



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Furnishing the ADISA –Tepelene Municipality Joint Center	Date: 26 January 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Albania, in the framework of the “CSDA PROJECT “Consolidation of Citizen Centric Public Service Delivery in Albania” is seeking Companies that provide the following service of:

- **Furnishing the ADISA –Tepelene Municipality Joint Center**

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.

AM

Issued by:

Signature:  _____

Name: Nuno Queiros

Title: Deputy Resident Representative

Date: 26 January 2021

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>05 February 2021 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 <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 type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>X 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"/> If the delivery/completion is delayed by 10 days the PO will be terminated.</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 ALL (Albanian Lek for local companies)

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>English</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> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance form Central and Local Authorities (from e-Albania if available);</p> <p><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied;</p>

	<input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input type="checkbox"/> Agreement with a local service provider for warranty coverage during the warranty period is preferable. <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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 checked="" type="checkbox"/> Annual turnover for the past three years (from e-Albania if available); <input checked="" type="checkbox"/> Declaration for the payment of social security and health care contributions (from e-Albania if available); <input checked="" type="checkbox"/> Two (2) references of successfully completed similar assignment in the last two (2) years with contact info of requesting party representative. <input checked="" type="checkbox"/> A brief description of the manufacturing and delivery processes for the requested products
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
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	<input checked="" type="checkbox"/> 100% upon complete delivery and installation of the furniture and full required documentation <input type="checkbox"/> Others
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection by the supervision company and the UNDP responsible supervisor <input checked="" type="checkbox"/> 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 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 31 January 2021
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 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 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 checked="" type="checkbox"/> <u>Contract for Goods/Services</u> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	16 February 2021
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

