



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

NAME & ADDRESS OF FIRM	DATE: October 5, 2020
	REFERENCE: RBAS-RFQ-018/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Purchasing of Office Furniture to be delivered to United Resident Coordination Office (UNRCO) in Abu Dhabi**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **October 17, 2020 at 16:00 Hrs (Amman Local Time)** and via ☒ *e-mail*, ☐ *courier mail* or ☐ *facsimile* to the address below:

**United Nations Development Programme
Regional Bureau for Arab States (RBAS)**
Proc.contract.rscjo@undp.org
**Attention: Hanan AbuBaker/ Procurement Analyst
Abeer Awawdeh / Procurement Associate**

Your Quotation must be expressed in the English language, and valid for a minimum period of thirty (120) days.

Quotations submitted by email must be limited to a maximum of 35 MB, virus-free and no more than 2 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:

RBAS-RFQ-018/2020 AA

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other DDP	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	RC office -IRENA Building , 6th floor - Masdar City Abu Dhabi United Arab Emirates	
UNDP Preferred Freight Forwarder, if any ²	NA	
Distribution of shipping documents (if using freight forwarder)	NA	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> up to 5 weeks from contract/PO date. (Not later than 1 st of Dec)	
Delivery Schedule	<input checked="" type="checkbox"/> Required up to 5 weeks from contract/PO date. (Not later than 1 st of Dec)	
Packing Requirements	Shipment shall be packed upon international packing standard	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ³	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : United Arab Emirates Dirhams	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on all items for 1 Year <input checked="" type="checkbox"/> Technical Support	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

	<input type="checkbox"/> Others <i>[pls. specify]</i>
Deadline for the Submission of Quotation	COB, <i>Saturday, October 17, 2020 and @14:00 v Hrs Amman Local Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company Profile <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);if any <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Catalogues for the offered items <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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"/> Permitted based on selected items and options
Options	<input checked="" type="checkbox"/> Permitted vendor to provide available options in submitted offer
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon delivery and installation full required items and quantities of purchase order and acceptance report by UNRC Office in Abu Dhabi <input checked="" type="checkbox"/> The payment will be processed within 30 days from original invoice date as per UNDP rules and regulations
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% every 5 days of delay, up to a maximum no. of days of delay : 20 After which UNDP may terminate the contract.

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Delivery time up to 4 weeks from contract/PO issuance date. <input checked="" type="checkbox"/> Compliance with Technical Specifications mentioned in Annex 1 <input checked="" type="checkbox"/> Compliance with requirements mentioned in Annex2-Table 3. <input checked="" type="checkbox"/> Catalogues for the offered items <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <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 checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ⁸ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 calendar days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection (meeting required specification in the RFQ) Complete Installation <input checked="" type="checkbox"/> Match with selected models as per submitted catalogues <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements. <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ⁹	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)

⁷ 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.

⁸ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁹ Where the information is available in the web, a URL for the information may simply be provided.

	<input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others <i>[pls. specify, if any]</i> 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) ¹⁰	To: Abeer Awawdeh E-mail: abeer.awawdeh@undp.org CC: Hanan AbuBaker/ Procurement Analyst E-mail: Hanan.abubaker@undp.org 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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

¹⁰ 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.

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,



**Huda Khattab
Head of Operations
05 October 2020**

Annex 1**Technical Specifications**

UNDP intend to purchase the following office furniture items and quantities to be delivered to be delivered to United Resident Coordination Office (UNRCO) in Abu Dhabi:-

Item Number	Description	Quantity	Delivery Address
	Note: All items shall be of good quality and in accordance with the technical specifications of selected models (as per submitted catalogues) and the rate inclusive assembling all items and fixing them properly in position in the final		
1	Office professional desk		
1.1	Office Adjustable Desk with minimum size : L 160 cm x D (70-80) cm x H (70-118) cm Adjustable height electric desks (desk has front and side panels for privacy) including with 1 chest of 3 drawers (Lshape) <u>Provide options with different sizes and models Catalogues for each option must be submitted with offer)</u>	8	IRENA Building , 6th floor - Masdar City Abu Dhabi. UAE
1.2	Office fix Desk with minimum size : L 160 cm x D (70-80) cm x H (70-118) cm desk has front and side panels for privacy) including with 1 chest of 3 drawers (Lshape) <u>Provide options with different sizes and models Catalogues for each option must be submitted with offer)</u>	8	

2	<p>Colored Ergonomic Adjustable high-chairs with headrest angle adjustment</p> <p>Chair dimensions :W: 66-69 cm x D: 65-68 cm x H: 98-130 cm</p> <ul style="list-style-type: none"> - Headrest: adjustable headrest - Seat: Upholstered Molded Foam -Air grid mesh thickness: > 50 mm - Arms: Adjustable arms (2D) - Lumber support: Adjustable lumber support. - Base: cast Aluminum/Steel base. <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	10	
3	Professional Office full set Ergonomic including :		
3.1	<p>Adjustable Desk has front and side panels for privacy) Minimum Size: L 160 cm x D (70-80) cm x H (70-118) cm</p> <p>Adjustable height electric desks including with 1 chest of 3 drawers</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	2	
3.2	<p>Fix Desk has front and side panels for privacy Minimum Size: L 160 cm x D (70-80) cm x H (70-118) cm</p> <p>including with 1 chest of 3 drawers</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	2	
4	Professional Executive desk Office for Manager including :		

4.1	<p>Professional Executive Office Ergonomic Adjustable height desk set (Lshape), (desk has front and side panels for privacy) including with 2 chests of 3 drawers</p> <p>Minimum dimensions for the desk: L 180 cm x D (70-80) cm x H (70-118) cm</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1	
4.2	<p>Professional Executive Office Ergonomic fix desk set (Lshape), (desk has front and side panels for privacy) including with 2 chests of 3 drawers</p> <p>Minimum dimensions for the desk: L 180 cm x D (70-80) cm x H (70-118) cm</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1	
4.3	<p>Colored Ergonomic Executive adjustable high chairs</p> <p>Chair dimensions :W: 66-69 cm x D: 65-68 cm x H: 98-130 cm</p> <ul style="list-style-type: none"> - Headrest: adjustable headrest - Seat: Upholstered Molded Foam -Air grid mesh thickness: > 50 mm - Arms: Adjustable arms (2D) - Lumber support: Adjustable lumber support. - Base: cast Aluminum/Steel base. <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1	
4.4	<p>Medium high filing wooden cabinets with 2 doors with/without lock</p> <p>Minimum Size of Cabinet is (L 120 cm X H 75 cm x W 45 cm)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1 with 2 wooden doors	

a4.5	<p>Side arm chairs set for visitors (mesh or leather)</p> <p><u><i>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</i></u></p>	2	
4.6	<p>Coffee table (round/square) to fit between the visitors arm chairs</p> <p><u><i>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</i></u></p>	1	
4.7	<p>3 tables set (1 center table & 2 corner tables) for the guest seating area, rectangular shape</p> <p><u><i>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</i></u></p>	1 set	
4.8	<p>1 Sofa 3 seaters & 2 arm chairs set including</p> <p>Minimum size for the sofa set: Material Leather or texture H 85cm x D 89.5cm x W 230.5cm</p> <p><u><i>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</i></u></p>	1 set	
5	<p>Full high Glass shelf wooden cabinets</p> <p>Product Features 9 LED Adjustable spot lights 4 adjustable Tempered Glass Shelves Twin Lockable Tempered Glass hinged Doors Adjustable Feet (provide two options one with hidden Wheels and other without)</p> <p>Minimum Size: 35cm(w) x 42cm(l) x 160cm(h)</p> <p><u><i>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</i></u></p>	4	

6	<p>Standing modern wood with 4 bookshelves cabinet without doors Minimum Size: 40cm(w) x 40cm(l) x160cm(h)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	6	
7	<p>Wooden Cabinet used as a small kitchenet to put inside the fridge with approximate size of 82cm (h) x48cm (l) x 47cm (w)), and the coffee machine matching with the cabinet size.</p> <p>Minimum size of cabinet: 82cm (l) x 60cm (w) x 200cm (h)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1 with 2 Wooden doors	
8	<p>Wooden Pantry cabinet medium height with 4 shelves for the lounge/lunch area (used as a pantry for the coffee machine, electric kettle and microwave)</p> <p>Minimum Dimension: 80cm (h) x 82cm (l) x 40cm (w)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1 with 2 Wooden doors	
9	<p>Small lunch table set with chairs for the lounge/lunch area for 4 seaters(options to be provided: with arms/without arms , leather/texture)</p> <p>Minimum Size of the table: 76cm (h) x 70cm (w) x 140cm (l)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1	

10	<p>Wooden Cabinets with 4 shelves for the storage area with two wooden doors</p> <p>Minimum Size :200cm (h) x 40cm (w) x 82cm (l)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	10	
11	<p>Wooden Cabinets with 4 shelves and two doors with lock and keys</p> <p>Minimum Size: 200cm (h)x 40cm (w)x82cm (l)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1	
12	<p>Digital office safe with wheels (Medium Size)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1	

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

[Enter name of authorized staff]
[Designation]
[Click here to enter a date]

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)

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-RBAS-018/2020**:

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

Item Number	Description	Quantity	Unit Price in AED	Total Price in AED
	Note: All items shall be of good quality and in accordance with the technical specifications of selected models (as per submitted catalogues)			
1	Office professional desk			
1.1	Office Adjustable Desk with minimum size : L 160 cm x D (70-80) cm x H (70-118) cm Adjustable height electric desks (desk has front and side panels for privacy) including with 1 chest of 3 drawers (Lshape) <u>Provide options with different sizes and models Catalogues for each option must be submitted with offer)</u>	8		
1.2	Office fix Desk with minimum size : L 160 cm x D (70-80) cm x H (70-118) cm desk has front and side panels for privacy) including with 1 chest of 3 drawers (Lshape) <u>Provide options with different sizes and models Catalogues for each option must be submitted with offer)</u>	8		

¹¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2	<p>Colored Ergonomic Adjustable high-chairs with headrest angle adjustment</p> <p>Chair dimensions :W: 66-69 cm x D: 65-68 cm x H: 98-130 cm</p> <ul style="list-style-type: none"> - Headrest: adjustable headrest - Seat: Upholstered Molded Foam -Air grid mesh thickness: > 50 mm - Arms: Adjustable arms (2D) - Lumber support: Adjustable lumber support. - Base: cast Aluminum/Steel base. <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	10		
3	Professional Office full set Ergonomic including :			
3.1	<p>Adjustable Desk has front and side panels for privacy) Minimum Size: L 160 cm x D (70-80) cm x H (70-118) cm</p> <p>Adjustable height electric desks including with 1 chest of 3 drawers</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	2		
3.2	<p>Fix Desk has front and side panels for privacy Minimum Size: L 160 cm x D (70-80) cm x H (70-118) cm</p> <p>including with 1 chest of 3 drawers</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	2		
4	Professional Executive desk Office for Manager including :			

4.1	<p>Professional Executive Office Ergonomic Adjustable height desk set (Lshape), (desk has front and side panels for privacy) including with 2 chests of 3 drawers</p> <p>Minimum dimensions for the desk: L 180 cm x D (70-80) cm x H (70-118) cm</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	1		
4.2	<p>Professional Executive Office Ergonomic fix desk set (Lshape), (desk has front and side panels for privacy) including with 2 chests of 3 drawers</p> <p>Minimum dimensions for the desk: L 180 cm x D (70-80) cm x H (70-118) cm</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	1		
4.3	<p>Colored Ergonomic Executive adjustable high chairs</p> <p>Chair dimensions :W: 66-69 cm x D: 65-68 cm x H: 98-130 cm</p> <ul style="list-style-type: none"> - Headrest: adjustable headrest - Seat: Upholstered Molded Foam -Air grid mesh thickness: > 50 mm - Arms: Adjustable arms (2D) - Lumber support: Adjustable lumber support. - Base: cast Aluminum/Steel base. <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	1		
4.4	<p>Medium high filing wooden cabinets with 2 doors with/without lock</p> <p>Minimum Size of Cabinet is (L 120 cm X H 75 cm x W 45 cm)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	1 with 2 wooden doors		

a4.5	<p>Side arm chairs set for visitors (mesh or leather) <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	2		
4.6	<p>Coffee table (round/square) to fit between the visitors arm chairs <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1		
4.7	<p>3 tables set (1 center table & 2 corner tables) for the guest seating area, rectangular shape <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1 set		
4.8	<p>1 Sofa 3 seaters & 2 arm chairs set including Minimum size for the sofa set: Material Leather or texture H 85cm x D 89.5cm x W 230.5cm <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	1 set		
5	<p>Full high Glass shelf wooden cabinets Product Features 9 LED Adjustable spot lights 4 adjustable Tempered Glass Shelves Twin Lockable Tempered Glass hinged Doors Adjustable Feet (with hidden Wheels or without) Minimum Size: 35cm(w) x 42cm(l) x 160cm(h) <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u></p>	4		

6	Standing modern wood with 4 bookshelves cabinet without doors Minimum Size: 40cm(w) x 40cm(l) x160cm(h) <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u>	6		
7	Wooden Cabinet used as a small kitchenet to put inside the fridge with approximate size of 82cm (h) x48cm (l) x 47cm (w)), and the coffee machine matching with the cabinet size. Minimum size of cabinet: 82cm (l) x 60cm (w) x 200cm (h) <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u>	1 with 2 Wooden doors		
8	Wooden Pantry cabinet medium height with 4 shelves for the lounge/lunch area (used as a pantry for the coffee machine, electric kettle and microwave) Minimum Dimension: 80cm (h) x 82cm (l) x 40cm (w) <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u>	1 with 2 Wooden doors		
9	Small lunch table set with chairs for the lounge/lunch area for 4 seaters(options to be provided: with arms/without arms , leather/texture) Minimum Size of the table: 76cm (h) x 70cm (w) x 140cm (l) <u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer)</u>	1		

10	<p>Wooden Cabinets with 4 shelves for the storage area with two wooden doors</p> <p>Minimum Size :200cm (h) x 40cm (w) x 82cm (l)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	10		
11	<p>Wooden Cabinets with 4 shelves and two doors with lock and keys</p> <p>Minimum Size: 200cm (h)x 40cm (w)x82cm (l)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	1		
12	<p>Digital office safe with wheels (Medium Size)</p> <p><u>Provide options with different sizes, available colors and models Catalogues for each option must be submitted with offer</u></p>	1		
	Total Price for all items			
	VAT			
	Total Price All-Inclusive			

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 Lead Time up to 5 weeks not later than 1st of Dec			
Warranty and After-Sales Requirements			
a) Warranty on all items for 1 Year			
b) Technical Support			
c) Furniture Installation			
Catalogues for the offered options submitted with the offer			
Validity of Quotation (90 days)			
All Provisions of the UNDP General Terms and Conditions of goods.			
1. 100% upon delivery and installation of full quantity of purchase order and acceptance by UNDP based on UNRC Office report. 2. The payment will be processed within 30 days as per UNDP rules and regulations			

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]