



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

<b>RFQ 113/17</b>	<b>April 18, 2017</b>
<b>Supplying Furniture for Vetting center in Mosul - Ninawa Governorate, Iraq</b>	<b>REFERENCE: RFQ-113/17</b>

Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Supplying Furniture for Vetting center in Mosul - Ninawa Governorate** as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before, **25<sup>th</sup> April 2017 by 1400 hours**  *via email at*  
***[bids.iraq.sc@undp.org](mailto: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 [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	Mosul, Ninawa Governorate
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Within 45 days from the date of signing the Contract
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
After-sales services required	<input checked="" type="checkbox"/> Warranty (on site) on Parts for minimum period of one year
Deadline for the Submission of Quotation	<i>Tuesday, April 25, 2017 by 1400 hours Noon (Local Time).</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> Others: Arabic
Documents to be submitted	<input checked="" type="checkbox"/> <b>Company Profile</b> , which should not exceed fifteen (15) pages, including the list of completed projects and on-going projects with CVs of required personnel; <input checked="" type="checkbox"/> <b>Certificate of Registration of the business</b> , including Articles of Incorporation, or equivalent document if Bidder is a corporation <input checked="" type="checkbox"/> <b>Properly filled-in Priced BOQs in hard form</b> 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 <input checked="" type="checkbox"/> <b>List of pervious contracts and projects executed with values and name of client.</b> 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. <input checked="" type="checkbox"/> <b>Printed brochures and product catalogues and specification relevant to the goods</b>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to 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	<input checked="" type="checkbox"/> Not Allowed
Payment Terms	<input checked="" type="checkbox"/> 100% upon successful completion of civil works activities and delivery and full acceptance of the received goods as per BOQ
Liquidated Damages	0.5% of the contract value for one-week delay to maximum 10% of the contract value with possibility to cancel the Purchase Order

Evaluation Criteria <sup>1</sup>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to required specification <input checked="" type="checkbox"/> Full compliance of the goods/equipment of BOQs; <input checked="" type="checkbox"/> Annex-1 duly completed and signed for entire requirement. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required. <input checked="" type="checkbox"/> Compliance with delivery timeframe of 45 days <input checked="" type="checkbox"/> Minimum 2 similar contracts executed during the last 3 years <input checked="" type="checkbox"/> Warranty coverage of one year of supplied furniture/Equipment <input checked="" type="checkbox"/> Satisfactory performance certification from top three clients
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Within 1 Month upon written Acceptance of works based on full compliance with RFQ requirements
Annexes to this RFQ <sup>2</sup>	<input checked="" type="checkbox"/> Specifications of the works and Supplied Items Required (Annex 1) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	Dlovan Mohammed <a href="mailto:Dlovan.zeyad@undp.org">Dlovan.zeyad@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

<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.

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

<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.

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.

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 : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**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-113/17**:

**RFQ 113/17****Supplying Furniture for Vetting center in Mosul - Ninawa Governorate, Iraq**

Supplying Furniture for Vetting center in Mosul - Ninawa Governorate, Iraq					
#	Item Description	Unit	Qty	Price\$	Total \$
	<b>Furniture's</b>				
1	Sofa: Supply sofa set with 10 seat. The sofa set shall be fully cushioned leathered with arms and wooden frame. Seat support shall be with 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. All material should be used of relevant ISI specifications. قنفة: تجهيز ونصب طخم قنفات عشرة مقاعد ذات نوعية جيدة	EA	5		
2	Chair: Supply of leather guest chair with steel frame 1.2 mm pipe thickness. See Annex-9 كرسي: تجهيز كرسي حديدي ذو مقعد جلدي ذات نوعية جيدة	EA	12		