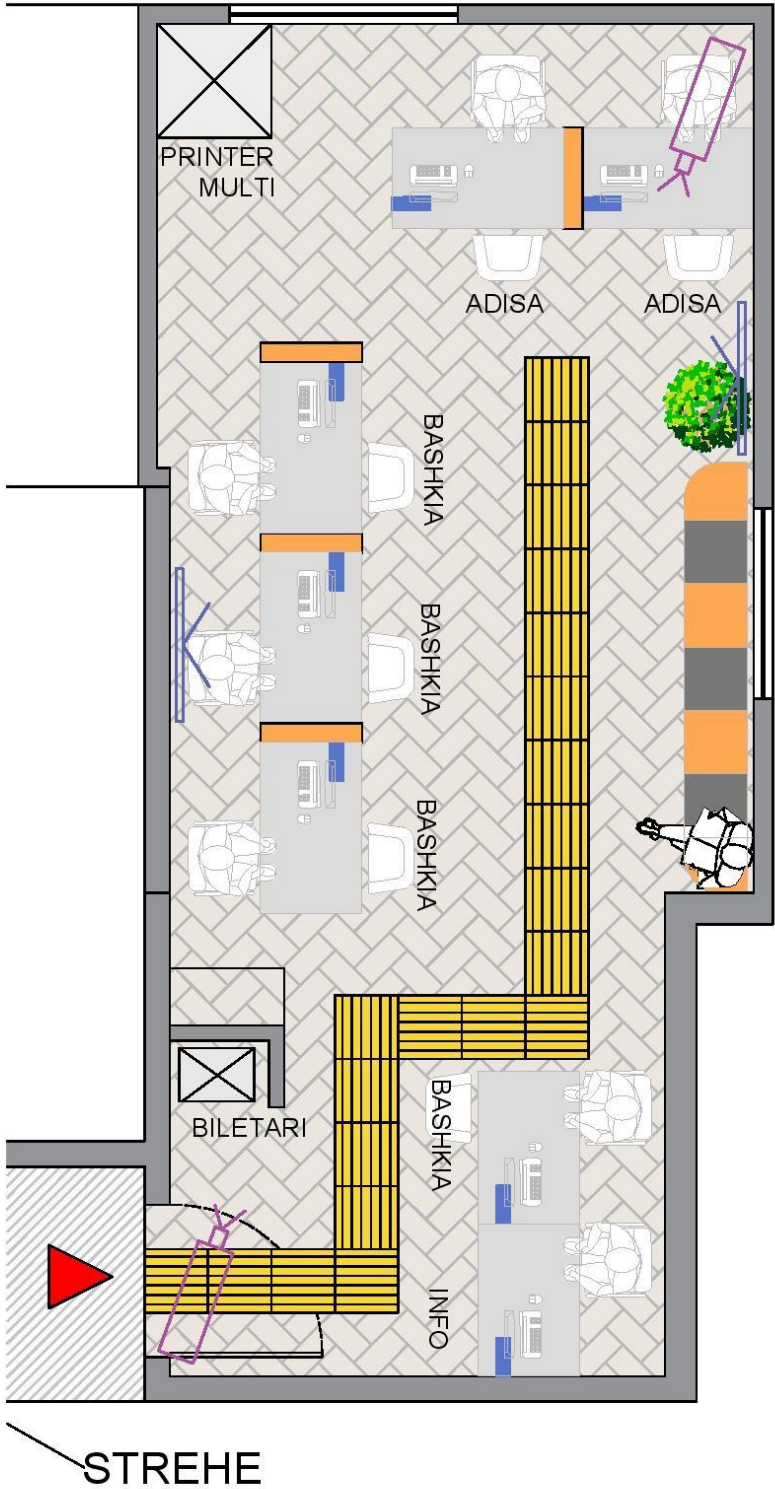
SCOPE OF WORK

UNDP Albania, in the framework of the project “Consolidation of Citizen Centric Public Service Delivery in Albania” will provide the service “Furnishing the ADISA-Tepelene Municipality Joint Center”.

BoQ and design are enclosed. Before the production of furniture, confirmation measurements must be taken in ADISA-Tepelenë Municipality Joint Center. For standardization purposes, ADISA service windows in Kavajë, Fier, Gjirokastrë, Librazhd, Pogradec, Erseke, Roskovec and Burrel can serve as references for the items required.

