



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(MC1)-2021/016	Date: 15 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the procurement of **“Furniture for Public Education Centre in Gaziantep”** within the scope of “Job Creation Component of the Turkey Resilience Project in Response to the Syria Crisis (TRP)” 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

Annex 4: General Terms and Conditions

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: Sukhrob Khojimatov

Title: Deputy Resident Representative

Date: 15 April 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>29 April 2021, 17:00 hrs. (GMT+3, Local time-Turkey)</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: tr.procurement@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ 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: 35 MB and no more than five email ▪ Mandatory subject of email: UNDP-TUR-RFQ(MC1)-2021/016 – Furniture for Public Education Centre in Gaziantep ▪ 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.
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, Fraud, Corruption,	<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> <p>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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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</p>

	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>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 20 calendar days</p> <p><input checked="" type="checkbox"/> UNDP shall deduct 0.5% of the total Contract Amount from the payments to be released to the Contractor for each day of delay beyond latest delivery date stipulated in Annex 1.</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 Turkish Liras (TRY).
Joint Venture, Consortium	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

or Association	<p>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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
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 exclusive of VAT and other applicable indirect taxes</p> <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p> <p>UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</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"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p>

	<input checked="" type="checkbox"/> Trade Registry Gazette showing the establishment and shareholder structure of the company; <input checked="" type="checkbox"/> Valid Chamber of Commerce Registration Certificate (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Copy of Signature Circular/Power of Attorney (Original documents may be requested by UNDP and shall be presented when requested) <input checked="" type="checkbox"/> Brochure/catalog of the offered products or link to web sites where these documents can be seen to demonstrate compliance with technical specifications (including pictures or drawings of the proposed equipment) <input checked="" type="checkbox"/> Signed and Stamped copy of ANNEX 4- General Terms and Conditions for Contracts
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
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of all goods and submission of payment documentation. The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this RFQ. Alternative terms of payment shall not be negotiated with the successful Offeror.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and testing <input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: tr.procurement@undp.org Att: Mr. Tunç Gürdal, Procurement Officer 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 4 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
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
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 Turkey CO 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 checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	11 May 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	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

Please be informed that that Turkish version of the specifications is given for reference purpose only. In case of an inconsistency between Turkish and English versions, English version shall prevail.

Technical Specifications for Goods // Ürünler için Teknik Şartname**General requirements applying to all of the items:*****Tüm ürünler için geçerli genel şartlar:***

- All materials to be supplied within the scope of this Request for Quotation shall comply and have the required TSE standards/certificates and other associated internationally accepted norms and standards.

Bu Teklife Davet kapsamında temin edilecek tüm ürünler TSE standart/sertifika ve diğer ilgili uluslararası kabul görmüş norm ve standartlar uyumlu olacaktır.

- The contractor shall provide all kinds of materials, equipment and workmanship for proper installation of the furniture and shall include all related cost items in its price quotation. The Contractor shall not be entitled to receive any amount over and above its price quotation due to its failure to include any cost item in its price schedule.

Tedarikçi mobilyaların uygun şekilde ve problemsiz kurulumu için ihtiyaç duyulacak her tür malzeme, ekipman ve işçilik hizmetlerini sağlayacak ve bunların maliyetlerini fiyat teklifine dahil edecektir. Tedarikçi fiyatına herhangi bir maliyet kalemini eklememiş olmak sebebi ile fiyat teklifinin üzerinde herhangi bir ödemeye hak kazanamayacaktır.

#	Description/Specifications of the items to be supplied <i>Temin edilecek ürünlerin tanımı / teknik özellikleri</i>	Qty <i>Adet</i>	Latest Delivery Date <i>Son teslimat tarihi</i>
1	Two-person school desks for adults <i>Çift kişilik yetişkin okul sırası</i>	36	Latest 30 calendar days after signature of the contract by UNDP and Contractor <i>En geç sözleşme imzalanmasını müteakiben 30. gün</i>
1.1	Height of the desk: 70-80 cm <i>Sıra yüksekliği: 70-80 cm</i>		
1.2	Desk board dimension: 110 x 45 <i>Sıra tabla ölçüsü: 110 x 45</i>		
1.3	Height of the seat: 40-50 cm <i>Oturak yüksekliği: 40-50 cm</i>		
1.4	Desk board shall be manufactured out of Werzalit material <i>Sıra tablası Wezalit malzemeden üretilmelidir</i>		
1.5	All metal parts shall be coated with electrostatic powder paint <i>Bütün metal aksamlar elektrostatik toz boyalı olmalıdır</i>		
1.6	Color of desk board: Cream <i>Sıra tablası rengi: Krem</i>		
1.7	Color of metal profile tubes: blue, grey or orange <i>Metal aksamların rengi: mavi, gri veya turuncu</i>		
1.8	Shall be manufactured in compliance with TSE 4616		

