 1 year. Impact resistance 2m, Run time above 15 minutes. Rainproof.</p>	1pc	
9	<p><u>Face towel</u> Face towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 30 x 30 cm (+-10%). Colour: fixed dye, assorted colours are available.</p>	1pc	








10	<p><u>Bath towels</u> Bath towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight: 220g minimum Colour: Fixed dye, assorted colours available.</p>	1pc	
11	<p><u>Petroleum Jelly</u> Petroleum Jelly (250-375g). Preferably fragrance free, hypoallergenic, non-irritating, and non-comedogenic.</p>	1pc	
13	<p><u>Headcover / headscarf</u> 100 % Polyester, 100 x 100 cm. Assorted colours available.</p>	1pc	
16	<p><u>Cloth/Chitenje</u> 100% Cotton, Size: 2 yards. Washable, Reusable, Sized to fit pregnant/lactating women/elderly women to wrap the new born or cover themselves.</p>	1pc	
17	<p><u>Chewing sticks</u> Biodegradable wooden chewing sticks. Pack or bundle of ten sticks, each 10cm long, 0.7 cm wide.</p>	1pk	
24	<p><u>Bucket</u> Plastic buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The bucket has a tight-fitting lid of the same material of the bucket. 10 liters, any colour with UNFPA logo stickers. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle resists a minimum of 30 kg.</p>	1pc	



25	Ablution kettle/Bhutta Plastic ablution kettle, 5L. Assorted colours.	1pc	
26	UNFPA bag Cloth bag embossed with UNFPA emblem, big enough to carry the contents of each item per kit category. It should have a handle or draw string for carrying. It should be durable and not easily torn. Self-sealing or not. Assorted colours.	1pc	

2.2.4 Dignity Kits for Elderly Women

Dignity Kits for Elderly Women			
Item No.	Description and minimum/mandatory specifications	Quantity	Sample Photo
1.a	Female Underwear (panty) - Size small Women's /girl's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Small (US4, UK8, EU36 - waist 51-66cm, hips 88-94 cm). Colour: assorted.	2 pcs	
1.b	Female Underwear (panty) - Size medium Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Colour: Assorted.	2 pcs	
1.c	Female Underwear (panty) - Size large Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Large (US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm). Colour: Assorted.	2 pcs	

3	<p><u>Bath Soap</u> Toilet soap bar, 80g-100g for personal hygiene. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	
4	<p><u>Washing Soap</u> Bar soap 150g-250g for washing clothes. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>	2 pcs	<p>Hadoo</p> 
5	<p><u>Toothpaste</u> 65-100g tube. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The tooth paste is free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste does not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste extrudes from the tube in form of a continuous mass with the application of normal force. The toothpaste is packed in collapsible tubes or any other suitable material which does not corrode, deteriorate or cause contamination of the toothpaste during normal conditions of storage. Labels in English, Arabic, French and Spanish.</p>	1 pc	
6	<p><u>Tooth brush</u> Strong Plastic Toothbrush of adult size, medium hardness, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use.</p>	1pc	
7	<p><u>Comb</u> Material: durable plastic, with handle, size 19cm approx., teeth spacing no less than 2mm, assorted colours.</p>	1pc	
8	<p><u>Torch / flashlight (solar-powered)</u> High Quality Torch handheld torch with LED technology and 50 lumens power. Emitting colour is white. Beam distance (throw) of minimum 10 m. Solar-powered and rechargeable with USB port. ABS plastic body with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of 1 year. Impact resistance 2m, Run time above 15 minutes. Rainproof.</p>	1pc	

