



**AMENDMENT 1 to  
RFQ/UNDP/OPS/075/2020 – Office Chairs for 8th and 9th Floor**

24 December 2020

Dear Value Bidders,

Kindly be informed of the following amendment:

SECTION 2: RFQ INSTRUCTIONS AND DATA; page 2

**Deadline for the Submission of Quotation: CHANGED TO 29 December 2020 @ 15.00 hrs (GMT +7)**

ANNEX 1: Terms of Reference

**Page 6**

**V. Scope of Work; revised as below**

1. Office chair for staff and meeting rooms
2. Provision of required items and its transportation to locations.
3. One (1) years warranty
4. Reporting and documentation

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**VI. Qualification of the Company; revise as below**

- Contractor with legal company certificate.
- Contractor with classification for providing office furniture work who has minimum **2 years** working experience.
- Contractor with financial ability and classification level based on project budget.
- Personnel availability

**VII. Qualification of the Personnel → DELETED**

**VIII. Supervision, Monitoring and Reporting: Revised as below**

VII. Supervision, Monitoring and Reporting:

- The contractor should maintain supervision on delivery
- Final report upon completion of required chairs delivery work and first hand over note.

## **IX. PAYMENT: REVISED AS BELOW**

### **VIII. PAYMENT**

Payment will be made after satisfactory acceptance by UNDP the services provided on the following schedule:

<b>Payment Term</b>	<b>Payment Percentage</b>	<b>Progress Performance</b>
<b>Upon signing of Purchase order and submission of new workplan</b>	<b>20%</b>	<b>Prior to start the office chairs delivery</b>
<b>2nd Term Payment – 30 days upon signing of Purchase Order</b>	<b>80%</b>	<b>After 100% of site progress performance, and upon handover of completed.</b>

ANNEX 3 (Excel version) FINANCIAL OFFER Annex 3-BoQ for Office Chairs-**rev**; revised on payment terms