		Üretim TSE 4616 Belgeli olmalıdır		
	1.9	The main metal frame including the frame of the seat shall be made from oval shaped hollow metal profile tubes with dimension of 25 x 50 x 1,5 mm		
		<i>Ana taşıyıcı profilleri ve oturak ana iskeleti 25x50 x1.5mm oval profilden imal edilmiş olmalıdır.</i>		
	1.1	All metal connectors aside from the main frame shall be made from oval shaped hollow metal profile tubes with dimension of 15x30x1,5 mm		
		<i>Ara bağlantı profilleri 15x30x1.5 mm oval profil olmalıdır.</i>		
	1.11	Seat and backrest shall be manufactured from either Werzalit or PPC material.		
		<i>Oturak ve arkalık kısımlarında PPC veya Werzalit malzeme oturak ve arkalık kullanılmış olmalıdır.</i>		
	1.12	Pictures or drawings of the proposed equipment shall be presented in the proposal.		
		<i>Önerilen malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
2	Teacher's desk / Desk for Offices Öğretmen masası / Ofis Masası		11	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	2.1	Dimension: 120 L x 60 W x 75 H (cm)		
		<i>Ebat: 120 x 60 x 75 (yükseklik) (cm)</i>		
	2.2	Main metal frame shall be manufactured from hollow 30x30x1,5 mm metal profile.		
		<i>Ana taşıyıcı profiller 30x30x1,5 mm profil borudan imal edilmiş olmalıdır.</i>		
	2.3	Chassion should be included the desk. Chassion should have 3 drawers, constructed with the same material with the desk, with plastic trunnions should be with the desk		
		<i>Masanın altında aynı malzemeden 3 çekmeceli, tekerlekli keson olmalıdır.</i>		
	2.4	The drawers should comprise metal handles and should have locking mechanisms.		
		<i>Çekmecelerde metal kulp ve kilit sisitemi bulunmalıdır.</i>		
	2.5	All wooden boards including the table should be of 18mm thick melamine coated chipboard.		
		<i>Üst Tabla 18 mm melamin kaplı yonga levha/suntalam olmalıdır</i>		
	2.5	Front table should be manufactured from metal		
		<i>Ön tabla metalden üretilmiş olmalıdır.</i>		
	2.6	All sides on the edges of the table board should be PVC coated		
		<i>Üst tabla 4 kenar PVC ile kaplanmış olmalıdır</i>		
	2.7	All metal bearings that has direct contact with the floor should have plastic footing		

		<i>Yere basan kısımlarda sert plastik pabuç kullanılmış olmalıdır</i>		
	2.7	There should be holes on the table for cables		
		<i>Tabla üzerinde kablo deliği olmalıdır.</i>		
	2.8	Pictures or drawings of the proposed equipment should be presented in the proposal.		
		<i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
3	Teacher's chair / Chair for Offices Öğretmen koltuğu / Ofis Koltuğu		19	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	3.1	Dimension: 52Lx50Wx45H (cm)		
		<i>Ebat: 52x50x45H (yükseklik) (cm)</i>		
	3.2	The chair height and back incline should be adjustable via dual mechanism		
		<i>Çiftli mekanizma ile yükseklik ve eğim ayarı olmalıdır.</i>		
	3.3	The chair and back rest should be ergonomic and monobloc; comprised of fabric covered sponge over 12 mm thick plyboard.		
		<i>Ergonomik monoblok oturak ve sırtlık bulunmalı, oturak ve sırtlık monoblok 12 mm Kontra üzeri eksiz olacak biçimde kumaş kaplamalı sünger olmalıdır</i>		
	3.4	The sponge filler should be 32 density.		
		<i>32 Dansite çökmez sünger döşeme olmalıdır</i>		
	3.5	The chair bearing for footing and armbands should be chrome coated, foot bearing should be star shaped		
		<i>Krom yıldız ayak ve krom kolçak olmalıdır.</i>		
	3.6	The chair should have plastic trunnions under the chrome bearings.		
		<i>Plastik ayak tekeri olmalıdır.</i>		
	3.7	The armbands should be covered with plastic.		
		<i>Kolçaklar plastik olmalıdır.</i>		
	3.8	Pictures or the drawings of the proposed equipment should be presented in the proposal		
		<i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
4	Teacher's cabinet / Cabinet for Offices Öğretmen dolabı / Ofis Dolabı		23	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	4.1	Dimension: 80Lx40Wx190H (cm)		
		<i>Ebat: 80x40x190 (Yükseklik) (cm)</i>		
	4.2	Must be wooden with melamine coated chipboards.		
		<i>A Kalite suntalam malzeme üzerine lamine kaplama biçiminde üretilmiş şekilde ahşap olacaktır.</i>		

