



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ Reference: RFQ/LBY/SLCRR/2021/052 - Supply and Installation of Office Furnitures at Passport Building in Sabha, Libya.</b>	<b>Date: 06 October 2021</b>
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for: **Supply and Installation of Office Furnitures at Passport Building in Sabha, Libya.**, 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: Shohrukh Abdulloev

Title: Procurement Specialist (HoSC a.i.)

Date: 14/10/2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>14 October 2021, Time: 14:00 hours, Tripoli, Libya time, ref. <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a> and via email at <a href="mailto:tenders.ly@undp.org">tenders.ly@undp.org</a>.</b></p>
<b>Site visit</b>	N/A
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address at <a href="mailto:tenders.ly@undp.org">tenders.ly@undp.org</a>.</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF, Word and Excel formats</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10 MB</li> <li>▪ Mandatory subject of email: <b>RFQ/LBY/SLCRR/2021/052</b></li> <li>▪ 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.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input checked="" type="checkbox"/> Others</p> <p>The Performance Guarantee referred to in Clause 10 of the General Conditions shall be deducted from each invoice of the Contractor for an amount of 10 (ten) percent of the invoice amount until it reaches 10 (ten) percent of the total estimated price of the Contract. Performance guarantee of 10% of the estimated price of the contract will be returned to the contractor, upon completion of 06 (six) months Defect Liability Period and issuance of Certificate of Final Completion. During the 06 (six) months of Defect Liability Period, the contractor is obligated to correct, repair and / or reconstruct any faults as may arise or any items listed in the Certificate of Substantial Completion by UNDP, at the Contractors own cost and within 14 (fourteen) calendar days of notification by UNDP.</p> <p>According to Clause 45 of the General Conditions, the liquidated damages for delay shall be 0.5 (zero-point five percent) % of the price of the Contract per day of delay, up to a maximum of 10% of the final price of the Contract.</p>
<b>Eligibility</b>	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>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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <b>United States Dollars (USD)</b></p> <p><b>Local suppliers must have banking account outside of Libya in order to receive payments in USD.</b></p>
<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<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> <ul style="list-style-type: none"> <li><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>English</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>




<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 2A: Priced BOQ duly completed and signed</li> <li><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</li> <li><input checked="" type="checkbox"/> Company Profile/general info.</li> <li><input checked="" type="checkbox"/> Business Licenses: Valid business license in general trading.</li> <li><input checked="" type="checkbox"/> List and value of projects performed for the last 03 years plus client's contact details who may be contacted for further information on those contracts.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Printed brochures/specifications relevant to the required Furniture and equipment.</li> <li><input checked="" type="checkbox"/> Copies of Contracts/POs and Completion Certificate of two similar contracts as prime contractor.</li> <li><input checked="" type="checkbox"/> Project Schedule/timetable of 45 days.</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<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
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the amount so corrected. The Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security are not valid and/or in order. The Engineer shall process the invoices submitted by the Contractor within 15 days of their receipt
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a></p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</p> <p>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.</p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated <a href="mailto:procurement.ly@undp.org">via procurement.ly@undp.org</a> by emails only

<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Samples</b>	UNDP may conduct a visit to the warehouse facility ensure that the offered furniture's are in compliance with the requirement.
<b>Evaluation criteria</b>	<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 checked="" type="checkbox"/> Annex-2, Annex-2A and Annex 3 duly completed and signed for the entire requirement. <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others <input checked="" type="checkbox"/> Minimum no. of years of experience in General trading: 3 (three) years <input checked="" type="checkbox"/> The company should have completed at least two similar in nature contracts. (Copies of contracts/POs to be provided. <input checked="" type="checkbox"/> Warranty for a period of one year on the supplied furniture. <input checked="" type="checkbox"/> Meeting the requirement of delivery - DAP Sabha, not more than 45 days from the date of receipt of signed contract/Purchase Order).
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (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"/> <a href="#">Contract for Goods and-or Services</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	31 October 2021
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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 / Technical Specifications

