



## REQUEST FOR QUOTATION (RFQ)

**UNDP-RFQ-2020-192**

### Supply of Furniture

NAME & ADDRESS OF FIRM	DATE: 10-June-2020
	REFERENCE: UNDP-RFQ-2020-192

**Dear Sir / Madam:**

We kindly request you to submit your quotation for Supply of Furniture as per the specification given at Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with Annex 2, through e-Tendering online system <https://etendering.partneragencies.org> on or before **Thursday, 25<sup>th</sup> June 2020 by 12:30 pm PST or 3:30 AM EDT.**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on "Accept Invitation" button no later than **Monday, 22<sup>nd</sup> June 2020 [12:30 PM Pakistan Standard Time]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records

Any requests for clarification about the contents of RFQ shall be sent via fax (+51-2600254 & 55) or to the email address at [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org). Answers to questions/inquiries will be forwarded to all the prospective bidders.

#### Important notes on submission

1. Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please take note of the following requirements and conditions pertaining to the provision of the abovementioned goods:

Ali Saeed


Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP  Gilgit, Gilgit Baltistan, Pakistan Peshawar, Khyber Pakhtunkhwa, Pakistan
Exact Address/es of Delivery Location/s (identify all, if multiple)	Exact delivery addresses in Peshawar and Gilgit will be communicated at the time of issuance of Purchase Order.
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 15 <sup>th</sup> September 2020.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes  The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
After-sales services required	<input checked="" type="checkbox"/> Not Applicable

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Deadline for the Submission of Quotation	<p><b>Thursday, 25<sup>th</sup> June 2020 (12:30 pm Pakistan Standard Time) or 3:30 AM EDT</b></p> <p>To be submitted in e-Tendering system:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents <b>must</b> be submitted with the quotation	<input checked="" type="checkbox"/> Properly filled-in Annex-II and III with company stamp and signature; <input checked="" type="checkbox"/> Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Tax Registration (NTN and STN) /Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Satisfactory Performance Certificates from the Top 3 – Clients the past three (3) years. <input checked="" type="checkbox"/> Provide Copies of 3 PO/Contracts for supply of Similar Equipment in past two years.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days  <p>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.</p>

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Bid Security	<input checked="" type="checkbox"/> Not Required
Acceptable forms of Bid Security	<input checked="" type="checkbox"/> N/A
Partial Quotes	<input checked="" type="checkbox"/> Allowed [The bidders may apply for one or both Lots. Evaluation of bids will be made on Lot-wise basis]. Bidder must quote the prices of all items in lot applied for.
Payment Terms	100% within 15 days upon delivery and UNDP's acceptance of full quantity of each lot mentioned in the Purchase Order.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.33% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated".
Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified and responsive Bid.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. Note: The bidder must have sample of each item ready at their warehouse. UNDP along with end-user will visit the bidder premises for sample inspection to ensure technical compliance with Specification, after opening of bids.  <input checked="" type="checkbox"/> Written confirmation to deliver all the quoted items within the delivery period of 60 days from the date of issuance of Purchase Order. [Must meet the requirements (Y/N)].  <input checked="" type="checkbox"/> Full acceptance of the PO General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or Two Bidders  Award for each Lot would be made to the "Lowest priced technically responsive, eligible and qualified" bidder. As bidders may submit bids for both Lots and may be lowest priced for both Lots, therefore one bidder may get Purchase Order for two Lots where bidder is the lowest priced technically responsive.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Performance Security	<input checked="" type="checkbox"/> Not Required
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO if delivery is delayed by one month.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods

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Annexes to this RFQ	<input checked="" type="checkbox"/> Schedule of Requirement & Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Price Schedule (Annex 2) <input checked="" type="checkbox"/> Bid Submission form (Annex 3) <input checked="" type="checkbox"/> UNDP General Terms & Conditions (Annex 4)  Non-acceptance of the terms of the General Conditions of Contract (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Mr. Ali Saeed Procurement Officer <a href="mailto:ali.saeed@undp.org">ali.saeed@undp.org</a>  Any delay in UNDP's response shall not be 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.

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 4.

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.

