

# REQUEST FOR QUOTATION (RFQ) (Goods)

RFQ 156/17	May 11, 2017
Supplying Furniture for 7 Schools in Ninawa	
Governorate, Iraq	REFERENCE: RFQ-156/17

Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Supplying Furniture for 7 Schools in Ninawa Governorate, Iraq** as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before, 18<sup>th</sup> May2017 by 1400 hours \( \times \) via email at bids.iraq.sc@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms	DAP
[INCOTERMS 2010]	
(Pls. link this to price schedule)	
Exact Address/es of Delivery	
Location/s (identify all, if	Ninawa Governorate
multiple)	Williams Governorate
manpicy	Mariable Co days from the data of circuits the Control
Latest Expected Delivery Date	☑ Within 60 days from the date of signing the Contract
and Time (if delivery time	
exceeds this, quote may be	
rejected by UNDP)	
rejected by Givery	⊠United States Dollars
Preferred	Monited States Dollars
Currency of Quotation	
After-sales services required	NAME TO SEE SEE SEE SEE SEE SEE SEE SEE SEE SE
Arter-sales services required	☑Warranty (on site) on Parts for minimum period of one year
Deadline for the Submission	Thursday, May 18, 2017 by 1400 hours Noon (Local Time).
of Quotation	
All documentations, including	⊠ English
catalogs, instructions and	☐ Others: Arabic
operating manuals, shall be in	
this language	
	☑ Company Profile, which should not exceed fifteen (15) pages, including
Documents to be submitted	the list of completed projects and on-going projects with CVs of required
	personnel;
	☑ Certificate of Registration of the business, including Articles of
	Incorporation, or equivalent document if Bidder is a corporation
	☑ Properly filled-in Priced BOQs in hard form as per the format with
	company stamp and signature. The bidders are also required to submit the soft copy in Excel however, in case of error, the signed copy will prevail
	executed with values and name of client.
	UNDP had the right to reject any bid if submitted by a contractor whom
	investigation leads to a result that he is not financially capable and/or had
	serious financial problems.
	☐ Printed brochures and product catalogues and specification
	relevant to the goods
	⊠ 60 days
Period of Validity of Quotes	In exceptional circumstances, UNDP may request the Vendor to
starting the Submission Date	extend the validity of the Quotation beyond what has been initially
	indicated in this RFQ. The Proposal shall then confirm the extension
	in writing, without any modification whatsoever on the Quotation.
Partial Quotes	⊠ Not Allowed
	☐ 100% upon successful completion of civil works activities and
Payment Terms	delivery and full acceptance of the received goods as per BOQ
	0.5% of the contract value for one-week delay to maximum 10% of
Liquidated Damages	the contract value with possibility to cancel the Purchase Order

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<sup>&</sup>lt;sup>1-</sup>UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

<sup>&</sup>lt;sup>2-</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>&</sup>lt;sup>3-</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: <a href="http://www.un.org/depts/ptd/pdf/conduct\_english.pdf">http://www.un.org/depts/ptd/pdf/conduct\_english.pdf</a>

Thank you and we look forward to receiving your quotation.

Sincerely your

**Mohammedsiddig Mudawi**Operations Manager, Head of Service Center

#### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ-156/17:

## RFQ 156/17 -Supplying Furniture for 7 Schools in Ninawa Governorate, Iraq

### 1-Supply Furniture To Abu Hajera School -Rabia- Ninawa Governorate Total # **Item Description** Unit Qty price **Photo** Ś Furniture's Supply sofa set (10 seats). The sofa set shall be fully cushioned leathered (best quality foam) with arms and wooden frame. Seat support shall be with good quality webbing and good quality injection molded PU foam, which should be thick, EA 1 soft and with variable hardness. PU foam finished with fabric .Size of the sofa set: 3 seater: 200 x 87 x 82 cm. 2 seater: 140 x 87 x 82 cm. 1 seater: 85 x 87 x 82 cm. تجهيز ونصب طخم قنفات جلد عشرة مقاعد وحسب المواصفات اعلاه

<sup>&</sup>lt;sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>&</sup>lt;sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2	Chair: Supply steel chair with two armrest and leather seat, steel frame total height 80 cm, width of the seat is 55 cm   كراسي حديدية: تجهيز كرسي حديدي مسندين ذو مقعد تجهيز كرسي حديدي مسندين ذو مقعد جلدي ذات نوعية أجنبية جيدة, الارتفاع الكلى 80 سم, عرض المقعد 55سم.	EA	20	
3	Cabinet: Supply double door steel cabinet 90*185*50 cm, include two swing glass doors, two metal doors with two point lockable system.  عدولاب حديدى: تجهيز ونصب دولاب حديدي يتكون من 2 باب متحرك زجاجي, 2 باب متحرك عدني,قياس 90*185*05 نظام اقفال	EA	6	
4	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick for teachers, with steel frame of steel pipe 4*4*0.012 cm include two drawers.	EA	7	