### Specifications of FURNITURE (Office Furnitures) of Sebha Passport building

Specifications	Item	Unit	Total Qty
<p><b>1. Class A desk:</b> Class A office desk of wooden melamine, large size L200xW90xH77 cm. Including buffet small table of dimensions 100x120x40 cm and mobile storage unit with 3 drawers, item colour: Black or Brown</p>		No	3
<p><b>2. Class B desk:</b> Class B office desk of wooden melamine of dimensions 76x90x180 cm. Including drawer case (65x50x45 cm), mobile wing (65x40x120 cm) and desk bookcase made of wood and glass of dimensions 80x40x200 cm, item colour: Black or Brown</p>		No	12
<p><b>3. Class C desk:</b> Class C office desk of wooden melamine of dimensions 75x77x140 cm, including drawers, item colour: Black or Brown</p>		No	60

<p><b>4. Meeting Table:</b>  Large size wooden meeting room table (up to 16 people), with wire management and all needed accessories. Dimensions  L = 7,5m  W= 1,7m  Th= 5 cm</p> <p>item colour: Black or Brown</p>		No	1
<p><b>5. Swivel Chair:</b>  Low back leather swivel office chair, padded arms, adjustable seat height and 5 double wheel casters for easy movement. Dimensions 120cm height and H60xW50 cm backrest.  item colour: Black or Brown</p>		No	54
<p><b>6. Steel filing cabinets:</b>  Steel filing cabinet, 4 shelves, dimensions  W95cmxD47cmxH185cm, 0.7mm metal thickness, manufactured from cold rolled coil annealed mild steel, fitted with lock and 2 keys. item colour: White or Grey</p>		No	54



<p><b>7. Safe-deposit box:</b>  External dimensions 590x593x760 mm. Internal dimensions inside 450x355x560 mm. Weight 155 kg, item colour: White or Grey</p>		<p>No</p>	<p>12</p>
<p><b>8. Safe-deposit box:</b>  External dimensions 1725x1140x770 mm. Weight 564 kg, Fire resistant, item colour: White or Grey</p>		<p>No</p>	<p>2</p>
<p><b>9. Wall Shelves, Office:</b>  Wall metallic shelves. Dimensions 57x125x240cm. Color Silver. 2 x Uprights, 2 x Base Foot, 1 x Plinth, 1 x Back Panel (400mm), 3 x Back Panel (500mm), 10 x Brackets, 6 x Steel Shelf, 6 x Clear Ticket Strip. Dimensions 57x125x240cm, item colour: White or Grey</p>		<p>No</p>	<p>30</p>

<p><b>10. Moquette:</b>  Moquette. Loop fiber, pile weight: 550 g/m²; pile height: 3mm. Total thickness: 6mm ± 0.3mm. Backing of polyester, and vinyl reinforced by Glass Giber Performance  Flammability: Pass 8/8 Reaction to Fire: Cf1 – s1 Static Propensity: ≤ 0.2 kV Soil &amp; Stain Protection: Excellent Soil Resistance. Color Fastness to Light: 5/5 on Grey scale,</p>		<p>m²</p>	<p>1,200</p>
<p><b>11. Office Curtains:</b>  Vertical strips of "fiberglass treated" fabric; width of slide 12.7 cm, gray color, resistant to fire and sun heat without color being affected, the slices stick to each other when closed with a distance of at least 1 cm from both sides.  item colour: White, brown or Grey</p>		<p>No</p>	<p>18</p>
<p><b>12. Wardrobe:</b>  wardrobe of fiber board material. White color and Including 3 shelves. Dimensions 95-120x42x181 cm  item colour: White or Grey</p>		<p>No</p>	<p>18</p>

<p><b>13. Single bed:</b> Moisture resistant fibreboard bed frame. Including 2 storage drawers. Dimensions 90x200cm, item colour: Black or Brown</p>		No	4
<p><b>14. Sofa Set:</b> Sofa set fully cushioned leather, including arms, wooden frame, webbing and injection molded PU foam. PU foam finished with fabric as per selected sample.</p> <p>3 seats 200x87x82cm 2 seats 140x87x82cm 1 seat 85x87x82cm</p> <p>item colour: Black or Brown</p>		No	7
<p><b>15. Armchair (salon):</b> Armchair. Frame made by solid wood, plywood, particleboard, fiberboard, polyurethane foam 30 Kg/cu.m. and polyester wadding. Seat cushion highly resilient polyurethane foam (cold foam) 35 kg/cu.m. Dimensions: Height (including back cushions) 75 x Width 83 x Depth x 78cm. Free height under furniture: 20cm. Armrest height: 62cm. Seat width: 57cm. Seat depth: 47cm. Seat height: 44cm. item colour: Black, grey or Brown</p>		No	20