	4.3	Manufactory must be via screws and/or dowel pins.		
		<i>Kavale ve vida sistemi ile üretilmiş olmalıdır.</i>		
	4.4	The cabinet should contain 4 doors with locking mechanisms installed on every door. The upper doors should be glass with wooden frames.		
		<i>4 Kapak'lı biçimde imal edilmiş olup, kapaklarda kilit mekanizması bulunmalıdır. Üst kısımda yer alan iki kapak ahşap çerçeve içerisinde camlı olmalıdır.</i>		
	4.5	All the edges of the boards should be covered with PVC band.		
		<i>Kullanılan tablalarda tüm kenar yüzeyleri aynı renkte PVC ile kaplanmış olmalıdır.</i>		
	4.6	Pictures or the drawings of the proposed equipment should be presented in the proposal		
		<i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
5	Meeting Table <i>Toplantı Masası</i>		1	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	5.1	Dimension: 360Lx120Wx75H (cm)		
		<i>Ebat: 360x120x75H (yükseklik) (cm)</i>		
	5.2	Table should be in modular formation of 6 modules. Each module should have the dimensions of 120Lx60Wx75H (cm)		
		<i>Masa modüler yapıda olmalıdır. 6 modülden oluşmalıdır. Her modül 120 x 60 x 75 (yükseklik) (cm) ebadında olmalıdır.</i>		
	5.3	Main metal frame shall be manufactured from hollow 30x30x1,5 mm metal profile. Each module should have 4 legs		
		<i>Ana taşıyıcı profiller 30x30x1,5 mm profil borudan imal edilmiş olmalıdır. Her modül 4 ayaklı olmalıdır.</i>		
	5.4	There should be holes on each module for cables		
		<i>Her modül için Tabla üzerinde kablo deliği olmalıdır.</i>		
	5.5	All wooden boards including the table should be of 18mm thick melamine coated chipboard.		
		<i>Üst Tabla 18 mm melamin kaplı yonga levha/suntalam olmalıdır</i>		
	5.6	All sides on the edges of the tables board should be PVC coated		
		<i>Üst tabla 4 kenar PVC ile kaplanmış olmalıdır</i>		
	5.7	All metal bearings that has direct contact with the floor should have plastic footing, there should be		
		<i>Yere basan kısımlarda sert plastik pabuç kullanılmış olmalıdır</i>		
	5.8	Pictures or the drawings of the proposed equipment should be presented in the proposal		

		Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.		
6	Guest Chair / Chair with armbands <i>Misafir Sandalyesi / Kolçaklı Sandalye</i>		60	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	6.1	The chair should have armbands <i>Kolçaklı olmalıdır.</i>		
	6.2	Legs should be riveted to the body, without trunnions <i>Tekerleksiz, sabit bir yapıda olmalıdır.</i>		
	6.3	The chair and back rest should be ergonomic and monobloc; comprised of fabric covered sponge. <i>Ergonomik monoblok oturak ve sırtlık bulunmalı, oturma ve sırtlığı yumuşak dolgu ve kumaş kaplama olmalıdır.</i>		
	6.4	The sponge filler should be 32 density. <i>32 Dansite çökmez sünger döşeme olmalıdır</i>		
	6.5	Main metal frame shall be manufactured from metal profile. <i>Ana taşıyıcı profiller metalden imal edilmiş olmalıdır.</i>		
	6.6	Pictures or the drawings of the proposed equipment should be presented in the proposal <i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
7	Table - for classroom <i>Masa - sınıf için</i>		6	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	7.1	Dimension: 120Lx120Wx75H (cm) <i>Ebat: 360x120x75H (yükseklik) (cm)</i>		
	7.2	Main metal frame shall be manufactured from hollow 30x30x1,5 mm metal profile. Each module should have 4 legs <i>Ana taşıyıcı profiller 30x30x1,5 mm profil borudan imal edilmiş olmalıdır. Hermodül 4 ayaklı olmalıdır.</i>		
	7.3	All wooden boards including the table should be of 18mm thick melamine coated chipboard. <i>Üst Tabla 18 mm melamin kaplı yonga levha/suntalam olmalıdır</i>		
	7.4	All sides on the edges of the tables board should be PVC coated <i>Üst tabla 4 kenar PVC ile kaplanmış olmalıdır</i>		
	7.5	All metal bearings that has direct contact with the floor should have plastic footing, there should be <i>Yere basan kısımlarda sert plastik pabuç kullanılmış olmalıdır</i>		
	7.6	Pictures or the drawings of the proposed equipment should be presented in the proposal <i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		