# 2-Supply Furniture For Al Bazoona School - Rabia - Ninwa Governorate

#	Item Description	Unit	Qty	price	Total \$	Photo
	Furniture's					
1	Supply sofa set (10 seats). The sofa set shall be fully cushioned leathered (best quality foam) with arms and wooden frame. Seat support shall be with good quality webbing and good quality injection molded PU foam, which should be thick, soft and with variable hardness. PU foam finished with fabric .Size of the sofa set: 3 seater: 200 x 87 x 82 cm. 2 seater: 140 x 87 x 82 cm. 1 seater: 85 x 87 x 82 cm.	EA	1			
2	Chair: Supply steel chair with two armrest and leather seat, steel frame total height 80 cm , width of the seat is 55 cm   کراسي حديدية: تجهيز کرسي حديدي مسندين ذو مقعد جلدي ذات نو عية أجنبية جيدة, الارتفاع الكلى 80 سم , عرض المقعد 55سم.	EA	20			
3	Cabinet: Supply double door steel cabinet 90*185*50 cm, includes two swing glass doors, two metal doors with two point lockable system.	EA	6			

	دولاب حديدى: تجهيز ونصب دولاب حديدي يتكون من 2 باب متحرك زجاجي, 2 باب متحرك معدني,قياس 90*185*50 نظام اقفال ثنائي, ذات نوعية جيدة			
4	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick, with steel pipe frame 40*40*1.2mm includes two drawers.	EA	7	10 1 0
	تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المعلمين قياس (75*160) سم وسمك 2 سم, يتكون من هيكل حديدي (4*4*0.012) سم ومجرتين وسطح من خشب الميلامين	otal		

	3-Supply Furniture To AlMoj Mixed School - Sinuni - Ninawa Governorate							
#	Item Description	Unit	Qty	price	Total \$	Photo		
	Furniture's							
1	Supply sofa set (10 seats). The sofa set shall be fully cushioned leathered (best quality foam) with arms and wooden frame. Seat support shall be with good quality webbing and good quality injection molded PU foam, which should be thick, soft and with variable hardness. PU foam finished with fabric .Size of the sofa set: 3 seater: 200 x 87 x 82 cm. 2 seater: 140 x 87 x 82 cm. 1 seater: 85 x 87 x 82 cm.	EA	1					

	تجهيز ونصب طخم قنفات جلد عشرة مقاعد وحسب المواصفات اعلاه				
2	Desk: Supply double seat desk size: 110x40x76cm. Main Steel Tube: 40x20x1.0mm Square tube Desk board: 1100x400x16mm MDF board Seat  مقاعد دراسية: تجهيز افضل نوعية من المقاعد الدراسية المزدوجة من انابيب الحديد والخشب	EA	180		
3	White board: Supply Magnetic White Board Size: 1.2 x 2.4 m Front board: 0.2mm thickness White Galvanized Sheet Middle: 17mm thickness corrugated board Back board: 0.16mm Galvanized Sheet Aluminum Alloy Frame: 2.2x3.8cm  بسبورة بيضاء قياس تجهيز ونصب سبورة بيضاء قياس المواصفات اعلاه مع التثبيت	EA	6		
4	Chair: Supply steel chair with two Armrest and leather seat, steel frame total height 80 cm , width of the seat is 55 cm  كراسي حديدية: تجهيز كرسي حديدي مسندين ذو مقعد جلدي ذات نوعية أجنبية جيدة الارتفاع الكلى 80 سم , عرض المقعد 55سم.	EA	20		

5	Cabinet: Supply double door steel cabinet 90*185*50 cm, include two swing glass doors,two metal doors with two point lockable system with a best Quality.	EA	6	
	دولاب حديدى: تجهيز ونصب دولاب حديدي يتكون من 2 باب متحرك زجاجي, 2 باب متحرك معدني,قياس 90*185*50 نظام اقفال ثنائي, ذات نوعية جيدة			
6	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick for teachers, with steel frame of steel pipe 4*4*0.012 cm include two drawers.  : منضدة : تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المعلمين قياس خشبية ميلامين لمكتب المعلمين قياس هيكل حديدي (160*75) سم ومجرتين وسطح من خشب الميلامين	EA	7	
	Т	otal		

	4-Supply Furniture To Aloue	d High School For B	oys - Rabia - N	lina Gove	rnorate	
#	Item Description	Unit	Qty	price \$	Total \$	Photo