9	<p><u>Face towel</u> Face towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 30 x 30 cm (+-10%). Colour: fixed dye, assorted colours are available.</p>	1pc	
10	<p><u>Bath towels</u> Bath towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight: 220g minimum Colour: Fixed dye, assorted colours available.</p>	1pc	
11	<p><u>Petroleum Jelly</u> Petroleum Jelly (250-375g). Preferably fragrance free, hypoallergenic, non-irritating, and non-comedogenic.</p>	1pc	
13	<p><u>Headcover / headscarf</u> 100 % Polyester, 100 x 100 cm. Assorted colours available.</p>	1pc	
16	<p><u>Cloth/Chitenje</u> 100% Cotton, Size: 2 yards. Washable, Reusable, Sized to fit pregnant/lactating women/elderly women to wrap the new born or cover themselves.</p>	1pc	
17	<p><u>Chewing sticks</u> Biodegradable wooden chewing sticks. Pack or bundle of ten sticks, each 10cm long, 0.7 cm wide.</p>	1pk	
24	<p><u>Bucket</u> Plastic buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The bucket has a tight-fitting lid of the same material of the bucket. 10 liters, any colour with UNFPA logo stickers. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle resists a minimum of 30 kg.</p>	1pc	

25	Ablution kettle/Bhutta Plastic ablution kettle, 5L. Assorted colours.	1pc	
26	UNFPA bag Cloth bag embossed with UNFPA emblem, big enough to carry the contents of each item per kit category. It should have a handle or draw string for carrying. It should be durable and not easily torn. Self-sealing or not. Assorted colours.	1pc	

2.3. Schedule of Requirements

1. List of Goods and Delivery Schedule				
Line Item	Description of Goods	Unit of measure	Delivery Schedule from date of Contract	
1	Dignity Kit for boys and men <u>Items in the Kit</u> Bath soap - 2 Washing soap -2 Tooth paste - 1 Tooth brush - 1 Comb - 1 Torch light - 1 Face towel - 1 Bath towel - 1 Petroleum jelly-1 Male underwear (small) -2 Male underwear (medium) -2 Male underwear (large)-2 Boy underwear (medium)-2 Boy underwear (large) - 2 Chewing sticks - 1pk Shaving razors - 1pk Bucket - 1pc Ablution Kettle/Bhutta - 1 UNFPA Bag - 1	Kit	7 calendar days	

2	<p>Dignity Kits for Pregnant Women and Nursing mothers <u>Items in the Kit</u> Female underwear (small)-2 Female underwear (medium)-2 Female underwear (large) - 2 Sanitray pads (regular & heavy flow - 2 Bath soap - 2 Washing soap -2 Tooth paste - 1 Tooth brush - 1 Comb - 1 Torch light - 1 Face towel - 1 Bath towel - 1 Petroleum jelly-1 Safety pins - 1 bundle Headcover/headscarf - 1 Cloth/chitenje - 1 Chewing sticks - 1pk Baby Romper - 2 pcs Re-usable Baby diapers 1pk Umbilical cord clamps/cord tie- 1pc Razor blades - 1pk Cot Sheet - 1 pc Bucket - 1pc Ablution Kettle/Bhutta - 1 UNFPA Bag - 1</p>	Kit	7 calendar days	
3	<p>Dignity Kits for Girls and Women <u>Items in the Kit</u> Female underwear (small)-2 Female underwear (medium)-2 Female underwear (large) - 2 Sanitray pads (regular & heavy flow - 2 Bath soap - 2 Washing soap -2 Tooth paste - 1 Tooth brush - 1 Comb - 1 Torch light - 1 Face towel - 1 Bath towel - 1 Petroleum jelly-1 Safety pins - 1 bundle Headcover/headscarf - 1 Cloth/chitenje - 1 Chewing sticks - 1pk Bucket - 1pc Ablution Kettle/Bhutta - 1 UNFPA Bag - 1</p>	Kit	7 calendar days	

4	Dignity kits for elderly women <i>Items in the Kit</i> Female underwear (small)-2 Female underwear (medium)-2 Female underwear (large) - 2 Bath soap - 2 Washing soap -2 Tooth paste - 1 Tooth brush - 1 Comb - 1 Torch light - 1 Face towel - 1 Bath towel - 1 Petroleum jelly-1 Safety pins - 1 bundle Headcover/headscarf - 1 Cloth/chitenje - 1 Chewing sticks - 1pk Bucket - 1pc Ablution Kettle/Bhutta - 1 UNFPA Bag - 1	Kit	7 calendar days	
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2. Consignee Address and Consignee-wise Quantity Distribution