Technical Specification

Nr./ No.	EMËRTIMI / DESCRIPTION	SPECIFIKIMET / SPECIFICATIONS	DIMENSIONI / DIMENSION (cm)	NJËSIA / UNIT	SASIA / QUANTITY
1	(T1) Tavolinë pune për punonjës / (T1) Work desk for employees	Strukturë MDF e bardhë, me vrimë për daljen e kablove dhe kapak plastik / White MDF structure, with hole for wires and plastic cap.	135x70x76h	copë/ piece	6
2	(M3) Ndarëse tavoline standart / (M3) Standard desk joints	Strukturë MDF, ngjyra portokalli / Material MDF, color orange	15x70x76h	copë/ piece	4
3	(K1) Karrige punonjësish / (K1) Employee chairs	Karrige me krah, me tapiceri për zyra, ngjyrë portokalli. Gamë e plotë e opsioneve rregulluese duke përfshirë: lartësinë thellësinë e ndenjësës dhe lartësinë e mbështetësës. Krahët janë në lartësi të rregullueshme. Lloji i këmbëve: bazë ylli. Materiali i këmbëve: metal. Ngjyra e këmbëve: gri e errët / Armchairs with office upholstery, color orange. Full range of adjustment options including seat height, depth and backrest height. Arms adjustable in height. Legs type: star base. Legs material: steel. Legs colour: dark grey	Dia 50x100h	copë/ piece	7
4	(K2) Karrige për publikun / (K2) Chair for the public	Membrana e ndenjësës e formuar nga 12mm PET gri i përtuar nga ngjeshja së bashku e tri shtresave shajaku 10mm të trashë. Mbushur me shkumë poliruetani me elasticitet të lartë 38kg/m3. Baza me celik të kromuar. Ngjyra: e bardhë. Dimensionet e karriges (cm): Gjërësi 46, Thellësi 55, H. e ndenjësës 46, H. e mbështetësës 80. Dimensionet e membranës: Gjërësi 65, Thellësi 55, H. e ndenjësës 46, H. e mbështetësës 81 / Seat membrane of 12mm PET, color gray, obtained from compression of three 10mm thick teak layers. Filled with highly elastic polyurethane foam 38kg/m3. Chrome-plated steel base. Color: white. Chair dimensions (cm): Width 46, Depth 55, H seat 46, H backrest 80. Membrane dimensions (cm): Width 65, Depth 55, H seat 46, H backrest 81	Dia 46x81h	copë/ piece	6
5	(M6) Sirtar për punonjësit (kapak me çelës) / (M6) Desk drawers with locker	Strukturë MDF e bardhë. Këmbë metalike. Një nga kapakët me çelës / White MDF structure. Steel legs. One of the drawers with lock	40x45x70h	copë/ piece	7
6	(M7) Mbajtëse PC / (M7) PC holder under desk	Strukturë MDF e bardhë / White MDF structure	25x45x50h	copë/ piece	6
7	Tavoline e Informacionit / Informative desk	Strukturë MDF e bardhë / White MDF structure	120x70x110 h	copë/ piece	1
8	(D2) Dollap i larte / (D2) High cabinet	Mobilje e mbyllur me kanatë. Materiali mat MDF. Sipërfaqe me ngjyrë të bardhë dhe portokalli mat. Dy kanate portokalli dhe dy të bardha / Tall cabinet with doors. Material matte MDF. White and orange matte surface. Two doors orange and two white	90x45x85h	copë/ piece	1
9	(N2) Ndenjëse për publikun / (N2) Seater for the public	Strukturë MDF e bardhë. Ngjyra gri + portokalli. Ndenjësja jastëk me sfungjer / White MDF structure. Color gray + orange. Sponge pad seating	340x50x45h	copë/ piece	1
10	(V1) Vazo plastike me lule shqiponje / (V1) Plastic vase with Monstera deliciosa flower	Vazo plastike me bimë. Ngjyra e vazos e bardhë / Plastic vase with plant. Vase color white	Dia 40x100h	copë/ piece	1
11	Kosh mbeturinash per tavolinat e punonjesve/ Waste paper bin under employees desk	Kosh meturinash për tavolinat e punonjësve, materiali metalik, ngjyra gri / Waste paper bin, material metallic, color grey.	Dia 20.5xH35	copë/ piece	7
12	Kosh mbeturinash per sallën / Office trash bin	Kosh mbeturinash për sallën, material PVC, ngjyra e bardhë / Office trash bin, material PVC, color white	35x34xH45	copë/ piece	1
13	Mbajtëse per cadra / Office umbrella stand	Mbajtëse për cadrat, materiali plastik, ngjyra e bardhë / Umbrella stand, material plastic, color white	25.5x25.5xH55	copë/ piece	1
14	Transporti / Transport				1



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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input 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: 2 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.
<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.