1	Desk: Supply double seat desk Size: 110x40x76cm. Main Steel Tube:40x20x1.0mm Square tube Desk board: 1100x400x16mm MDF board Seat	EA	180	
	مقاعد دراسية: تجهيز افضل نوعية من المقاعد الدراسية المزدوجة من انابيب الحديد والخشب حسب المواصفات اعلاه			
2	White board: Supply Magnetic White Board Size: 1.2 x 2.4 m Front board: 0.2mm thickness White Galvanized Sheet Middle: 17mm thickness corrugated board Back board: 0.16mm Galvanized Sheet Aluminum Alloy Frame: 2.2x3.8cm	EA	6	
	سبورة بيضاء: تجهيز ونصب سبورة بيضاء قياس (240*120)سم ذات نوعية جيدة وحسب المواصفات اعلاه مع التثبيت			
3	Cabinet: Supply double door steel cabinet 90*185*50 cm, include two metal doors with two point lockable system,	EA	6	•
	دولاب حديدى : تجهيز ونصب دولاب حديدي بابين قياس 90*185*50 ذات نوعية جيدة	12		
4	Chair: Supply steel chair with two Armrest and leather seat, steel frame total height 80 cm, width of the seat is 55 cm	EA	20	

	كراسي حديدية: تجهيز كرسي حديدي مسندين ذو مقعد جلدي ذات نوعية أجنبية جيدة, الارتفاع الكلى 80 سم, عرض المقعد 55سم.					
5	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick for teachers, with steel frame of steel pipe 4*4*0.012 cm include two drawers.  : منضدة تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المعلمين قياس خشبية ميلامين لمكتب المعلمين قياس هيكل حديدي (160*75) سم ومجرتين وسطح من خشب الميلامين	EA	7			
	Total					

	5-Supply Furniture To	AlRamo School - R	abia - Ninwa (	Governora	te	
#	Item Description	Unit	Qty	price	Total \$	Photo
d	Furniture's					

1	Supply sofa set (10 seats). The sofa set shall be fully cushioned leathered (best quality foam) with arms and wooden frame. Seat support shall be with good quality webbing and good quality injection molded PU foam, which should be thick, soft and with variable hardness. PU foam finished with fabric .Size of the sofa set: 3 seater: 200 x 87 x 82 cm. 2 seater: 140 x 87 x 82 cm. 1 seater: 85 x 87 x 82 cm.	EA	1	
2	Chair: Supply best quality of steel chair with two Armrest and leather seat, steel frame total height 80 cm, width of the seat is 55 cm  كراسي حديدية: تجهيز كرسي حديدي مسندين ذو مقعد تجهيز كرسي عديدي مسندين ذو مقعد جلدي ذات نوعية أجنبية جيدة, الارتفاع الكلى 80 سم, عرض المقعد 55سم.	EA	20	
3	Cabinet:  Supply double door steel cabinet 90*185*50 cm, include two swing glass doors, two metal doors with two point lockable system with a best Quality.  عدولاب حديدى: دولاب حديدى يتكون من 2 تجهيز ونصب دولاب حديدي يتكون من 2 باب متحرك زجاجي, 2 باب متحرك معدني,قياس 90*185*50 نظام اقفال ثنائي, ذات نوعية جيدة	EA	6	

4	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick for teachers, with steel frame of steel pipe 4*4*0.012 cm include two drawers.  منضدة: تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المعلمين قياس خشبية ميلامين لمكتب المعلمين قياس هيكل حديدي (160*75) سم ومجرتين وسطح من خشب الميلامين	EA	7	
	Tot	al		

#	Item Description	Unit	Qty	Price\$	Total \$	Photo
	Furniture					
1	Desk: Supply Double Seat Desk Size: 110x40x76cm Main Steel Tube:40x20x1.0mm Square tube Desk board: 1100x400x16mm MDF board Seat  عقاعد دراسية: تجهيز افضل نوعية من المقاعد الدراسية المزدوجة من انابيب الحديد والخشب	EA	180			
2	Chair: Supply steel chair with two Armrest and leather seat, steel frame total height 80 cm, width of the seat is 55 cm	EA	15			

	كراسي حديدية: تجهيز كرسي حديدي مسندين ذو مقعد جلدي ذات نوعية أجنبية جيدة, الارتفاع الكلى 80 سم, عرض المقعد 55سم.			
3	Sofa:  Supply sofa set (10 seats). The sofa set shall be fully cushioned leathered (best quality foam) with arms and wooden frame.  Seat support shall be with good quality webbing and good quality injection molded PU foam, which should be thick, soft and with variable hardness.  PU foam finished with fabric as per selected sample. Size of the sofa set: 3 seater: 200 x 87 x 82 cm. 2 seater: 140 x 87 x 82 cm.  1 seater: 85 x 87 x 82 cm.  1 seater: 85 x 87 x 82 cm.  1 seater: 200 x 87 x 82 cm.	SL	1	
	من الجلد مع هيكل من الحديد و الخشب. البعاد القنفة: 3 مقاعد: 200 *87*88 سم. 2 مقعد: 400 *87*88 سم. 1 مقعد: 82*87 سم.			
4	Cabinet: Supply double door steel cabinet 90*185*50 cm, include two metal doors with two point lockable system,	EA	6	•
	دولاب حديدى: تجهيز ونصب دولاب حديدي بابين قياس 90*185*50 ذات نوعية جيدة			

