

REQUEST FOR QUOTATION (RFQ)



RFQ Reference: JP- Improving Municipal Social Protection Service Delivery- Furniture

Date: 10 January 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Albania, in the framework of JP- Improving Municipal Social Protection Service Delivery is seeking Companies, Manufacturers or Retailers that provide goods for Kamza multifunctional center furniture to refurbish, supply and install the newly built or repaired multifunctional facility including reception counter, meeting table, office desk, chairs for the meeting room, classrooms seats and tables, wheelchairs, large and small beds, shelves, teaching boards, Swedish wooden stairs, Running track, trampoline, gymnastic balls, auxiliary toys, mirror with frame, curtains, L-shaped kitchen, and equipment as TV 40 inch, projector M24, kitchen hood, refrigerator, etc. Work is to be performed at the location as shown below:

- Multifunctional Centre, Kamza Municipality

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Nuno Queiros

Title: Deputy Resident Representative

Date: 10 January 2022

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>31 January 2022 at 14:00 hrs Tirana Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address Focal Person in UNDP: Procurement Unit E-mail address: procurement.al@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: Click or tap here to enter text. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Click or tap here to enter text. ▪ Mandatory subject of email: Click or tap here to enter text. ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y". ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <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, 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</p>

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

or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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	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: All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes [according to project and applicable country agreement]
Language of quotation	Click or tap here to enter text Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 120 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	The payment deliverables will be as following: <ul style="list-style-type: none"> • 100% of the contract value within 30 days after receipt of goods The payment will be done after a clearance is submitted by the supervision of the contract, UNDP contract responsible and approved by the Project Programme Manager of the submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection by the supervision company and the UNDP responsible supervisor and Complete Installation <input type="checkbox"/> Passing all Testing specified in the [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.al@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 (Seven) days before the submission deadline. Responses to request for clarification will be communicated by via email by 24 January 2022
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	07 February 2022
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

UNDP Albania, in the framework of JP- Improving Municipal Social Protection Service Delivery is seeking Companies, Manufacturers or Retailers that provide goods for the Kamza multifunctional center furniture to refurbish, supply and install the newly built or repaired multifunctional facility including reception counter, meeting table, office desk, chairs for the meeting room, classrooms seats and tables, large and small beds, shelves, teaching boards, Swedish wooden stairs, Running track, trampoline, gymnastic balls, auxiliary toys, mirror with frame, curtains, L-shaped kitchen, and equipment as TV 40 inch, projector M24, kitchen hood, refrigerator, etc. The supplier must provide and install the furniture as requested.

SCOPE OF WORK

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

Under this assignment the contractor will:

- Provide and install furniture as per architectural design drawings;
- Submit material samples, and work schedule for approval. Installation of furniture in multifunctional facility site shall be completed within 30 days after contract signature;
- Be responsible for quality and quantity of furniture provided and installed.

Special Notes:

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

- Total cost estimate with clearly defined line items and costing by line items, specifications, quantities and cost of all labour and services.
- Detailed drawings and 3D illustration photos.
- All material samples for review and approval.
- The UNDP will pay for all works upon completion and acceptability of the project.

TECHNICAL SPECIFICATIONS

FURNITURE AND EQUIPMENT

Since the multifunctional centre furniture and equipment characteristics and dimensions are playing a large role in the determination of the room dimensions and configuration, it is necessary to consider their dimensional aspect as an element of the building design, especially for the definition of room dimensions and surface areas, doors and windows location and dimension etc. The furniture and equipment is necessary to have the below technical specification:

Technical Specifications for Goods:

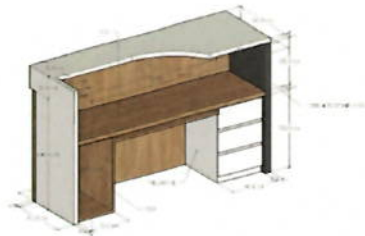


Table 1 – Reception (1 piece)

Size : 600 mm x 1800 mm × 1200 mm



DIMENSIONAL FURNITURE



FURNITURE RENDER

The table is composed from :

- a) The top
- b) Under top for computer
- c) The sides with a rectangular perpendicular connection
- d) Space for placing the computer unit
- e) Three side drawers

The table is a reception desk with a rectangular surface with an arch on the surface. This type of table is placed in the reception hall and its dimensions and shape have adhered to predefined standards and norms. Table specifications are given as follows.

The top is made of MDF material in white and gray color Ral 7005. The support structure of the table is made of Interlac lt.No.524 + 3lt No.500.