Yes	No	
<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

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.							
Nr. / No.	EMËRTIMI / DESCRIPTION	SPECIFIKIMET / SPECIFICATIONS	DIMENSIONI / DIMENSION (cm)	NJËSIA / UNIT	SASIA / QUANTITY	CMIM NJESI/ UNIT PRICE	TOTALI/ TOTAL
1	(T1) Tavolinë pune për punonjës / (T1) Work desk for employees	Strukturë MDF e bardhë, me vrimë për daljen e kablove dhe kapak plastik / White MDF structure, with hole for wires and plastic cap.	135x70x76h	copë/ piece	6		
2	(M3) Ndarëse tavoline standart / (M3) Standard desk joints	Strukturë MDF, ngjyra portokalli / Material MDF, color orange	15x70x76h	copë/ piece	4		
3	(K1) Karrige punonjësish / (K1) Employee chairs	Karrige me krah, me tapiceri për zyra, ngjyrë portokalli. Gamë e plotë e opsioneve rregulluese duke përfshirë: lartësinë thellësinë e ndenjës dhe lartësinë e mbështetëses. Krahët janë në lartësi të rregullueshme. Lloji i këmbëve: bazë ylli. Materiali i këmbëve: metal. Ngjyra e këmbëve: gri e errët / Armchairs with office upholstery, color orange. Full range of adjustment options including seat height, depth and backrest height. Arms adjustable in height. Legs type: star base. Legs material: steel. Legs color: dark grey	Dia 50x100h	copë/ piece	7		
4	(K2) Karrige për publikun / (K2) Chair for the public	Membrana e ndenjës e formuar nga 12mm PET gri i përtuar nga ngjeshja së bashku e tri shtresave shajaku 10mm të trashë. Mbushur me shkumë poliruetani me elasticitet të lartë 38kg/m3. Baza me celik të kromuar. Ngjyra: e bardhë. Dimensionet e karriges (cm): Gjërësi 46, Thellësi 55, H. e ndenjës 46, H. e mbështetëses 80. Dimensionet e membranës: Gjërësi 65, Thellësi 55, H. e ndenjës 46, H. e mbështetëses 81 / Seat membrane of 12mm PET, color gray, obtained from compression of three 10mm thick teak layers. Filled with highly elastic polyurethane foam 38kg/m3. Chrome-plated steel base. Color: white. Chair dimensions (cm): Width 46, Depth 55, H seat 46, H backrest 80. Membrane dimensions (cm): Width 65, Depth 55, H seat 46, H backrest 81	Dia 46x81h	copë/ piece	6		
5	(M6) Sirtar për punonjësit (kapak me çelës) / (M6) Desk drawers with locker	Strukturë MDF e bardhë. Këmbë metalike. Një nga kapakët me çelës / White MDF structure. Steel legs. One of the drawers with lock	40x45x70h	copë/ piece	7		
6	(M7) Mbajtëse PC / (M7) PC holder under desk	Strukturë MDF e bardhë / White MDF structure	25x45x50h	copë/ piece	6		
7	Tavoline e Informacionit / Informative desk	Strukturë MDF e bardhë / White MDF structure	120x70x110h	copë/ piece	1		
8	(D2) Dollap i larte / (D2) High cabinet	Mobilje e mbyllur me kanatë. Materiali mat MDF. Sipërfaqe me ngjyrë të bardhë dhe portokalli mat. Dy kanate portokalli dhe dy të bardha / Tall cabinet with doors. Material matte MDF. White and orange matte surface. Two doors orange and two white	90x45x85h	copë/ piece	1		

Currency of the Quotation: Click or tap here to enter text.

INCOTERMS: Click or tap here to enter text.

Nr. / No.	EMËRTIMI / DESCRIPTION	SPECIFIKIMET / SPECIFICATIONS	DIMENSIONI / DIMENSION (cm)	NJËSIA / UNIT	SASIA / QUANTITY	CMIM NJESI/ UNIT PRICE	TOTALI/ TOTAL
9	(N2) Ndenjëse për publikun / (N2) Seater for the public	Strukturë MDF e bardhë. Ngjyra gri + portokalli. Ndenjësja jastëk me sfungjer / White MDF structure. Color gray + orange. Sponge pad seating	340x50x45h	copë/ piece	1		
10	(V1) Vazo plastike me lule shqiponje / (V1) Plastic vase with Monstera deliciosa flower	Vazo plastike me bimë. Ngjyra e vazos e bardhë / Plastic vase with plant. Vase color white	Dia 40x100h	copë/ piece	1		
11	Kosh mbeturinash per tavolinat e punonjesve/ Wastepaper bin under employees' desk	Kosh mbeturinash për tavolinat e punonjësve, materiali metalik, ngjyra gri / Wastepaper bin, material metallic, color grey.	Dia 20.5xH35	copë/ piece	7		
12	Kosh mbeturinash per sallën / Office trash bin	Kosh mbeturinash për sallën, material PVC, ngjyra e bardhë / Office trash bin, material PVC, color white	35x34xH45	copë/ piece	1		
13	Mbajtëse per cadra / Office umbrella stand	Mbajtëse për cadrat, materiali plastik, ngjyra e bardhë / Umbrella stand, material plastic, color white	25.5x25.5xH55	copë/ piece	1		
14	Transporti / Transport				1		
	Shuma pa TVSH / Amount without VAT						
	TVSH / VAT						
	SHUMA TOTALE ME TVSH / TOTAL AMOUNT INCLUDING VAT						

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 (20 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty for a minimum period of one (1) year	<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 <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Delivery Schedule. Please specify.	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.	
Exact name and address of company Company Name <input type="text"/> Address: <input type="text"/> <input type="text"/> Phone No.: <input type="text"/> Email Address: <input type="text"/>	Authorized Signature: _____ _____ Date: <input type="text"/> Name: <input type="text"/> Functional Title of Authorised Signatory: <input type="text"/> Email Address: <input type="text"/>