

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: 29 September 2020
	REFERENCE: HORIZONS, ABKHAZIA

Dear Sir / Madam:

We kindly request you to submit your quotations for the following two Lots:

LOT I: Office furniture manufacture for Sukhum/i State College and Gal/i College of Humanities

LOT II: Kitchen furniture manufacture for Gal/i College of Humanities

Your quotations should be submitted as detailed in Technical Specification (Annex 1) of this RFQ. When preparing your quotation, please submit filled in Form for Submission of Quotations attached hereto as (Annex2).

Bidders are encouraged to submit their quotations per 2 (lots) lots or each lot separately.

Quotations must be submittedin sealed and stamped envelopes on or before: <u>12:00 PM, 07</u> October 2020, via courier mail or hand delivered to the address below:

United Nations Development Programme

21 Aiaaira ave. Sukhum/i Ms. Inna Abgadzhava +7 940 9273130; inna. abgadzhava@undp.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline in sealed and stamped envelopes. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

Delivery Terms	Sukhum/i State College, Sukhum/i town. Gal/i College of
	Humanities, Gal /i town
Customs clearance, if	N/A
needed, shall be done by:	
Exact Address/es of	Sukhum/i town, Basaria St. 24. Gal/i town, Samurzakanskaya St.
Delivery Location/s	
(identify all, if multiple)	
UNDP Preferred Freight	N/A
Forwarder, if any	

Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	LOT I: 60 days upon signature of the Contract. LOT II: 60 days upon signature of the Contract.
Delivery Schedule	N/A
Packing Requirements	N/A
Mode of Transport	N/A
Preferred Currency of Quotation	·
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Warranty for 1 year minimum as specified in Annex 1
Deadline for the Submission of Quotation	12:00 PM, 07 October 2020
All documentations shall be presented in this language	English
Documents to be submitted	 Duly Accomplished Forms as provided in Annex 2, and in accordance with the Technical specifications given in Annex1; The bidder shall furnish the following certificates for the LOT I: ✓ Certificate of quality for Laminated Particle Board The bidder shall furnish the following certificates for the LOT II: ✓ Certificate of quality for Laminated Particle Board
Period of Validity of	For the both lots documents to be submitted: ✓ Latest Business Registration Certificate/Certificate of Establishment (for LOT I, LOTII,); ✓ Tax Clearance (Tax Department reference on no debt towards the budget) (for LOT I, LOT II,); ✓ Company Qualification Record (at least 3 years of experience in manufacturing/producing furniture (as (Annex 4);(for LOT I, LOT II) ✓ Bidders must provide gurantee letter on items requsted as indicated in the attached specifications in Annex 1 at leats for 1 year(for LOT I, LOT II) ✓ Bank details (Bank title, code, account number). (for LOT I, LOT II,);
Quotes starting the Submission Date	In exceptional circumstances, UNDP may request the Bidder 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	☑ Permitted Contract will be awarded either to one technically qualified company offering the lowest price for both LOTs or to diferent technically qulaified companies offering lowest price per each lot
Payment Terms	Payment will be linked to every stage upon delivery envisaged in the contract.
Liquidated Damages	The liquidated damages for delay shall be 1% of Contract for one week of delay, upto a maximum of two weeks of delay. Thereafter, the Contract will be terminated.
Evaluation Criteria [check as many as applicable]	 Technical responsiveness/Full compliance to requirements and lowest price. Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	☑ One or more Suppliers, depending on the following factors: Contract will be awarded either to one technically qualified company offering the lowest price f0r both LOTs or to diferent technically qulaified companies offering lowest price per each LOTs
Type of Contract to be Signed	Contract for Goods and /or Services
Special conditions of Contract	Cancellation of PO/ Contract if the delivery/completion is delayed or is not satisfactory
Annexes to this RFQ	 Technical Specifications Required (Annex 1) Form for Submission of Quotation(Annex 2) General Terms and Conditions / Special Conditions (Annex3). Non- acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. Company qualification record (Annex 4) Drawings LOT I, LOT II (Annex 5)
Contact Person for Inquiries (Written inquiries only)	Inna Abgadzhava 21, Aiaairaave., Sukhum/i inna.abgadzhava@undp.org. +79409273130 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.

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.