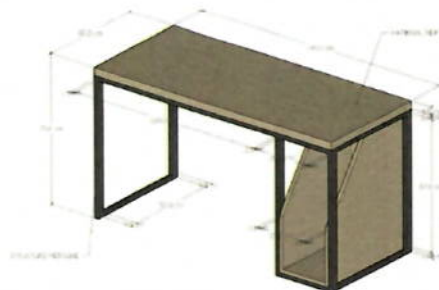
The table has a partially open side shelf and 3 white drawers.

The joining of the elements is done with screws of certain dimensions in the necessary parts. The structure or legs of the table rest on plastic stoppers so as not to damage the floor or in case of furniture relocation.

*Accessories to be of first quality.
Production, Supply and Installation.*

Table 2 – Administration, Speech Therapy, Evaluation Room (3 piece)

Size : 600 mm x 1400 mm × 750 mm



DIMENSIONAL TABLE



FURNITURE RENDER

The table is composed from :

- a) The top
- b) Sides with metal construction
- c) Space for placing the computer unit

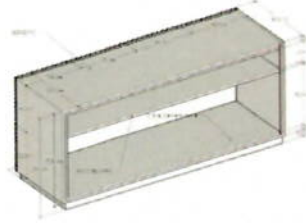
The desk is an office desk type with a rectangular top. This type of desk is placed in the administrator's office, speech therapy and evaluation room and its dimensions and shape have been adhered to the predefined standards and norms. Table specifications are given as follows.

The top is made of MDF material in color Interlac lt.No.524 + 3lt No.500. The support structure of the table is with black metal legs Ral 9017.

The joining of the elements is done with screws of certain dimensions in the necessary parts. The structure or legs of the table rest on plastic stoppers so as not to damage the floor or in case of furniture relocation.

*Accessories to be of first quality.
Production, Supply and Installation.*

Size : 1800 mm x 600 mm × 750 mm



The table is composed from :

1. Tablecloth
 - a) The top
 - b) 3 sides
2. Struktura
 - a) The top
 - b) The bottom
 - c) Sides

The table is an auditorium table. This type of table is placed in the meeting room and its dimensions and shape has adhered to predetermined standards and norms. Table specifications are given as follows.

The tablecloth is made of white MDF wood. The supporting structure of the table is white melamine. The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts. The structure or legs of the table rest on the top surface also the table rests on plastic stoppers so as not to damage the floor or in case of moving the furniture.

*Accessories to be of first quality.
Production, Supply and Installation.*

Size : 1800 mm x 900 mm × 800 mm



DIMENSIONAL TABLE



FURNITURE RENDER

The table is composed from :

- a) The top
- b) Sides with metal construction

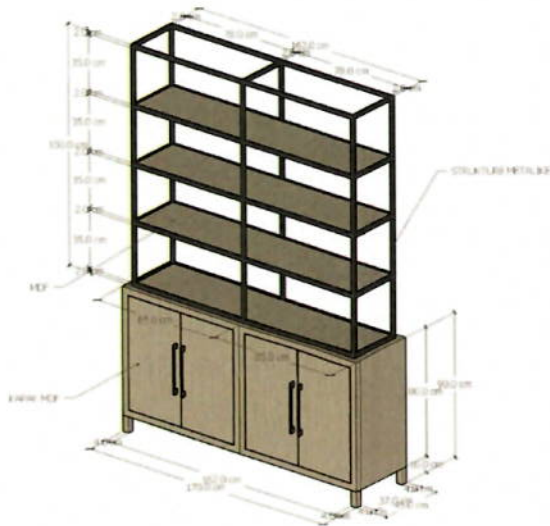
The desk is a 7-seater desk type, for learning. This type of table is placed in classes and dimensions and its shape has adhered to predefined standards and norms. Table specifications are given as follows.

The top consists of 20 mm MDF with Interlac color lt.No.524 + 3lt No.500. The supporting structure of the table is with white metal construction. The upper part, slightly lightened at the corners, also rests on a 2cm metal construction. The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts. The structure or legs of the table rest on plastic stoppers so as not to damage the floor or in case of moving the furniture.