Line Item	Consignee Address	Contact person	Quantity	Unit of measure
1	UNFPA Ghana Country Office, Mr. Jonathan Nusetor, No. 7, 7 th Rangoon Close Cantonments, P.O. Box GP 1423, Accra, Ghana	Mr. Jonathan Nusetor Procurement Associate, Email: nusetor@unfpa.org Telephone: +233 302 746746	TBD	Kit

3. List of Related Services and Completion Schedule

No.	Description of Service	Quantity (if applicable)	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	Dignity Kit for boys and men	5,000 kits	5,000 kits	Supplier's premises	7 calendar days after signing of LTA and order placed by UNFPA.

2	Dignity Kits for Pregnant Women and Nursing mothers	5,000 kits	5,000 kits	Supplier's premises	7 calendar days after signing of LTA and order placed by UNFPA.
3	Dignity kits for girls and women	5,000 kits	5,000 kits	Supplier's premises	7 calendar days after signing of LTA and order placed by UNFPA.
4	Dignity kits for elderly women	5,000 kits	5,000 kits	Supplier's premises	7 calendar days after signing of LTA and order placed by UNFPA.

SECTION III: UNFPA General Conditions of Contract

UNFPA General Conditions of Contract can be found at:
<http://www.unfpa.org/resources/unfpa-general-conditions-contract>

SECTION IV: UNFPA Special Conditions for Contracts

CONTRACT PRICE	The prices charged for the Goods supplied and the related Services performed shall not be adjustable.
GOODS AND SERVICES DEFINED	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customised and standard software as required, intermediate products and products which the Supplier is required to supply under the Purchase Order.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the Purchase Order.</p>
TRANSPORTATION AND FREIGHT	<p>Responsibility for transportation of the Goods shall be as specified in the INCOTERMS.</p> <p>All non-containerized Goods must be shipped below deck Partial shipment is allowed. Transshipment is allowed.</p>
SHIPPING AND PAYMENT INSTRUCTIONS	<p>Access the following link for shipping and payment instructions: Shipping Instructions</p>
LIQUATED DAMAGES	<p>In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 3% of the value of the goods pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Long Term Agreement or Purchase Order.</p>

SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder's internal reference and does not need to be submitted with the bid.

ACTIVITY	LOCATION	YES / NO / NOT APPLICABLE	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents?	Section I		
Have you reviewed and agreed to the UNFPA General Conditions of Contract?	Section III		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	Section IV		
Have you completed the Bid Confirmation Form?	Section V, 1		
Have you completed the Bid Submission Form?	Section V, 2		
Have you completed the Bidder's Identification Form?	Section V, 3		
Have you completed the Performance Statement Form?	Section V, 4		
Have you completed the Product Item Overview Form?	Section V, 5		
Have you completed and signed the Price Schedule Form-Annex II?	Section V, 6		
Have you reviewed all of the relevant contract form(s)?	Section VI		
Have you prepared a copy of your valid manufacturing license from the country of manufacturing?	Section 1, Sub-Clause 10.2, b.		
Have you prepared a copy of your company's registration in the country of operation?	Section 1, Sub-Clause 10.2, b.		
Have you prepared a copy of the previous year's audited company Balance and Financial Statements?	Section 1, Sub-Clause 10.2, d.		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Section 1, Sub-Clause 2.4		
Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements?	Section 1, Sub-Clause 10.3, a.		
Have you prepared product catalogues containing pictures of the product(s)?	Section 1, Sub-Clause 10.3, c.		
Have you prepared the manufacturer's technical product specifications or data sheets?	Section 1, Sub-Clause 10.3, d.		