<p><b>16. 4 Steel Filing Cabinet:</b> Supply and assemble cold-rolled steel filing cabinet (4 drawers), designed to accommodate (Letter and Legal-size files). Dimensions: 52" Height x 18.5" Width x 26" Depth. item colour: White or Grey</p>		No	50
<p><b>17. Visitor office chair:</b> Visitor office chair. Dimensions: Backrest: H60cmxW50 cm; Seat base: W50cmxD50 cm; All Height: 115cm, item colour: Black or Brown</p>		No	60
<p><b>18. Twin Bedroom Metal Bed Frame:</b> Twin metal bed. Frame platform, 6 legs and black color. Dimensions: 195.5 x 90 x 80.8 cm.</p>		No	8
<p><b>19. Plastic chair:</b> White polypropylene chair, of dimensions 54x54x79cm and weight 2.40 Kg, Item colour: White</p>		No	40

			
<p><b>20. Dining Table:</b> Solid wood dining table of dimensions 35x70x30" (inches), for 6 people Wood 6 Seater Dining Table Set with 6 Chair for Living Room 7 Piece Wooden Dining Room Sets, item colour: Black or Brown</p>		No	1
<p><b>21. High back swivel office chair:</b> High back swivel office executive chair. Dimensions Backrest: H76xW50 cm, item colour: Black or Brown</p>		No	6
<p><b>27. Hot &amp; Cold Water Dispenser With Fridge Cabinet:</b> 40Liter Hot &amp; Cold Water Dispenser With Fridge Cabinet Compressor Cooling Direct Cool Built in Refrigerator. R134a, for cooling. It is compact in size and measures 34 x 33 x 98 cm (W x D x H)  item colour: White or Grey</p>		No	6

<p><b>28. Mobile Documents Archive Shelving:</b> Supply and install of Mobile Filing Cabinet Documents Storage High Loading Capacity Metal Compact File Shelving Archive Storage Rack,6-bay double-sided mobile filing shelves,SizeL900*D600*H2400/pc,( Size L5400*D600*H2400/set, 1Set= 6 pcs) Material high-quality cold-rolled steel Q235 , chassis: 2.8mm hot-rolled steel, GB710-88,light grey color ,epoxy powder coating surface finishing and 6 storage space layers</p> <p>item colour: White or Grey</p>		Set	8
<p><b>29. 16 DOORS STORAGE LOCKER CABINET:</b> Supply and install of 16 doors storage locker Pad Loc Hinged MS LOCKER / CABINETS, mild steel material, Hinged door type, Size (L1.8x D 0.45x H1.9 mtr ).</p> <p>item colour: White or Grey</p>		Set	10

**In case of absence of items with exact specification indicated above, offeror can propose items with equivalent specification with detailed description and indication of manufacturer.**

## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods within 45 days after PO acceptance.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Passport Building in Sabha, Libya.
<b>Distribution of shipping documents (if using freight forwarder)</b>	As per the BoQ
<b>Packing Requirements</b>	As per the BoQ
<b>Training on Operations and Maintenance</b>	As per the BoQ
<b>Warranty Period</b>	One Year from the date of installation/supply of goods
<b>After-sales service and local service support requirements</b>	As per the BoQ
<b>Preferred Mode of Transport</b>	Land

## 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:	RFQ/LBY/SLCRR/2021/052	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	<input type="checkbox"/> Yes <input type="checkbox"/> No



energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
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.			
<b>Previous relevant experience: 2 contracts</b>				
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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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.

Reference Number: RFQ/LBY/SLCRR/2021/052

Project Name: Supply and Installation of Office Furnitures at Passport Building in Sabha, Libya.