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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.**




6/10/2020

**Sincerely yours,**

**(For) Ignacio Artaza**  
Resident Representative  
United Nations Development Programme

Ali Saad



## Annex 1

## Schedule of Requirements

## Lot -1 – Executive Furniture

Sr. No	Item Name	Specification	Quantity	
1	<b>Executive Table with Side-rack</b>	Length 72 inches, Width 36 inches, Height 30 inches Brown Wood (Shesham); 3 drawers with locks on one side while one drawer and cabinet on other side; Length 36 inches, Width 18 inches, Height 30 inches, 1 with keyboard tray;	<b>Gilgit (GB)</b>	<b>KP</b>
			10	08
2	<b>Executive Chair</b>	Imported. Steel base and structure, Revolving chair, seat and back upholstered with best quality foam and fabric, with height adjustable arm rest, 5 positions lockable synchronized mechanism, reclining. Minimum Dimension: Seat Height 18-22 inches Overall Height 45-48 inches Backrest Width 18-20 inches Backrest Height 24-26 inches Overall Depth 20-24 inches Base Diameter 25-27 inches	<b>Gilgit (GB)</b>	<b>KP</b>
			10	08
3	<b>Conference Table</b>	Wooden MDF Conference Table Covered with Imported Paper Base ( SS ) W '15ft L '6ft H 30"	<b>Gilgit (GB)</b>	<b>KP</b>
			10	08
4.	<b>Conference Chairs</b>	Revolving Chairs Instant seat height adjustment. Metal 5-prong base Best quality leader cushioning Color Black Minimum Dimensions: Seat Height 18-22 inches Overall Height 45-48 inches Backrest Width 18-20 inches Backrest Height 24-26 inches Overall Depth 20-24 inches Base Diameter 25-27 inches	<b>Gilgit (GB)</b>	<b>KP</b>
			100	80
5.	<b>Center Table Set</b>	Size 2' x 4' & 2'x2', Wooden structure with vin board, Sealer and liquor polished.	<b>Gilgit (GB)</b>	<b>KP</b>
			20	16
6.	<b>Executive Sofa</b>	5-Seater Length 5'3' Back height/ width 24'/ thickness of seat 10', length of single seat 22', foam thickness 24', covered with leather foam /banyan foam.	<b>Gilgit (GB)</b>	<b>KP</b>
			20	16
7.	<b>Visitor's Chair</b>	Wooden frame and high class leatherite. Sealer and liquor polished. It boasts a sturdy hardwood frame and a No-sag spring seat.	<b>Gilgit (GB)</b>	<b>KP</b>
			40	32

		Arm Height: 25"H. Seat Size: 22"W X 21"D. Seat Height: 18.5". Overall Dimensions: 24"W X 26"D X 31"H. Weight Capacity: 250lbs.		
8.	Executive Shelf	Size 3' x 6', Lamination sheet.	Gilgit (GB)	KP
			20	16
9.	Coat & Hat stand	Standard Size - Wooden	Gilgit (GB)	KP
			10	08
LOT 2 – Office Furniture				
1.	Office Table and Chair (Set)	<b>Table:</b> Size 2' x 4', 18 gauge steel frame with powder coat. Top made of super UV lamination sheet. 3 Drawers with locks on one side while one two cabinets on the other side <b>Chair:</b> Wooden frame, High Class leatherite with molty foam cushioned. Minimum Dimensions: Seat Height 18-22 inches Overall Height 45-48 inches Backrest Width 18-20 inches Backrest Height 24-26 inches Overall Depth 20-24 inches Base Diameter 25-27 inches	Gilgit (GB)	KP
			10	08
2.	Visitor's Chair	Wooden frame and high class leatherite. Sealer and liquor polished Overall Dimensions: 27"D x 24.5"W x 33.5"H Seat Height: 17" Seat Width: 21.5" Seat Depth: 18.5" Back Width: 21.5" Back Height: 16" Arm Height: 9"	Gilgit (GB)	KP
			30	25
3.	Computer Table	Length 121 cm, Width 60 cm, Height 76 cm Wood (Shesham) - Brown 2 Drawers with locks along with 1 cabinet on one side and 1 CPU box on the other side 1 Keyboard tray	Gilgit (GB)	KP
			10	08
4.	Center Table Set	Size material commercial Vin board L 48" W 24" H 18", Wooden structure with vin board, Sealer and liquor polished.	Gilgit (GB)	KP
			20	16
5.	Tea Table	Square table with SS quare base & 12mm tempered glass top (Local made)	Gilgit (GB)	KP
			20	16
6.	Filing Shelf	Material: CRCA Sheet No. of Shelves: 07 Height: 08 ft Rack type: Angle frame racks 2400mm x 375mm x 900mm – Having 6 compatt	Gilgit (GB)	KP
			28	22