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

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

3	<p>Water- cooler: Supplying materials, tools and install electrical water-cooler cold (for offices uses) and hot with filters and all requirements.</p> <p>براد ماء كهربائي: تجهيز براد ماء / حار بارد مع الفلتر وكافة الملحقات</p>	EA	5		
4	<p><b>Table:</b> Supply Melamine Wooden table W140*D80*H75 cm and 2 cm thick, with 3 drawers' mobile storage unit, 25 mm table top.</p> <p><b>See Annex-4</b></p> <p>منضدة مكتبية: تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين قياس 140*80*75 سم وسمك 2 سم, مع وحدة متحركة من 3 مجرات من خشب الميلامين</p>	EA	8		
5	<p><b>Special Office Desk:</b> Supply Office desk wooden Melamine large size 280*90*76 cm, with buff 200*150*40cm,3 drawer mobile storage unit and small table. <b>See annex-5</b></p> <p>منضدة مكتبية: تجهيز ونصب افضل نوعية من منضدة خشبية ميلامين لمكتب المدير والمعاونين قياس 280*90*76 سم , يتكون من 3 قطع مع الملاحق</p>	EA	3		
6	<p><b>TV:</b> Supply best quality of LED TV size 55" best quality (LG, Samsung, Panasonic) or equivalent with the receiver and all accessories requirements to complete a good work.</p> <p>تلفزيون : تجهيز ونصب تلفزيون LED حجم 55 عقدة من اجودا الأنواع ( Samsung ,LG ) او ما يعادلها مع الرسيفر وكافة الملحقات المطلوبة .</p>	EA	5		
7	<p><b>Office swivel Chair:</b> Supplying of office swivel chair low back leather office chair has adjustable seat, metal leg, double wheel castors for easy movement.</p> <p><b>See annex-7</b></p>	EA	10		

	كرسي مكتب دوار : تجهيز كرسي دوار مكتبي ذو مسندين وخلفية من الجلد ومقعد قابل للتغيير من اجود الأنواع				
8	<b>High Back Office Chair</b> Supply heavy duty swivel chair high back, adjustable seat, Aluminum chrome base, high quality castors. <b>See Annex-6</b>	EA	3		
	كرسي مكتبي عالي المسند: تجهيز كرسي دوار من نوعية رصينة عالي المسند ومقعد قابل للتغيير والقاعدة المنيوم مع عجلات من اجود نوع.				
9	<b>Waiting chair:</b> Supplying materials, tools and manpower to install best quality Waiting chair three seats size 1750*740*910*1.4mm made of Aluminum Alloy or chrome frame and Leather seat. <b>See annex-8</b>	EA	8		
	كرسي انتظار : تجهيز كرسي انتظار ذو ثلاث مقاعد قياس 910*740*1750 ملم مع هيكل الألمنيوم ومقعد من الجلد.				
10	<b>Filing cabinet:</b> Supplying filling cabinet dimension W460*D62.5*H132cm, 7mm metal thickness, steel Filing cabinet 4 drawers. size with lock and 2keys. <b>See annex-1</b>	EA	10		
	دولاب فايلات : تجهيز دولاب ملفات عمودي 4 ادراج قياس w460*d620*h1320mm , سمك البليت 0.7 ملم				
11	<b>Steel Cupboard:</b> Supply full height swing door steel cupboard size W91.4x D46.3XH183 cm and 7mm thick, with 3adjustable shelves, fitted with lock. <b>See Annex-2</b>	EA	4		
	دولاب حديدي: تجهيز دولاب حديدي قياس 183*46.3*91.4 ملم سمك البليت 0.7 ملم يتكون من بابين وثلاث رفوف قابلة للتحريك , الباب مجهز بقل ومفاتيح				

12	<p><b>Wooden cupboard:</b> Supply double door wooden cupboard W80*D40*H200 cm, includes two swing glass doors, locks, two shelves, two cabinet in the lower portion with locks. <b>See Annex-3</b></p> <p>دولاب خشبي : تجهيز ونصب دولاب حديدي ذو بابين من الزجاج قياس 80*40*200 سم مع رفين وخزانين من الاسفل .</p>	EA	10		
13	<p><b>Refrigerator:</b> Supplying materials, tools and manpower to install refrigerator 16 foot, with top freezer box, (LG , Samsung , Panasonic ) or best quality equivalent</p> <p>ثلاجة : تجهيز مواد والأدوات والايدي العاملة لتركيب وتثبيت ثلاجة 16 قدم من اجود الأنواع .</p>	EA	4		
14	<p><b>Fire extinguisher:</b> Supplying best quality large fire extinguisher 10kg CO2 with all accessories.</p> <p>طفايات حريق : تجهيز طفايات حريق حجم كبير 10كغم CO2 من اجود الأنواع .</p>	EA	10		
<b>Total</b>					

delivery timeframe 45 days Agree: Yes ,  No

Warranty Period for the Equipment: One Year, Agree Yes,  No

Delivery Term: Mosul Ninawa Governorate

Company Stamp and Signature: -----

Official E-mails of the Company: -----

Date: -----



**TABLE 2**

Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Term DAP: 45 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			
Validity of Quotation	60 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]*