#	Item	Unit	Total Qty.	unit rate in USD	Total amount in USD
1	<b>Class A desk:</b> Supply and install class A office desk of wooden melamine, large size L200xW90xH77 cm. Including buffet small table of dimensions 100x120x40 cm and mobile storage unit with 3 drawers. The price of works includes supplying and installation on site, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	3		
2	<b>Class B desk:</b> Supply and install class B office desk of wooden melamine of dimensions 76x90x180 cm. Including drawer case (65x50x45 cm), mobile wing (65x40x120 cm) and desk bookcase made of wood and glass of dimensions 80x40x200 cm. The price of works includes supplying and assembling, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	12		
3	<b>Class C desk:</b> Supply and install class C office desk of wooden melamine of dimensions 75x77x140 cm, including drawers. The price of works includes supplying and assembling, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	60		
4	<b>Meeting Table:</b> Supply and assemble of large size wooden meeting room table (up to 16 people), with wire management and all needed accessories. Dimensions L 7.5m; W 1.7m; T 0.05m . The price of works includes supplying and assembling on site. Furniture shall be ready to be used. <b>See attached annex</b>	No	1		
5	<b>Swivel Chair:</b> Supply and assemble low back leather swivel office chair, padded arms, adjustable seat height and 5 double wheel casters for easy movement. Dimensions 120cm height and H60xW50 cm backrest. The price of works includes supplying and assembling on site, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	54		
6	<b>Steel Filing Cabinet:</b> Supply and assemble steel filing cabinet, 4 shelves, dimensions W95cmxD47cmxH185cm, 0.7mm metal thickness, manufactured from cold rolled coil annealed mild steel, fitted with lock and 2 keys. The price of works includes supplying and assembling on site, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	54		

7	<b>Safe-deposit box:</b> Supply and assemble safe-deposit box. External dimensions 590x593x760 mm. Internal dimensions inside 450x355x560 mm. Weight 155 kg. fire resistant. <b>See attached annex</b>	No	12		
8	<b>Safe-deposit box:</b> ditte, but dimensions 1725x1140x770 mm. Weight 564 kg. fire resistant.	No	2		
9	<b>Wall Shelves:</b> Supply and assemble Wall metallic shelves. Dimensions 57x125x240cm. Color Silver. The price of works includes supplying and assembling, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	30		
10	<b>Moquette:</b> Supply and install moquette. Loop fiber, pile weight: 550 g/m <sup>2</sup> ; pile height: 3mm. Total thickness: 6mm ± 0.3mm. Backing of polyester, and vinyl reinforced by Glass Gibre Performance Flammability: Pass 8/8 Reaction to Fire: Cf1 – s1 Static Propensity: ≤ 0.2 kV Soil & Stain Protection: Excellent Soil Resistance. Colour Fastness to Light: 5/5 on Grey scale. <b>See attached annex</b>	m <sup>2</sup>	1200		
11	<b>Office Curtains:</b> Supply and install office curtains. Vertical strips of "fiberglass treated" fabric; width of slide 12.7 cm, gray color, resistant to fire and sun heat without color being affected, the slices stick to each other when closed with a distance of at least 1 cm from both sides. The price of works includes supplying and installation on site, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	18		
12	<b>Wardrobe:</b> Supply and assembling of wardrobe of fiber board material. White color and Including 3 shelves. Dimensions 95-120x42x181 cm. The price of works includes supplying and installation on site, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	18		
13	<b>Single bed:</b> Supply and assemble single bed. Moisture resistant fibreboard bed frame. Including 2 storage drawers. Dimensions 90x200cm. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	4		
14	<b>Sofa Set:</b> Supply and assembly of sofa set. The sofa set shall be fully cushioned leather, including arms, wooden frame, webbing and injection molded PU foam. PU foam finished with fabric as per selected sample. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. See attached annex 3 seats 200x87x82cm 2 seats 140x87x82cm 1 seat 85x87x82cm <b>See attached annex</b>	No	7		

