

REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: 21 November 2019

SUBJECT: Request for Quotation for Supply of Furniture and Power Module



REF: RFQ/FJI/JPN/005/19



DEADLINE: 2 December 2019

PAGES:

Dear Sirs,

We kindly request that you provide a quotation for the goods described below.

ITEM #	ITEM DESCRIPTION	UNIT OF MEASURE	QTY
1	<p>Impromptu Training Tables (White) with metallic grey base and wheels. Rectangle tabletop – 60"x24"</p> <p><i>Example:</i></p> 	Rectangle tabletop – 60"x 24"	20
2	<p>Ganging connector (Black)</p> <p><i>Example:</i></p> 	4-1/4"x 1-1/8"	38

3	<p>Power Module – Clamp-on power module, 2 USB charging ports, 3 grounded power outlets, 8' power cord, Steel clamp with non-skid pad will not damage table surface, Fits tables ¾" to 1 ¼" thick</p> <p><i>Example:</i></p> 	5" x 4-1/4" x 5"	10
4	<p>Meeting chairs with wheels and no-arms. Metal 4-leg base frame (black). Supports up to 250lbs. Fabric material</p> <p><i>Example:</i></p> 	<p>Depth: Seat – 17" to 19"</p> <p>Width: Seat – 19" Back – 18" to 19"</p> <p>Height: Back – 15" to 18.5"</p>	30

Notes:

1. The bidders must quote genuine, branded products. UNDP may conduct post-delivery inspection at its sole discretions.
2. Sample of all items to be submitted with the bid response (as applicable).
3. Price to include delivery, installation/ testing/ commissioning (as applicable)
4. Site survey will be arranged on request (as applicable)
5. Brochures and Technical details of the model offered MUST be submitted with the bid offer (as applicable)

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Pease take note of the following requirements and conditions pertaining to the supply of above mentioned goods:

<p>Validity of Offer: [specify your requirements]</p>	<p><input checked="" type="checkbox"/> 60 days</p> <p><input type="checkbox"/> 90 days</p>
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	<input type="checkbox"/> 120 days
Warranty Period Offered (as applicable):	1-year warranty
Description of Warranty Coverage (as applicable): [specify your requirements]	
Description of After Sales Service (as applicable): [specify your requirements]	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair <input type="checkbox"/> Others [pls. specify]
Delivery Terms (linked to INCOTERMS 2010): [specify your requirements]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP Koror, Palau <input type="checkbox"/> Other [specify] Customs clearance ¹ , if needed, shall be done by UNDP
Payment Terms:	20% - deposit 80% - Payment upon receipt of goods in full and satisfactory condition.
All documentations, including catalogs, instructions and operating manuals, shall be in: [specify your requirements]	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others [pls. specify, including dialects, if needed]
Liquidated Damages: [specify your requirements]	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 30 After which UNDP may terminate the contract.
UNDP will apply the following evaluation criteria:	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ³ <input checked="" type="checkbox"/> Others: (i) not in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; (ii) accepts the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
UNDP will award contract to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:

¹ Must be linked to INCOTERMS chosen.

² 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.

³ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

	<i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u></i>
Type of contract to be signed:	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Annexes to this RFQ:	<input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 1). Note: Tender participants must submit their quotations using this Form.

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **23.59 (Fiji Time)** on or before **Tuesday, 2 December 2019**.

Your quotation should be submitted in **.pdf** format to etenderbox.pacific@undp.org⁵. Quotation submitted by e-mail must be limited to a maximum size of 10 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on email subject:

RFQ/FJI/JPN/005/19 – supply of furniture⁶

Please follow these instructions and be mindful of deadlines. Bids submitted through other means will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to procurement.fj@undp.org.

Yours Sincerely,

Procurement Unit

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

⁶ Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.