Have you provided the results of any testing carried out on the products?	Section I, Sub-Clause 10.3, a.		
Have you provided a copy of the valid authorization letter issued by the manufacturer for each product, if you are not the manufacturer?	Section I, Sub-Clause 10.3, h.		
Have you furnished a list of full particulars, regarding the available sources and current prices of space parts, special tools, etc., necessary for the proper and continuing functions of the goods within the Product Item Overview Form, Section V, 5?	Section I, Sub-Clause 10.3, i.		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Section I, Sub-Clause 10.4		
Have you reviewed the UN Global Compact requirements?	Section I, Sub-Clause 10.4		
Have you sealed and marked the bids according to Instructions to Bidders Clause 16 (hard copy bids) or Clause 17 (electronic bids)?	Section I, Sub-Clause 16 & 17		
If submitted electronically, is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 17.4)	Section I, Sub-Clause 17.4		
Have you noted the bid closing deadline?	Cover letter, #5		
Have you provided information on annual sales turnover during any one of the last three years to be at least equal to the contract value (from Financial Statements)?	Section I, Sub-Clause 32.3 Financial Capability, a.		
Have you provided documentary evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods?	Section I, Sub-Clause 32.3 Financial Capability, c.		
Have you provided contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback?	Section I, Sub-Clause 32.3 Financial Capability, d.		
Have you provided sufficient documentation of your company's ability to undertake the contract, i.e., <ul style="list-style-type: none"> - List of similar contracts executed for other clients including contract details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts. 	Section I, Sub-Clause 32.3 Experience & Technical Capacity, b.		
Have you provided sufficient documentation of your company's managerial capability?	Section I, Sub-Clause 32.3 Experience &		

<ul style="list-style-type: none"> - Details of company's managerial structure. - Quality assurance systems in place. 	Technical Capacity, c.		
Have you demonstrated that your company has manufactured and satisfactorily supplied similar goods to a similar extent of the quantity as mentioned against each schedule during any one of the last three years and the goods should have been in use satisfactorily with no adverse report?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, d.		
Have you supplied Client's certificates in support of the satisfactory operation of the goods as specified above?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, e.		
Have you supplied data to support that your company has production capacity to perform the contract and complete the supplies within the stipulated delivery period or data to support that it has an installed annual production capacity for the specific item to match the quantities required?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, f.		
Have you provided evidence that your company is in the continuous business of manufacturing/supplying and providing after sale services for goods similar to those offered during the last three years prior to bid opening date?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, g.		
Have you provided a brief write-up, backed up with adequate data, explaining available capacity and experience in the manufacture and supply of the required products within the specified time of completion after meeting all their current commitments?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, h.		
Have you provided confirmation that all the facilities exist at the factory for inspection and testing and that these facilities will be made available to the purchaser or his representative for inspection?	Section I, Sub-Clause 32.3 Experience & Technical Capacity.		
Have you disclosed any instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, j.		
Have you provided documentation of your company's experience, as authorized by the manufacturers, in supplying and providing after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years (and that	Section I, Sub-Clause 32.3 Experience & Technical Capacity, m.		

the goods have been in satisfactory operation)?			
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1. Bid Confirmation Form

[Complete this page and return it prior to bid opening]

Date:

To: **UNFPA Ghana**
Mr. Jonathan Nusetor

Email: nusetor@unfpa.org

From: [Company name]
[Contact person]
[Telephone]
[Email address]
[Postal address]

Subject: ITB No.: UNFPA/GHA/23/001

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

- The requested products and services are not within our range of supply
- We are unable to submit a competitive bid for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your ITB is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly, but through distributors
- We have no after-sales service available in the recipient country
- The person handling bid is away from the office
- Other (please specify)

If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

2. Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: UNFPA/GHA/23/001

To: Dr. Wilfred Ochan, UNFPA Representative, UNFPA Ghana Country

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/GHA/23/001 and amendments. We hereby offers to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services _____ which are subject to UNFPA General Conditions of Contract and other terms and conditions as specified in the document.

We agree to abide by this bid for a period of 90 days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.3;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.4.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated onday of[year].