15	<b>Armchair (salon):</b> Supply and assemble armchair (salon). Frame made by solid wood, plywood, particleboard, fibreboard, polyurethane foam 30 Kg/cu.m. and polyester wadding. Seat cushion highly resilient polyurethane foam (cold foam) 35 kg/cu.m. Dimensions: Height (including back cushions) 75 x Width 83 x Depth x 78cm. Free height under furniture: 20cm. Armrest height: 62cm. Seat width: 57cm. Seat depth: 47cm. Seat height: 44cm. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used <b>See attached annex</b>	No	20		
16	<b>4 Steel Filing Cabinet:</b> Supply and assemble cold-rolled steel filing cabinet (4 drawers), designed to accommodate (Letter and Legal size files). Dimensions: 52"Height x 18.5"Width x 26"Depth. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	50		
17	<b>Visitor office chair:</b> Supply and assemble visitor office chair. Dimensions: Backrest: H60cmxW50 cm; Seat base: W50cmxD50 cm; All Height: 115cm. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	60		
18	<b>Twin Metal Bed Frame:</b> Supply and assemble twin metal bed. Frame platform, 6 legs and black color. Dimensions: 195.5 x 90 x 80.8 cm. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	8		
19	<b>Plastic Chair:</b> Supply of white polypropylene chair, of dimensions 54x54x79cm and weight 2.40 Kg. <b>See attached annex</b>	No	40		
20	<b>Dining Table:</b> Supply and assemble Solid wood dining table of dimensions 35x70x30" (inches), for 6 people Wood 6 Seater Dining Table Set with 6 Chair for Living Room 7 Piece Wooden Dining Room Sets The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	1		
21	<b>High back swivel office chair:</b> Supply and assemble high back swivel office executive chair. Dimensions Backrest: H76xW50 cm. The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	6		

27	<b>Hot &amp; Cold Water Dispenser With Fridge Cabinet:</b> Supply and install of 40Liter Hot & Cold Water Dispenser With Fridge Cabinet Compressor Cooling Direct Cool Built in Refrigerator. R134a, for cooling. It is compact in size and measures 34 x 33 x 98 cm (W x D x H) ,The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used.The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	No	6		
28	<b>Mobile Documents Arshive Shelving:</b> Supply and install of Mobile Filing Cabinet Documents Storage High Loading Capacity Metal Compact File Shelving Archive Storage Rack,6-bay double-sided mobile filing shelves,SizeL900*D600*H2400/pc,( <b>Size L5400*D600*H2400/set, 1Set= 6 pcs</b> ) Material high-quality cold-rolled steel Q235 , chassis: 2.8mm hot-rolled steel, GB710-88,light grey color ,epoxy powder coating surface finishing and 6 storage space layers,The price of works includes supplying and assembly, as well as all needed accessories. Furniture shall be ready to be used. <b>See attached annex</b>	Set	8		
29	<b>16 DOORS STORAGE LOCKER CABINET:</b> Supply and install of 16 doors storage locker Pad Loc Hinged MS LOCKER / CABINETS, mild steel material, Hinged door type, Size (L1.8x D 0.45x H1.9 mtr ) <b>See attached annex</b>	Set	10		
Grand Total in USD					

### 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:	RFQ/LBY/SLCRR/2021/052	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
INCOTERMS: DAP					
Item No	Description	UOM	Qty	Unit price USD	Total price per Item USD
1	Class A desk	set	3		
2	Class B desk	set	12		
3	Class C desk	set	60		
4	Meeting Table	unit	1		
5	Swivel Chair	unit	54		
6	Steel Filing Cabinet	unit	54		
7	Safe-deposit box	unit	12		
8	Safe-deposit box	unit	2		
9	Wall Shelves	unit	30		
10	Moquette	m <sup>2</sup>	1,200		
11	Office Curtains	unit	18		
12	Wardrobe	unit	18		
13	Single bed	unit	4		
14	Sofa Set	Set	7		
15	Armchair (salon)	unit	20		
16	4 Steel Filing Cabinet	unit	50		
17	Visitor office chair	unit	60		
18	Twin Metal Bed Frame	unit	8		

19	Plastic Chair	unit	40		
20	Dining Table	unit	1		
21	High back swivel office chair	unit	6		
27	Hot & Cold Water Dispenser with Fridge Cabinet	unit	6		
28	Mobile Documents Archive Shelving	Set	8		
29	16 DOORS STORAGE LOCKER CABINET	Set	10		
<b>Total Final and All-inclusive Price in USD</b>					

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications – Annex 1	<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.
Printed brochures/specifications relevant to the required Furniture and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Inspection Requirement: Required by UNDP	<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.
Acceptance of UNDP General Terms and Conditions	<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:

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