5	White board: Supply and install of Magnetic White Board Size: 1.2 x 2.4 m Front board: 0.2mm thickness White Galvanized Sheet Middle: 17mm thickness corrugated board Back board: 0.16mm Galvanized Sheet Aluminum Alloy Frame: 2.2x3.8cm	EA	6	
	سبورة بيضاء: تجهيز ونصب سبورة بيضاء قياس (120*240)سم ذات نوعية جيدة وحسب المواصفات اعلاه مع التثبيت			
7	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick for teachers, with steel frame of steel pipe 4*4*0.012 cm include two drawers.		zi.	
		M2	7	
	منضدة: تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المعلمين قياس (75*160) سم وسمك 2 سم, يتكون من هيكل حديدي (4*4*4*0.00) سم ومجرتين وسطح من خشب الميلامين			
	Total			0

7- Supply Furniture To Rabia High School -Rabia - Ninwa Governorate							
#		Unit	Qty	Price\$	Total \$	Photo	
	Furniture						

1	Chair: Supply steel chair with two armrest and leather seat, steel frame total height 80 cm , width of the seat is 55 cm   كراسي حديدية: تجهيز كرسي حديدي مسندين ذو مقعد تجهيز كرسي عديدي مسندين ذو مقعد جلدي ذات نوعية أجنبية جيدة, الارتفاع الكلى 80 سم , عرض المقعد 55سم.	EA	20	
2	Sofa: Supply sofa set (10 seats), approved by supervisor engineer. The sofa set shall be fully cushioned leathered (best quality foam) with arms and wooden frame. Seat support shall be with good quality webbing and good quality injection molded PU foam, which should be thick, soft and with variable hardness. PU foam finished with fabric as per selected sample. Size of the sofa set: 3 seater: 200 x 87 x 82 cm. 2 seater: 140 x 87 x 82 cm. 1 seater: 85 x 87 x 82 cm.	SL	1	
	طقم قنفات: تجهيز ونصب طخم قنفات عشرة مقاعد ذات نوعية أجنبية جيدة, يصادق عليها المهندس المشرف. يجب ان يكون القنفة من الجلد مع هيكل من الحديد و الخشب. ابعاد القنفة: 3 مقاعد: 200 *87*88 سم. 2 مقعد: 410*87*88 سم. 1 مقعد: 82*87*85 سم.	-		**
3	Cabinet: Supply double door steel cabinet 90*185*50 cm, include two metal doors with two point lockable system,	EA	6	

	دولاب حديدى: تجهيز ونصب دولاب حديدي بابين قياس 90*185*50 ذات نوعية جيدة				
4	Table: Supply Wooden Melamine table 160*75 cm and 2 cm thick for teachers, with steel frame of steel pipe 4*4*0.012 cm include two drawers.  : منضدة تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المعلمين قياس خشبية ميلامين لمكتب المعلمين قياس هيكل حديدي (4*4*10.00) سم ومجرتين وسطح من خشب الميلامين	M2	7		
		Total		0	

RFQ-127/17 Supplying Furniture for 7 Schools in Ninawa,Iraq				
Abo Hagera School				
Al Bazona School				
Al Moj School				
Al Oud High School				
Al Ramoo School				
Hiten Secondary School				
Rabia High school For Boys				
Total Amount For Furniture				

Warranty Period for the Equipment: One Year, Agree Yes, O No	)
Delivery Term: Ninawa Governorate	
Company Stamp and Signature:	
Official E-mails of the Company:	-
Date: <b>TABLE 2</b>	

#### IABLE 2

#### Offer to Comply with Other Conditions and Related Requirements

	Your Responses				
Other Information pertaining to our Quotation are as follows:	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal		
Delivery Term DAP: 60 days					
Offered quotation should include installation and required fixations					
Minimum one (1) year warranty for supplied equipment and works;					
Printed brochures and product catalogues and specification relevant to the goods	- COP-1400 1511	**************************************			
Validity of Quotation	90 Days				
All Provisions of the UNDP Terms and Conditions for Goods					

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name and Signature of the Supplier's Authorized Person] [Designation] [Date