Signature:
[insert signature of person whose name and capacity are shown]

In the capacity of:
[insert legal capacity of person signing the Bid Submission Form]

Name:
[insert complete name of person signing the Bid Submission Form]

Company:
[insert name of company]

3. Bidders Identification Form

Bid No. UNFPA/GHA/23/001

1. Organisation

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co. Ltd, NGO/institution/other (please specify)	
Organisational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organisation	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organisations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

4. Performance Statement Form
(For the last five years)

Bid No. UNFPA/ GHA/23/001

Name of Bidder: _____

Order No. & Date	Client	Contact person/phone	Description & quantities of ordered items	Value of order (USD)	Date of completion		Satisfactory completion
					As per contract	Actual	

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and seal of the Bidder

Date

Countersigned by and seal of Chartered Accountant

Date

5. 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)	Samples Compliant? (Y/N) (To be completed by UNFPA during sample evaluation)
1.a	<p>Female Underwear (panty) - Size small Women's /girl's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Small (US4, UK8, EU36 - waist 51-66cm, hips 88-94 cm). Colour: assorted.</p>			
1.b	<p>Female Underwear (panty) - Size medium Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Colour: Assorted.</p>			
1.c	<p>Female Underwear (panty) - Size large Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Made of 100% cotton. Size: Large (US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm). Colour: Assorted.</p>			
2	<p>Sanitary napkins/pads The product shall consist of a top layer which comes in direct contact with the body, a transfer layer followed by an absorbent material which absorbs menstrual blood and other fluids, a leak proof layer at the bottom and an adhesive coating at the back of leak proof layer for fixing to the</p>			

	<p>panties, which prevents dislocation when worn. The pad shall have wings so that it could be attached to the panties.</p> <p><i>(Refer to Annex I technical specification for sanitary pads attached)</i></p> <p>Minimum of 10 pieces in a pack.</p> <ul style="list-style-type: none"> • Regular flow • Heavy flow 			
3	<p><u>Bath Soap</u> Toilet soap bar, 80g-100g for personal hygiene. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>			
4	<p><u>Washing Soap</u> Bar soap 150g-250g. for washing clothes. Unscented or scented, antibacterial, hypoallergenic (preferable). Individually wrapped, PET, assorted colours.</p>			
5	<p><u>Toothpaste</u> 65-100g tube. Concentrated paste, with fluoride, free of parabens. Neutral flavour. The tooth paste is free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste does not segregate, ferment or physically deteriorate during normal conditions of storage or use. The bulk of the tooth paste extrudes from the tube in form of a continuous mass with the application of normal force. The toothpaste is packed in collapsible tubes or any other suitable material which does not corrode, deteriorate or cause contamination of the toothpaste during normal conditions of storage. Labels in English, Arabic, French and Spanish.</p>			
6	<p><u>Tooth brush</u> Strong Plastic Toothbrush of adult size, medium hardness, and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out</p>			

	with normal use. All of the toothbrush components are safe for use.			
7	<u>Comb</u> Material: durable plastic, with handle, size 19cm approx., teeth spacing no less than 2mm, assorted colours.			
8	<u>Torch / flashlight (self-powered)</u> High Quality Torch handheld torch with LED technology and 50 lumens power. Emitting colour is white. Beam distance (throw) of minimum 10 m. Solar-powered and rechargeable with USB port. ABS plastic body with impact resistance that passes a 1.5 m drop test on a concrete surface. Water resistant. Guarantee period of 1 year. Impact resistance 2m, Run time above 15 minutes. Rainproof.			
9	<u>Face towel</u> Face towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 30 x 30 cm (+-10%). Colour: fixed dye, assorted colours are available.			
10	<u>Bath towels</u> Bath towel 100% cotton, very absorbent, with more than 400gsm. Rough, loose, uncut pile weaves. With hemmed selvage (bordering towel edge). Size: 130 x 75 cm (+-10%) Weight: 220g minimum Colour: Fixed dye, assorted colours available.			
11	<u>Petroleum Jelly</u> Petroleum Jelly (250-375g). Preferably fragrance free, hypoallergenic, non-irritating, and non-comedogenic.			
12	<u>Safety pins</u> Medium sized safety pins made from high grade steel with nickel finish to resist rust and corrosion. When locked, the			