8	Coffee Table <i>Sehpa</i>		15	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	8.1	Dimension: 50Lx50Wx45H (cm) <i>Ebat: 50x50x45H (yükseklik) (cm)</i>		
	8.2	Main metal frame shall be manufactured from hollow 30x30x1,5 mm of four legs metal profiles. <i>Ana taşıyıcı profiller 30x30x1,5 mm profil borudan imal edilmiş, 4 ayaklı olmalıdır.</i>		
	8.3	All wooden boards including the table should be of 18mm thick melamine coated chipboard. <i>Üst Tabla 18 mm melamin kaplı yonga levha/suntalam olmalıdır</i>		
	8.4	All metal bearings that has direct contact with the floor should have plastic footing, there should be <i>Yere basan kısımlarda sert plastik pabuç kullanılmış olmalıdır</i>		
	8.5	Pictures or the drawings of the proposed equipment should be presented in the proposal <i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
9	Coat stand <i>Askılık</i>		7	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	9.1	At least 160 cm of height. <i>En az 160 cm yüksekliğinde olmalıdır.</i>		
	9.2	Coat stand should have at least 5 hooks. <i>Askılığın en az 5 kancası olmalıdır.</i>		
	9.3	It should be manufactured as wood texture <i>Ahşap dokuda olacak şekilde üretilmiş olmalıdır.</i>		
	9.4	Pictures or the drawings of the proposed equipment should be presented in the proposal <i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
10	Principle's desk <i>Makam Masası</i>		4	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	10.1	Dimension: 220 L x 90 W x 75 H (cm) <i>Ebat: 220 x 90 x 75 (yükseklik) (cm)</i>		
	10.2	Main metal frame shall be manufactured from hollow 30x30x1,5 mm metal profile. <i>Ana taşıyıcı profiller 30x30x1,5 mm profil borudan imal edilmiş olmalıdır.</i>		
	10.3	There should be under table penbox. <i>Tabla altında kalem çekmecesini olmalıdır.</i>		
	10.4	Chassion should be included the desk. Chassion should have 3 drawers, constructed with the same material with the desk, with plastic trunnions should be with the desk		

		<i>Masanın altında aynı malzemeden 3 çekmeceli, tekerlekli keson olmalıdır.</i>		
	10.5	The drawers should comprise metal handles and should have locking mechanisms.		
		<i>Çekmecelerde metal kulp ve kilit sisitemi bulunmalıdır.</i>		
	10.6	All wooden boards including the table and side panels should be of 18mm thick melamine coated chipboard.		
		<i>Üst Tabla ön ve yan perdeler 18 mm melamin kaplı yonga levha/suntalam olmalıdır</i>		
	10.7	There should be faux leather pad on the table		
		<i>Üst tablada suni deriden sümen olmalıdır</i>		
	10.8	All sides on the edges of the table board should be PVC coated		
		<i>Üst tabla 4 kenar PVC ile kaplanmış olmalıdır</i>		
	10.9	All metal bearings that has direct contact with the floor should have plastic footing		
		<i>Yere basan kısımlarda sert plastik pabuç kullanılmış olmalıdır</i>		
	10.1	There should be holes on the table for cables		
		<i>Tabla üzerinde kablo deliği olmalıdır.</i>		
	10.11	Pictures or drawings of the proposed equipment should be presented in the proposal.		
		<i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır</i>		
11	Principle's Chair <i>Müdür Koltuğu</i>		4	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	11.1	Dimension: 52Lx50Wx45H (cm)		
		<i>Ebat: 52x50x45H (yükseklik) (cm)</i>		
	11.2	The chair height and back incline should be adjustable via dual mechanism		
		<i>Çiftli mekanizma ile yükseklik ve eğim ayarı olmalıdır.</i>		
	11.3	The chair and back rest should be ergonomic and monobloc; comprised of faux leather covered sponge over 12 mm thick plyboard.		
		<i>Ergonomik monoblok oturak ve sırtlık bulunmalı, oturak ve sırtlık Monoblok 12 mm Kontra üzeri eksiz olacak biçimde suni deri kaplamalı sünger olmalıdır</i>		
	11.4	The sponge filler should be 32 density.		
		<i>32 Dansite çökmez sünger döşeme olmalıdır</i>		
	11.5	The chair bearing for footing and armbands should be chrome coated, foot bearing should be star shaped		
		<i>Krom yıldız ayak ve krom kolçak olmalıdır.</i>		