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, 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Rafis Abazov Project Manager

29 September 2020

TECHICAL SPECIFICATIONS

LOT 1:

#	Technical description	Unit	Q-ty	Latest Delivery Date
I	Sukhum/iState College.Office Furniture. Career Guidiance Center. Classroom 1			
1	Conference table 4600cmx1400 cm x 700 cm, height 780cm made of laminated particle board32 mm thickness, metal legs(colour to be confirmed with UNDP)(at least one year warranty)	pcs	1	60 days from the issuance of the Contract
2	Teacher's table 1700cmx 700cm x 780cm made of laminated particle board 32 mm thickness, metal frame, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
3	Drawer for the teacher's table 450 cmx500cm x 600cm made of laminated particle board 16mm thickness,2 trays, metal legs, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
4	Office bookcase 1800cmx1 600cm x 450cm made of laminated particle board16mm thickness (2 sections with a glass, 4 sections without glass) (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
5	Office bookcase 1600cm x 1000cm x 450cm made of laminated particle board 16mm thickness (2 sections with a glass, 2 sections without glass) (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
6	Hinged shelves above the teacher's table 1400cm x 1400cmmade of laminated particle board 16 mm thickness, 5 sections, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
7	Hanger for the clothes 2 000 cm x 800 cm made of laminated particle board 32 mm thickness, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
8	Cathedra on the pedestal 600x4001100cm, made of laminated particle board, metal frame, black, 32mm thickness, metal frame(at least one year warranty)	pcs	1	60 days from the issuance of the Contract
II	Sukhum/I State College.Office Furniture. IT laboratory. Classroom 2			
1	Computer table 1700 cm x 700 cm x 780 cm made of laminated particle	pcs	8	60 days from the issuance of the

	board 32mm thickness, back plank, metal frame (colour to be confirmed with UNDP) (at least one year warranty)			Contract
2	Office bookcase, loft style, 1200 cm x 2000cm x 400cm,made of laminated particle board, 16mm thickness, 3 open shelves, 4 closed sections, metal frame(colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
3	Hinged shelves above the teacher's table 800cm x 900 cm x 300cm made of laminated particle board, 16mm thickness, two open sections, metal frame (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
4	Drawer for the teacher's table 450cm x 500cm x 600 pcscm made of laminated particle board 16 mm thickness, metal legs,2 trays, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
5	Drawer for 3D printer 1500 cm x 600 cm x 600 cm, made of laminated particle board 16mm thickness, metal frame, open shelve (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
6	Hanger for the clothes 2000 cm x 800cm made of laminated particle board, 32 mm thickness, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
III	Sukhum/i. Office Furniture. Electricallaboratory. Classroom 2			
1	Teacher's table 1700 cm x 700 cm x 780cm made of laminated particle board 32 mm thickness built in drawer 3 closed sections 1opened,(colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
2	Island table 1600cm x 770cm x 800cm, made of laminated particle board 32mm thickness, 6 opened sections 2 closed sections, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
3	Round table for the students 1600 cmx 1 600 cm, made of laminated particle board 32 mm thickness, metallic legs, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
4	Hinged shelves1400 pcscm x 1400cm made of laminated particle board 16 mm thickness, 5 sections (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
5	Hanger for the clothes 2000cm x 800cm made of laminated particle board 16 mm sections, colour to be confirmed with UNDP) (at least one year warranty)	pcs	1	60 days from the issuance of the Contract
IV	Gal/i .Office Furniture. Classroom 1			
1	Teacher's table 1700 cm x 700cm x 780cm made of laminated particle board 32mm thickness, built in drawer, 3 opened sections, 1 closed, (colour to be	pcs	1	60 days from the issuance of the Contract

	confirmed with UNDP) (at least one year warranty)		
2	Office bookcase 1800cm x 1200 x 450cm made of laminated particle board 16mm thickness, 1sectionwith a glass, 3 sections without glass) (colour to be confirmed with UNDP) (at least one year warranty)	1	60 days from the issuance of the Contract
3	Hanger for the clothes 2000cm x 800cm made of laminated particle board 16mm thickness,(colour to be confirmed with UNDP) (at least one year warranty)	1	60 days from the issuance of the Contract
4	Round table for the students 1 600 cmx 1 600 cm, made of laminated particle board 32 mm thickness, metal legs, (colour to be confirmed with UNDP) (at least one year warranty)	1	60 days from the issuance of the Contract