7.	<b>Steel Cupboard/ Almarih</b>	Material: SS/MS Surface Finish: Coated Size: 78" x 36" 19" No. of Doors: 2 Door with locks No. Of Shelves: 5-7 Usage/Application: Box file, spring file, Office stationery, etc.	<b>Gilgit (GB)</b>	<b>KP</b>
			28	22
8.	<b>Side table</b>	Standard Size Dimensions L x W x H (in.) : 20 x 20 x 18 ½ Wooden (Polished) Material Type: Fir wood	<b>Gilgit (GB)</b>	<b>KP</b>
			28	22

**Annex - 2****Price Schedule Form**

***This Form must be submitted only using the Supplier's Official Letterhead/Stationery***

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. **UNDP-RFQ-2020-192**:

**The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.**

**Bidder must offer one price against each item and avoid offering alternate options.**

**Bidder Must quote the price of all item of lot in which they apply; otherwise the bid will be considered non-responsive.**

**LOT-1**

Sr. No	Description/Items	Specifications	Gilgit Baltistan (A)			Khyber Pakhtunkhwa (B)		
			QTY-GB	Unit Price (PKR)	Total Price (PKR)	QTY-KP	Unit Price (PKR)	Total Price (PKR)
1	Executive Table with Side-rack	As per Annex 1	10			08		
2	Executive Chair	As per Annex 1	10			08		
3	Conference Table	As per Annex 1	10			08		
4	Conference Chairs	As per Annex 1	100			80		
5	Center Table Set	As per Annex 1	20			16		
6	Executive Sofa	As per Annex 1	20			16		
7	Visitor's Chair	As per Annex 1	40			32		
8	Executive Shelf	As per Annex 1	20			16		
9	Coat & Hat stand	As per Annex 1	10			08		
Transportation Cost (A*) & (B**)					*			**
(A) TOTAL Price (PKR) – DAP Gilgit								
(B) TOTAL Price (PKR) – DAP Peshawar								
<b>TOTAL Exclusive of Tax (PKR) A+B</b>								
<b>GST Percentage</b>								
<b>Grand Total (Lot-1) Inclusive of Tax.</b>								

**LOT-2**

Sr. No	Description/Items	Specifications	Gilgit Baltistan (A)			Khyber Pakhtunkhwa (B)		
			QTY-GB	Unit Price (PKR)	Total Price (PKR)	QTY-KP	Unit Price (PKR)	Total Price (PKR)
1	Office Table and Chair (Set)	As per Annex 1	10			08		
2	Visitor's Chair	As per Annex 1	30			25		
3	Computer Table	As per Annex 1	10			08		
4	Center Table Set	As per Annex 1	20			16		
5	Tea Table	As per Annex 1	20			16		
6	Filing Shelf	As per Annex 1	28			22		
7	Steel Cupboard/ Almariah	As per Annex 1	28			22		
8	Side table	As per Annex 1	28			22		
Transportation Cost (A*) & (B**)					*			**
(A) TOTAL Price (PKR) – DAP Gilgit								
(B) TOTAL Price (PKR) – DAP Peshawar								
<b>TOTAL Exclusive of Tax (PKR) A+B</b>								
<b>GST Percentage</b>								
<b>Grand Total (Lot-2) Inclusive of Tax.</b>								

**Table 2:**

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 Lead Time (60 Days)			
Validity of Quotation (90 Days)			
Acceptance of All Provisions of the UNDP General Terms and Conditions			
Technical responsiveness/Full compliance to the Specifications/requirements [Must meet the requirements (Y/N)]. Note: The bidder must have sample of each item ready at their warehouse. UNDP along with end-user will visit the bidder premises for sample			

inspection to ensure technical compliance with Specification.			
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Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

\_\_\_\_\_

## Annex 3

## Bid Submission Form

***(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)***

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Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for \_\_\_\_\_ which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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[please mark this letter with your corporate seal, if available]

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