	11.6	The chair should have plastic trunnions under the chrome bearings.		
		<i>Plastik ayak tekeri olmalıdır.</i>		
	11.7	The armbands should be covered with wood texture.		
		<i>Kolçaklar ahşap dokulu olmalıdır.</i>		
	11.8	Pictures or the drawings of the proposed equipment should be presented in the proposal		
		<i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		
12	Guest Set for Principle's room <i>Müdür odası oturma takımı</i>		4	Latest 30 calendar days after signature of the contract by UNDP and Contractor En geç sözleşme imzalanmasını müteakiben 30. gün
	12.1	Set should contain 2 wing chairs and a double sofa		
		<i>Takım 2 adet berjer ve bir adet ikili koltuktan oluşmalıdır</i>		
	12.2	Color of the set should match with the furniture in the room		
		<i>Takımın rengi makam seti ile uyumlu olmalıdır</i>		
	12.3	The set should be draped with faux leather		
		<i>Koltuklar suni deri kaplama olmalıdır.</i>		
	12.4	A coffee table with dimensions 100L x 50W x 45H (height) (cm) should be included the set		
		<i>Bir adet 100L x 50W x 45H (yükseklik) (cm) sehpa olmalıdır</i>		
	12.5	Coffee table should be covered with wood texture and color of the cover should match with the set		
		<i>Sehpa ahşap dokuda ve takım ile uyumlu olmalıdır.</i>		
	12.8	Pictures or the drawings of the proposed equipment should be presented in the proposal		
		<i>Önerilecek olan malzemenin resimleri veya çizimleri teklifte yer almalıdır.</i>		

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 30 days following the signature of the contract.
Delivery Terms (INCOTERMS 2020)	DDP
Exact Address of Delivery Location	Karacaahmet Mah. 38. Cad. 38041 Nolu Sok. Kapı No: 6 Şehitkamil, Gaziantep/ TURKEY Transportation related costs of items for delivery to above mentioned site will be included in the price offer. The Contractor will not be entitled to any additional payments for transportation related costs.
Guarantee Period	Minimum 1 year manufacturer or authorized distributor guarantee. Guarantee will be included in the offer price, and the Contractor will not be entitled to any payment for guarantee.
Covid 19 related requirements	The Contractors shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids. The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts* , the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.

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:	UNDP-TUR-RFQ(MC1)-2021/016	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.

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.
<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:	UNDP-TUR-RFQ(MC1)-2021/016	Date: Click or tap to enter a date.

Currency of the Quotation: Turkish Liras (TRY)					
INCOTERMS: DDP					
Item No / Ürün No	Description / Açıklama	UOM / Birim	Qty / Adet	Unit price (TRY) / Birim Fiyat	Total price (TRY) / Toplam Fiyat
1.	Two-person school desks for adults <i>Çift kişilik yetişkin okul sırası</i>	36	EA <i>Adet</i>		
2.	Teacher's desk / Desk for Offices <i>Öğretmen masası / Ofis Masası</i>	11	EA <i>Adet</i>		
3.	Teacher's chair / Chair for Offices <i>Öğretmen koltuğu / Ofis Koltuğu</i>	19	EA <i>Adet</i>		
4.	Teacher's cabinet / Cabinet for Offices <i>Öğretmen dolabı / Ofis Dolabı</i>	23	EA <i>Adet</i>		
5.	Meeting Table <i>Toplantı Masası</i>	1	EA <i>Adet</i>		
6.	Guest Chair / Chair with armbrands <i>Misafir Sandalyesi / Kolçaklı Sandalye</i>	60	EA <i>Adet</i>		
7.	Table - for classroom <i>Masa - sınıf için</i>	6	EA <i>Adet</i>		
8.	Coffee Table <i>Sehpa</i>	15	EA <i>Adet</i>		

9.	Coat stand <i>Askılık</i>	7	EA <i>Adet</i>		
10.	Principle's desk <i>Makam Masası</i>	4	EA <i>Adet</i>		
11.	Principle's Chair <i>Müdür Koltuğu</i>	4	EA <i>Adet</i>		
12.	Guest Set for Principle's room <i>Müdür odası oturma takımı</i>	4	EA <i>Adet</i>		
Total Final and All-Inclusive Price Quotation (TRY) <i>Herşey dahil toplam fiyat (TRY)</i>					

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.
Guarantee 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.

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: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.