LOT II TECHICAL SPECIFICATIONS Annex I

Technical description Latest Delivery Date # Unit Q-ty Gal/i College of Humanities. Kitchen Furniture Kitchen set: 2000x600x860 with kitchen countertop, Material - Laminated 60 days from the issuance of the Particle board with accessories (at least one year warranty), (colour to be set 1 Contract confirmed with UNDP) Kitchen set: 3200x600x860 with kitchen countertop, Material - Laminated 60 days from the issuance of the Particle board with accessories (at least one year warranty), (colour to be 1 set Contract confirmed with UNDP) Kitchen set: 2500x600x860 with kitchen countertop, Material - Laminated 60 days from the issuance of the Particle board with accessories (at least one year warranty) (colour to be 1 set Contract confirmed with UNDP) Kitchen set: 5000x600x860with kitchen countertop, Material - Laminated 60 days from the issuance of the Particle board with accessories (at least one year warranty) (colour to be 1 set Contract confirmed with UNDP) Kitchen set: 3500x1200 with kitchen countertop, Material - Laminated 60 days from the issuance of the Particle board with accessories (at least one year warranty) (colour to be 1 set Contract confirmed with UNDP) KitchenTable: 1500x600 table top, material - Laminated Particle board with 60 days from the issuance of the set 4 accessories (at least one year warranty) (colour to be confirmed with UNDP) Contract 60 days from the issuance of the Kitchen Table: 3300*400, table toph, Material - Laminated Particle board with 1 set accessories (at least one year warranty) (colour to be confirmed with UNDP) Contract

Form for Submitting Supplier's Quotation

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

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

LOT I: Office furniture manufacture for Sukhum/i State College and Gal/i College of Humanities. Purchase of the office equipments.

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

ltem №	Description/Specification of goods	UNIT	QTY	Unit price USD	Total price USD	TOTAL	Brand Name/Country of Origin of the items
	Sukhum/iState College.Office Furniture. Career Guidiance Center. Classroom 1						
1	Conference table 4600cm x1400 cm x 700 cm, height 780cm made of laminated particle board 32 mm thickness, metal legs (colour to be confirmed with UNDP)(at least one year warranty)	pcs	1				
2	Teacher's table 1700cm x 700cm x 780cm made of laminated particle board 32 mm thickness, metal frame, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1				
3	Drawer for the teacher's table 450 cm x 500cm x 600cm made of laminated particle board 16mm thickness, 2 trays, metal legs, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1				

4	Office bookcase 1800cm x 1600cm x 450cm made of laminated particle board 16mm thickness (2 sections with a glass, 4 sections without glass) (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
5	Office bookcase 1600cm x 1000cm x 450cm made of laminated particle board 16mm thickness (2 sections with a glass, 2 sections without glass) (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
6	Hinged shelves above the teacher's table 1400cm x 1400cmmade of laminated particle board 16 mm thickness, 5 sections,(colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
7	Hanger for the clothes 2 000 cm x 800 cm made of laminated particle board 32 mm thickness, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
8	Cathedra 600x400x1100cm, made of laminated particle board, 32mm thickness, metal frame, black (at least one year warranty)	pcs	1		
п	Sukhum/I State College.Office Furniture. IT laboratory. Classroom 2				
1	Computer table 1700 cm x 700 cm x 780 cm made of laminated particle board 32mm thickness, back plank, metal frame (colour to be confirmed with UNDP) (at least one year warranty)Computer table 1 700 cm x 700 cm x 780 cm made of laminated particle board, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	8		
2	Office bookcase, loft style, 1200 cm x 2000cm x 400cm,made of laminated particle board, 16mm thickness, 3 open shelves, 4 closed sections, metal frame (colour to be confirmed with UNDP) (at least	pcs	1		

	one year warranty)				
3	Hinged shelves above the teacher's table 800cm x 900 cm x 300cm made of laminated particle board, 16mm thickness, two open sections, metal frame (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
4	Drawer for the teacher's table 450cm x 500cm x 600 pcscm made of laminated particle board 16 mm thickness, metal legs, 2 trays, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
5	Drawer for 3D printer 1500 cm x 600 cm x 600 cm, made of laminated particle board 16mm thickness, metal frame, open shelve (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
6	Hanger for the clothes 2000 cm x 800cm made of laminated particle board, 32 mm thickness, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
III	Sukhum/i. Office Furniture. Electricallaboratory. Classroom 2				
1	Teacher's table 1700 cm x 700 cm x 780cm made of laminated particle board 32 mm thickness built in drawer 3 closed sections 1 opened, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
2	Island table 1600cm x 770cm x 800cm, made of laminated particle board 32mm thickness, 6 opened sections 2 closed sections, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
3	Round table for the students 1600 cmx 1600 cm, made of laminated particle board 32 mm thickness, metallic legs, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
4	Hinged shelves 1400 pcscm x 1400cm made of laminated particle board 16 mm thickness, 5	pcs	1		