	sharp tip of the pin should be covered protecting against any unwanted accidents. Bundle of 10.			
13	Headcover / headscarf 100 % Polyester, 100 x 100 cm. Assorted colours available.			
14.a	<u>Male Underwear (brief) - Size small</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Small, waist (74-79 cm). Colour: Assorted.			
14.b	<u>Male Underwear (brief) - Medium large</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Medium, waist (80-87cm). Colour: Assorted.			
14.c	<u>Male Underwear (brief) - Size large</u> Underwear for men of brief type with elastic comfort soft waistband. Underpants made of breathable material, 100% cotton. Size: Large, waist (88-95cm). Colour: Assorted.			
15.a	<u>Boy underwear - Size medium</u> Male underwear for boys between 2-10 years old. Underpants of brief type with elastic waistband and flexible leg openings. Made of breathable and stretchable material, 100% cotton. Size: Age group 5-7 years: waist 54-57 cm. Colour: Assorted.			
15.b	<u>Boy underwear - Size large</u> Male underwear for boys between 2-10 years old. Underpants of brief type with elastic waistband and flexible leg openings. Made of breathable and stretchable material, 100% cotton. Size: Age group 8-10 years. Waist 58-61 cm. Colour: Assorted.			

16	<u>Cloth/Chitenje</u> 100% Cotton, Size: 2 yards. Washable, Reusable, Sized to fit pregnant/lactating women/elderly women to wrap the new born or cover themselves.			
17	<u>Chewing sticks</u> Biodegradable wooden chewing sticks. Pack or bundle of ten sticks, each 10cm long, 0.7 cm wide.			
18	<u>Baby Romper</u> New-born baby cotton vest/flanner with sleeves (long). Snap button closure, new-born size (3.5 kg) Light colours. 100% cotton.			
19	<u>Re-Usable Baby diapers</u> Assorted baby cloth diapers, adjustable, washable, and reusable, polyester with waterproof and breathable super-absorbent and comfortable cloth nappies. A pack of 7 pieces. Assorted colours			
20	<u>Umbilical cord clamps/cord tie</u> Plastic/PVC disposable umbilical cord clamps, anti-grip. Assorted colours, or white cotton threads in a small bundle for tying umbilical cord (alternatively, a roll of white sewing thread can be used). Either clamp or threads must be in a clean, clear resealable plastic bag.			
21	<u>Razor blades</u> Stainless Steel Double Razor. Each of the blades is individually wrapped in wax-paper for a safer handling. Pack of 5.			
22	<u>Cot sheet</u> 60% Cotton 40% Polyester. Size: 2 yards. Washable, Reusable, Sized to fit new-borns and infants. White/off-white colour.			
23	<u>Shaving razors</u> Razor: pack of 5 disposable razors, twin blade. Durable sharp metal, skin friendly.			

24	<p><u>Bucket</u> Plastic buckets with lid, heavy duty. Metallic handle. Durable plastic bucket made of HDPE (High Density Polyethylene), UV resistant and safe for food and water storage. The bucket has a tight-fitting lid of the same material of the bucket. 10 liters, any colour with UNFPA logo stickers. Primary use: to carry dignity kits. Later, the bucket will be used to carry miscellaneous items; therefore, the handle resists a minimum of 30 kg.</p>			
25	<p><u>Ablution kettle/Bhutta</u> Plastic ablution kettle, 5L. Assorted colours.</p>			
26	<p><u>UNFPA bag</u> Cloth bag embossed with UNFPA emblem, big enough to carry the contents of each item per kit category. It should have a handle or draw string for carrying. It should be durable and not easily torn. Self-sealing or not. Assorted colours.</p>			

6. Price Schedule Form

Please refer to the attached Annex II - Price schedule:

SECTION VI: Contract Forms

1. Contract Forms

The following sample contract forms are available on the [UNFPA procurement website](#):

- 1) Purchase Order
- 2) Long Term Agreement
