

# Annex 1

## Technical Specifications

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# 1 SUSTAINABLE SPECIFICATIONS

## 1.1 Purpose

Sustainable Procurement practices integrate requirements, specifications and criteria that are compatible and support the protection of the environment, social progress and economic development, by seeking resource efficiency, improving the quality of products and ultimately optimizing costs. This policy establishes minimum specifications for furniture procured within the UNDP.

- ❖ All virgin wood and wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from legally logged timber. The wood shall not come from protected areas or areas in the official process of designation for protection, old growth forests and high conservation value forests defined in national stakeholder processes unless the purchases are clearly in line with the national conservation regulations. Products carrying the Nordic Swan, Umweltzeichen (Austrian ecolabel), or Eco Mark Japan, or equal, will be deemed to comply.
- ❖ The VOC content of adhesives used in the assembly of furniture shall not exceed 10% by weight.
- ❖ The products used for the surface coating shall:
  - Not contain hazardous substances that are classified as carcinogenic, harmful to the reproductive system, mutagenic, allergenic when inhaled or harmful to the environment according to national or international classification standards.
  - Not contain halogenated organic flame retardants, phthalates, aziridine and polyaziridines or lead, cadmium, chrome, mercury and their compounds;
  - Not contain heavy metals;
  - Not contain more than 5% by weight of VOCs.
  - At least 20% of the aluminium and/or steel used for the production of the aluminium and/or steel shall be recycled.
  - Plastic parts shall not contain halogenated flame retardants, phthalates or substances based on lead, cadmium, chrome (VI), mercury and their compounds.
  - Leather and fabrics shall be 1.class, fireproof and dirt-proof.
- ❖ The Supplier will use the path instructed by the building management for the delivery of the materials.
- ❖ Access to the site: The big trucks and T.I.R. are not allowed to access the Key Plaza Car Parking area, loading and unloading should be done with pickups.
- ❖ All supply items shall be guaranteed 2 years minimum.
- ❖ All items shall be delivered as indicated in the drawings to the original space and shall be unpacked and all relevant packaging materials shall be removed from the site.
- ❖ IFAD will be prepared to accept minor deviations on sizes (preferably within +- 5% unless otherwise stated)
- ❖ The supplier shall submit alternatives of colour for the engineer's approval.
- ❖ Furniture photos and color catalogues should be submitted with the quote.

## 2 OFFICE FURNITURE

### 2.1 Office Desk 1 (80x160)

Supply, delivery and installation of 1 piece of work desk, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions (DxLxH): 80cm x 160cm x 75cm

- Top panel; min.18mm prelaminated mdf top, ABS edging with the same colour and texture with top panel
- Frame; rolform special metal profile with epoxy paint
- Leg; 45x45x2 box profile with epoxy paint
- Corner profile; aluminium injection with epoxy paint
- Acrylic or painted steel front panel
- Cable Tray

### 2.2 Pedestal with 3 Drawers

Supply, delivery and installation of 1 piece of pedestal with 3 drawers, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions (DxLxH): 45cm x 60cm x 65cm or similar sizes

- min. 14mm mdf-laminate or melamine top panel
- 3 Drawers: Epoxy powder coated, 100% and recyclable drawer frame. Hidden rail system. 60kg carrying capacity. Central locking system preventing bending down.
- Pencil drawer
- Lockable (Locks shall be individual locks that can only be opened by individual keys provided)

### 2.3 Cabinet 1 H:80cm

Supply, delivery and installation of 1 piece of cabinet, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions (DxLxH): 45cm x 80cm x 80cm or similar sizes

- 1 shelf included
- All body and shelves; min. 14mm mdf-laminate or melamine panel
- ABS or PVC edging with the same colour and texture with panels
- Back; board in 8mm melamine with ABS edge band
- Legs; suitable for levelling
- The cabinet doors shall be lockable (Locks shall be individual locks that can only be opened by individual keys provided)

## 2.4 Metal Rack Shelves H:160cm

Supply, delivery and installation of 1 piece of metal rack shelves, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions (DxLxH): 45cm x 80cm x 160cm or similar sizes

- All body and shelves; metal
- Legs; suitable for levelling

## 2.5 Meeting table (R=80cm)

Supply, delivery and installation of 1 piece of round meeting table, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions: Diameter=80cm, Height=75cm

- min. 14mm mdf-laminate or melamine table top panel
- ABS or PVC edging with the same colour and texture with top panel
- Special cold rolled steel profile beam, min. 2mm thickness; epoxy powder coated or eloxal.
- Special cold rolled steel profile centered leg; epoxy powder coated.

## 2.6 Meeting table (16 persons)

Supply, delivery and installation of 1 piece of meeting table for 16 persons, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions (DxLxH): 160cm x 480cm x 75cm or similar sizes

- min. 14mm mdf-laminate or melamine table top panel
- ABS or PVC edging with the same colour and texture with top panel
- Special cold rolled steel profile beam, min. 2mm thickness; epoxy powder coated or eloxal.
- Special cold rolled steel profile leg, min. 2mm thickness; polypropylene level adjustable, epoxy powder coated.
- Cable Tray

## 2.7 Standard Working Chair

Supply, delivery and installation of 1 piece of standard working chair, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Seat Depth: 435 - 490 mm

Seat Width: 520 mm

Back Height: 680 - 800 mm

Seat Height: 470 - 580 mm

or similar sizes

- Five-star plastic star legs
- Breathable comfortable mesh seat, backrest and headrest
- Seat height control
- Seat depth adjustment (seat slide)
- Backrest tilt tension control
- Backrest tilt angle and height adjustment
- Armrests with soft polyurethane pads
- Armrest height & angle adjustment
- Headrest height & angle adjustment
- Chair Warranty: 5 years on Frame, Mechanism and Armrests  
3 years on Castors, Gas Lift and Mesh

## 2.8 Visitor Chair

Supply, delivery and installation of 1 piece of visitor chair, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions (DxLxH): 55cm x 55cm x 85cm or similar sizes

- Specially formed polypropylene combined back-rest with armrest
- Specially formed 45d. Polyurethane injected foam seat
- u shaped plastic legs

- Fabric seat

## 2.9 Armchair (Entrance)

Supply, delivery and installation of 1 piece of armchair, including all the necessary hanging and fixing attachments and materials, losses, transportation of all relevant materials to and/or from the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

All materials shall comply with minimum standards of Turkish Standards Institution, BS or ANSI.

Colours and materials (fabric, coating, etc.) will be submitted for the engineer's approval.

Dimensions: 60cm x 60cm x 85cm or similar sizes

- 20x20x1.2 mm box profile
- Frame shall be supported with wooden half battens in order to fix covers easily. For anticorrosive process; frame shall be applied with special no-rust painting
- 3 mm MDF shall be placed for a better surface before the upholstery procedure
- Textile fabric
- Plastic 4 legs