	sections (colour to be confirmed with UNDP) (at least one year warranty)				
5	Hanger for the clothes 2000cm x 800cm made of laminated particle board 16 mm sections, colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
IV	Gal/i .Office Furniture. Classroom 1				
1	Teacher's table 1700 cm x 700cm x 780cm made of laminated particle board 32mm thickness, built in drawer, 3 opened sections, 1 closed, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
2	Office bookcase 1800cm x 1200 x 450cm made of laminated particle board 16mm thickness, 1 section with a glass, 3 sections without glass) (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
3	Hanger for the clothes 2000cm x 800cm made of laminated particle board 16mm thickness, (colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
4	Round table for the students 1 600 cm x 1 600 cm, made of laminated particle board 32 mm thickness, metal legs, (colour to be confirmed with UNDP) (at least one year warranty)		1		

Director:

Date:

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation	Your Responses					
are as follows:	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal			
Validity of quotation 60 days						
All provisions of the UNDP general terms and conditions						
Compliance with liquidated damages indicated above						
Compliance with special conditions of contract						
Compliance with latest expected delivery date is 60 days						
Compliance with indicated warranty conditions (warranties and certificates indicated in the RFQ)						

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

Company	Name
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Director

Date

LOT II Annex II

Form For Submitting Supplier's Quotation

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

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements LOT I: Kitchen furniture manufacture for Gal/i College of Humanities.

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

ltem №	Description/Specification of goods	UNIT	QTY	Unit price USD	Total price USD	TOTAL	Brand Name/Country of Origin of the items
ı	Gal/i College of Humanities. Kitchen Furniture						
1	Kitchen set: 2000x600x860 with kitchen countertop, Material - Laminated Particle board with accessories (at least one year warranty)(colour to be confirmed with UNDP) (at least one year warranty)	set	1				
2	Kitchen set: 3200x600x860 with kitchen countertop, Material - Laminated Particle board with accessories (at least one year warranty)(colour to be confirmed with UNDP) (at least one year warranty)	set	1				

3	Kitchen set: 2500x600x860 with kitchen countertop, Material - Laminated Particle board with accessories (at least one year warranty(colour to be confirmed with UNDP) (at least one year warranty)	set	1		
4	Kitchen set: 5000x600x860with kitchen countertop, Material - Laminated Particle board with accessories (at least one year warranty)(colour to be confirmed with UNDP) (at least one year warranty)	set	1		
5	Kitchen set: 3500x1200 with kitchen countertop, Material - Laminated Particle board with accessories (at least one year warranty)(colour to be confirmed with UNDP) (at least one year warranty)	set	1		
6	KitchenTable: 1500x600 table top, material - Laminated Particle board with accessories (at least one year warranty)(colour to be confirmed with UNDP) (at least one year warranty)	pcs	4		
7	Kitchen Table: 3300*400, table toph, Material - Laminated Particle board with accessories (at least one year warranty)(colour to be confirmed with UNDP) (at least one year warranty)	pcs	1		
	TOTAL BID				
	Unforeseen costs(%)				
	Cost of transportation (%)				
	FINAL BID PRICE				

Company Name:
Director:
Date:

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our	Your Responses					
Quotation are as follows:	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal			
Validity of quotation 60 days			-			
All provisions of the UNDP general terms and conditions						
Compliance with liquidated damages indicated above						

Compliance with special conditions of contract		
Compliance with latest expected delivery date is 60 days		
Compliance with indicated warranty conditions	 	
(warranties and certificates indicated in the RFQ)		

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

Company Name

Director

Date

COMPANY QUALIFICATION RECORD

- 1. Work experience as a prime contractor **over the last 3 years**List of performed projects is to be split by years. Each year is to be started with total amount of the year.
- 1.1. Provide background of the company with supporting documents (company registration,)

Year of establishment:

Registration No, and place.

Tax certificate:

#	Project Name	Name of Employer	Description of work	Contract amount (USD)	Period of completion	Contact person
	2017					
1						
2						
3						
4						
5						
	2018					
1						
2						
3						
4						
5						
	2019					
1						

2			
3			
4			
5			

Or Please, Describe at least 3 last of your projects which have been done by your company (Project name, address, client contacts, project cost, short description, construction period) and submit according documentary evidence (hand over record).

Director: