



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: EU4Schools Furniture	Date: 17 November 2020
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Albania, in the framework of EU4Schools Programme funded by EU is seeking Companies, Manufacturers or Retailers that provide goods for educational facilities furniture to refurbish, supply and install the newly built or repaired educational facilities including classrooms seats and tables, IT lab equipment's, blackboards, administrative new office furniture, etc.... Work is to be performed at the location as shown below:

- 1 Qershori Kindergarten, Durres Municipality
- Dhosi Liperi Durres Municipality
- Hysen Cela School, Durres Municipality
- Mehmet Babamusta, School Kavaje Municipality
- Fiqiri Kurti School, Kavaja Municipality

We kindly request your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form


Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2.

It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: Nuno Queiros

Title: Deputy Resident Representative

Date: 17 November 2020

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>3 December 2020 at 14:00 hrs Tirana Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address Focal Person in UNDP: Procurement Unit E-mail address: procurement.al@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: Click or tap here to enter text. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Click or tap here to enter text. ▪ Mandatory subject of email: Click or tap here to enter text. ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Business Unit: ALB10 and Event ID 0000007858 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [15 of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in Albanian Lek (ALL)

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to project and applicable country agreement]</p>
Language of quotation	<p>Click or tap here to enter text</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	<p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p>

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	The payment deliverables will be as following: <ul style="list-style-type: none"> • 50% of the contract value within 30 days after receipt of goods for first three facilities: 1 Qershor Kindergarten, Dhosi Liperi and Hysen Cela School, Durres Municipality and • 50% of the contract value within 30 days after receipt of goods for the other two facilities Mehmet Babamusta and Fiqiri Kurti Schools in Kavaja Municipality <p>In both cases, the payment will be done after a clearance is submitted by the supervision of the contract, UNDP contract responsible and approved by the Project Programme Manager of the submission of payment documentation.</p> <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection by the supervision company and the UNDP responsible supervisor and Complete Installation <input type="checkbox"/> Passing all Testing specified in the [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.al@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 (Seven) days before the submission deadline. Responses to request for clarification will be communicated by via email by 24 November 2020
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	07 December 2020
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

GENERAL REQUIREMENT

The UNDP Albania in the framework of EU4Schools Programme funded by EU is looking for suppliers that provide furniture for educational facilities repaired or reconstructed under this programme. It includes seats, tables, blackboards, drawers, IT lab equipment, etc. The supplier must provide and install the furniture as requested.

SCOPE OF WORK

The contractor shall provide and install all the furniture needed to allow utilization of educational facilities premises to proceed with normal services of education and make them fully operational. It shall perform the following works according to all requirements specified in the contract. Site survey for each educational facility will be arranged upon request and as-built drawings shall be made available.

Under this assignment the contractor will:

- Provide and install furniture for classrooms', lab and other spaced of educational facilities as per architectural design drawings;
- Submit material samples, and work schedule for approval. Installation of furniture in educational facility site shall be completed within 10 days after contract signature;
- Be responsible for quality and quantity of furniture provided and installed.

Special Notes:

- All materials, equipment that are to be used under this assignment shall be approved in advance by UNDP EU4Schools Programme staff in accordance with recommendations of the manufacturer and in compliance to educational facilities furniture standards, norms and by-laws.
- Debris and other waste materials must not be allowed to accumulate on the site.
- Contractor will transport materials to the educational facilities building and dispose them on daily basis to the Municipality approved site. Contractor must not burn any demolished materials on site.
- Contractor will comply with health and safety rules and regulations.
- Contractor will not damage, break or breach the perimeter walls or adjacent facilities at in places other than that specified under the construction work.
- Contractor must outline his methodology (in his proposal) for the supply and install of the furniture.
- It shall be the Contractor's responsibility to provide a completely safe and workable system in accordance with the requirements of this specification, and the accompanying drawings and schedules all to the entire satisfaction of the UNDP responsible staff.
- The Contractor shall examine all accompanying drawings and specifications to make sure that all requirements are thoroughly understood. In case where, in his opinion, there are omissions and /or errors in any of these documents, he shall inform the UNDP responsible staff immediately.
- All materials, equipment and finished works shall be kept in good condition. The complete work shall be the Contractors property until handed over to the Beneficiary.
- Bids must include:
 - Length of time in days necessary to complete the project. Plan and work schedule.
 - Scope of work
 - Total cost estimate with clearly defined line items and costing by line items, specifications, quantities and cost of all labour and services.
 - Detailed drawings and 3D illustration photos.
 - All material samples for review and approval.

- The UNDP will pay for all works upon completion and acceptability of the project.

TECHNICAL SPECIFICATIONS

FURNITURE AND EQUIPMENT

Since the school furniture and equipment characteristics and dimensions are playing a large role in the determination of the room dimensions and configuration, it is necessary to consider their dimensional aspect as an element of the building design, especially for the definition of room dimensions and surface areas, doors and windows location and dimensions...etc. In addition, most of the fixed equipment such as blackboards, built-in cupboards, shelves, laboratory benches and IT Lab devices. The school furniture and equipment will be divided in lots as follows:

- (i) General education furniture for classrooms (student tables and chairs, teachers' tables and chairs, lab tables and stools, chalkboard, cupboard, coat racks and display boards.)
- (ii) Educational equipment such as, wall units, fume hoods, lab tools and devices, computers and printers... etc.)
- (iii) Furniture of administrative spaces: desks, tables, armchairs, chairs, special hangers for maps and photos;
- (iv) Equipment of administrative spaces: computers, photocopiers, printers, scanners,

INTERFACES WITH USERS AND ANTHROPOMETRICS

School furniture and equipment must be adapted to the size of the students using them. The sizing and design of furniture and equipment items are usually based on ergonomic requirements, themselves defined by children measurements obtained through anthropometric surveys conducted in Republic of Albania.

The anthropometric surveys are giving average children dimensions as well as maximum and minimum sizes for each age group and the design of furniture is based on the dimensions as follows:

- (i) for the sitting position, dimensions of the lower leg, upper leg, hip width and shoulder width are necessary
- (ii) for working surfaces (sitting), height of elbow, thickness of thigh, reach forward and eye height are needed.

The dimensions of children vary and for practical purpose, the sizes of students between 6 and 18 years old are often distributed in four categories, corresponding to four different sizes of furniture

INTERFACES WITH BUILDING




Our Educational facilities have been designed taking furniture and equipment into consideration. Therefore, their characteristics, quantities and dimensions are clearly defined before the start of the building design. At this point, the main interface requirements to be considered by both building and furniture designers are concerning:

- (i) The room dimensions in accordance with the size, quantities and characteristics of the furniture and equipment: spaces should not be overprovided with furniture and rooms should be large enough to shelter the required items


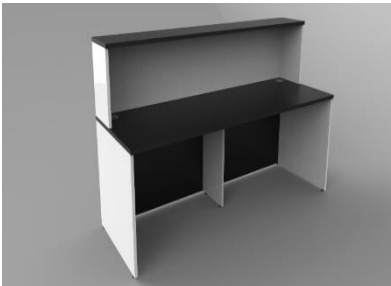

- (ii) The furniture and equipment dimensions should be compatible with the doors, corridors and stair dimensions so that transport, delivery and installation can be easily carried out
- (iii) The furniture metal runners should be protected so that the floor finishes will be protected
- (iv) Points of potential collision between furniture and building elements, such as wall and exposed corners should be protected, especially when trolleys are being used
- (v) As much as possible, furniture should be made of fire-resistant materials. This measure is complementary of the fire protection measures

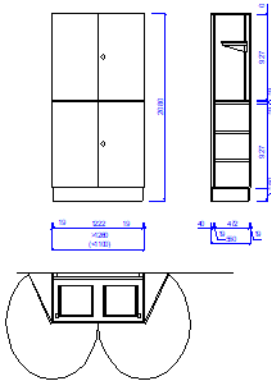


Technical Specifications for Goods:




No .	Item	Minimum technical Requirements	Pcs	Illustration
1	Square restaurant table (Tavolina per restorant katrore)	120 cm x 80 cm x 76 cm (H)	12	
2	Geridon	80 cm x 40 cm x 76 cm	12	




3	Service shelves for restaurants (Rafte sherbimi te posacme per salla restoranti)	90 cm x 50 cm x 120 cm	4	
4	Bar Counter and water plant as per dimensions (Banak bari dhe impiant uji sipas permasave te ambientit)	260 cm x 70 cm x 115 cm	2	
5	Bottle bar shelves as per dimensions (Vitrina e barit sipas permasave te ambientit)	260 cm x 35 cm x 70 cm	2	


6	Restaurant Chairs (Karrige restoranti)		24	
7	Teacher's Classbook Cabinet - Same color as student desks (Dollap per vendosjen e rregjistrave ne sallën e mesuesve me ndarje perkatese - ngjyra si e bankave)	150 cm x 40 cm x 205 cm	2	
8	Student Tables (Tavolina nxenesish)	130 cm x 60 cm x 76 cm (H)	170	



9	Student Seats (Karrike nxenesish)	Seating height 46 cm and total height 90 cm	240	
10	Reception sipas permasave te ambientit	400cm x 60cm x 90 cm	1	
11	Teacher's seats (Karrige mesuesish)	<p>Teacher's seats (510 x450 x780 mm)</p> <ul style="list-style-type: none"> • Back and seat are made of high resistance black plastic filled with acrylic gum 35 mm thick and 28 kg/m³ density to create ergonomic shape and textile coated • Seat dimensions 450x400 mm • Height of the seat and back part shall be respectively within 400-460mm and 700-750 mm • Argon welded structural steel support and electrostatic high temperature paint • Chair legs bottom shall have 5 mm thick plastic taps • Chair color shall be subject to approval 	100	




12	Cupboards (Rafte)	95 cm x 50 cm x 200 cm(H)	30	
13	Library bookshelves (Rafte biblioteke)	90 cm x 32 cm x 208 cm (H)	40	
14	Desks for office and teacher's room (Tavolina per zyra dhe sallën e mesuesve)	170 cm x 70cm x 76 cm	13	

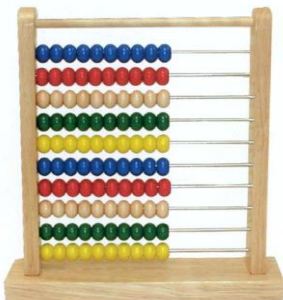


15	Teacher's Desks (Tavolina mesuesi)	130 cm x 60 cm x 76 cm (H)	14	
16	Rotating adjustable height chair (Karrige)	<p>Height of back support 400 mm and height of adjustable seat from 340 mm to 500 mm</p> <ul style="list-style-type: none"> • Vertical mounting and framing pole shall be supported by 5 legs equipped with spherical wheels • Seat shall be equipped with a relaxing mechanism to fit the persons weight • Seat and support shall be wearing with fabric filled with foam • Plastic arms. 	60	
17	Kindergarten Trapezoidal Desk (Tavolina ne forme trapezi)	<ul style="list-style-type: none"> • Desk dimension shall be 120x60x55 cm • Seasoned Beech wood frame, free of sharp corners • Tabletop shall be 18 mm thick MDF with high resistant laminate coated and scratch proof • Hidden installation elements <p>Note: No more than 5% Tolerances are allowed</p>	12	



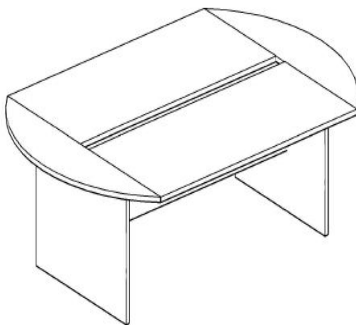
18	Kindergarten Circular Desk (Tavolina rrethore per femije)	<ul style="list-style-type: none"> • Desk dimension shall be 80x55 cm • Seasoned Beech wood frame, free of sharp corners • Tabletop shall be 18 mm thick MDF with high resistant laminate coated and scratch proof • Hidden installation elements <p>Note: No more than 5% Tolerances are allowed</p>	12	
19	Kindergarten Chairs (Karrige per femije)	<p>Kindergarten Chairs (55x29x32cm)</p> <ul style="list-style-type: none"> - Seasoned Beech wood frame, free of sharp corners - Seat and backside shall be made of wood engineered multi-layer high strength 	150	
20	Kindergarten Toy Rack (Etazher per libra)	<ul style="list-style-type: none"> • Toy Rack Dimensions shall be 120x140x60cm • Toy rack shall be made of 2 equally separated columns of shelves as shown in the picture • Cabinet shall have 4 shelves on equal height • Bearing weight on each shelf shall be 20-25 kg • A min 4 mm engineered wood cabinet backside same color and design • Each level shelf separator shall have rounded edges • Entire toy rack raw material shall 	16	

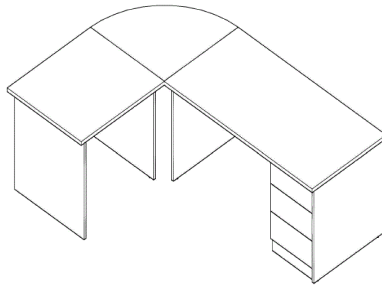
		be melamine 18 mm thick perimetral PVC coated		
21	Painting stand (Kavalet piktura)		8	

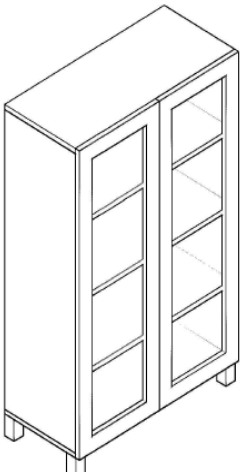
24	Kindergarten Kid's Cabinets (Rafti I materialeve te femijve)	<ul style="list-style-type: none"> • Kids' Cabinet Dimensions shall be 90x45x190cm • Cabinet shall be 2 separated spaces; one open space for the kids backpacks and the other one closed with 2 equally separated shutters equipped with handles and accessories • Height of the shutter shall be 160 cm • Each level shelf separator shall have rounded edges • Shutters shall have 2 90-degree openings equipped with handles locks and relative accessories • A min 4 mm engineered wood cabinet backside same color and design • Cabinet footing shall be made of plastic supported by a 100 mm frame • Cabinet raw material shall be melamine 16 mm thick 	24	
25	Kindergarten Toy Shelves (Rafte per lodrat manipulative)		8	

26	Mbajtese kepucesh per femijet		24	
27	Children's Beds, including Mattress, Blankets and Sheets (Krevat, Dyshek, Batanije dhe Carcaf per femije)	140x70 cm (90 pcs) 120x60 cm (30 pcs)	120	
28	Magnetic Whiteboards for Kids (Tabela manjetike)	45 cm x 70 cm	8	

29	Counters for children (Numratore te medha)		8	
30	Wardrobe (Garderobe)	240x140x60cm	8	
31	Blackboards (Tabela te zeza)	<p>Blackboard (150x200cm)</p> <ul style="list-style-type: none"> • Blackboard color shall be green and smooth to be able to write on it • Side frame shall be aluminum profile with plastic angles at each corner • Another aluminum profile shall be installed to the bottom to hold the writing and erasing tools • Blackboard surface shall be coated with special material (danafol) to create magnetic field with writing devices and does not allow the dust to be spread in the classroom ambient • 4 corner 	4	

		<p>installation to improve stability</p> <ul style="list-style-type: none"> • It shall be easy to be packed and transported • 2 blackboards for each classroom 		
32	Shelves for blankets and sheets (Rrafte per mbajtjen e batanijeve dhe carcafeve)		2	
33	Nje podium me dy shkalle per programe		1	
34	Large Meeting Desk (Tavolina per dhomen e mesuesit)	<p>Large Meeting Desk (240x120x75cm)</p> <ul style="list-style-type: none"> • Dimensions: 240 x 120 x 75 cm • Melamine Tabletop t = 2.5 cm • High resistance laminate coating scratch-proofed • Melamine Table Legs t = 25 mm • Table Legs shall be equipped with levelling mechanism • Top quality mounting accessories • Tabletop and legs shall be pvc coated • Installation of tabletop to the legs shall be made through top quality accessories. • Tabletop will be 	5	

		<p>compounded by 4 parts</p> <ul style="list-style-type: none"> o 2 components of dimensions 130 x 55 cm parallelly installed with a gap of 10 cm in between o 2 other components of dimensions 120 x 55 cm, on a semicircle shape, installed in front of one another which gives to the meeting desk the oval shape. 		
35	Small L-shape School Director desk (Tavoline)	<ul style="list-style-type: none"> • Consists of 4 main components • Worktable 140 x 70 x 72 cm • Desktop table 90 x 70 x 72 cm • Connecting arch 90° with dimensions 70 x 70 cm. • Melamine Tabletop t = 2.5 cm • High resistance laminate coating scratch-proofed • Melamine Tabletop t = 2.5 cm • Melamine Table Legs t = 18 mm • Table Legs shall be equipped with levelling mechanism • Working table at inside part three closets with one them equipped with a lock 	1	

36	Bookcase (Raft)	<ul style="list-style-type: none">• Dimensions: 90 x 40 x 150 cm• Used material shall be Melamine t= 1.8 cm.• High resistance laminate coating scratch-proofed• Bookshelf shall be made of 2 glass doors melamine frame• Bottom board shall be 10 cm equipped with plastic adjustable legs• All the bookcase corners shall be plastic PVC coated.• Inside space shall be separated by 4 bookshelves• Bookshelf shall be equipped with high quality accessories.	6	
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Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods Click or tap here to enter text. after Contract signature.
Delivery Terms (INCOTERMS 2020)	Click or tap here to enter text.
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.
Preferred Mode of Transport	Choose an item.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>