*Accessories to be of first quality.
Production, Supply and Installation.*

Closet 1 – Administration, Evaluation Room, Speech Therapy (3 piece)

Size : The bottom 1700× 450 ×900 mm
The top 1500× 370 ×1620 mm



DIMENSIONAL FURNITURE



FURNITURE RENDER

The closet is composed from :

- The bottom
 - a) A four lid furniture
- The top
 - a) A shelf with metal construction without lids, supported on the bottom

The closet is produced with 18 mm MDF in Interlac color lt.No.524 + 3lt No.500. on the upper and front side and melamine with a thickness of 18 mm in all parts invisible to the eye, specifically the bottom and back of the furniture.

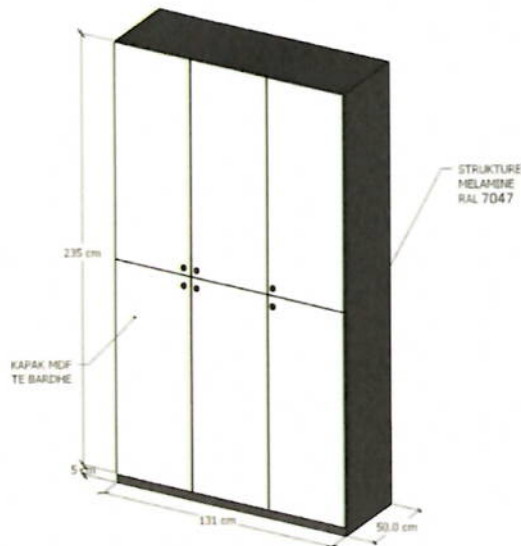
The top is with metal structure Ral 9017 and MDF shelves lt.No.524 + 3lt No.500 which are supported above the metal construction.

The connection of the elements is done with screws of respective dimensions. Mounting of lids is done with hinges. Contact with the ground is made with plastic plugs to protect it from moisture and various damages.

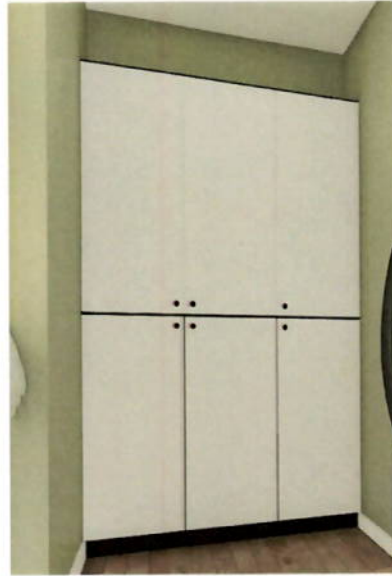
Handles must be black stainless steel Ral 9017.

*Accessories to be of first quality.
Production, Supply and Installation.*

Size : 2000 × 480 × 500 mm



DIMENSIONAL FURNITURE



FURNITURE RENDER

The closet is composed from :

- a) A box with top and bottom as well as internal partitions
- b) 6 lids

The closet is produced with dark gray melamine structure with a thickness of 18 mm in the inner parts and white MDF covers with a thickness of 18mm. The connection of the elements is done with screws of respective dimensions.

Mounting of lids is done with hinges.

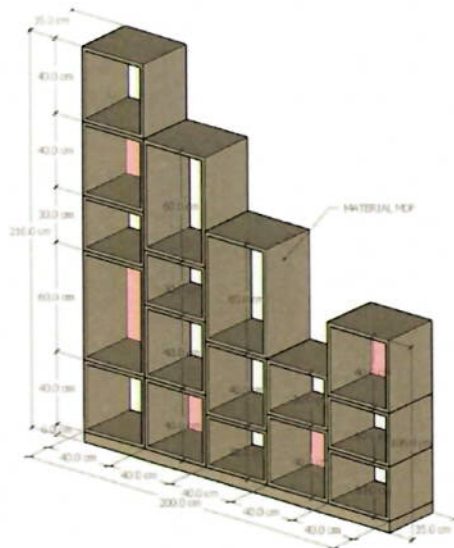
Contact with the ground is made with plastic plugs to protect it from moisture and various damages.

Handles must be black stainless steel Ral 9017.

Accessories to be of first quality.

Production, Supply and Installation.

Size : 2160mm × 350 mm



DIMENSIONAL FURNITURE



FURNITURE RENDER

The shelf is composed from :

- a) 17 Boxes
- b) The bottom

The shelf is made of MDF colored in Interlac lt.No.524 + 3lt No.500 suitable for the function of the environment where it is placed. The bottom surface of some of the boxes will be painted pink with code Ral 3015. The shelves are placed on top of each other and rest on the surface with dimensions 2000 x 350 mm. Its dimensions and shape have adhered to predetermined standards and norms.

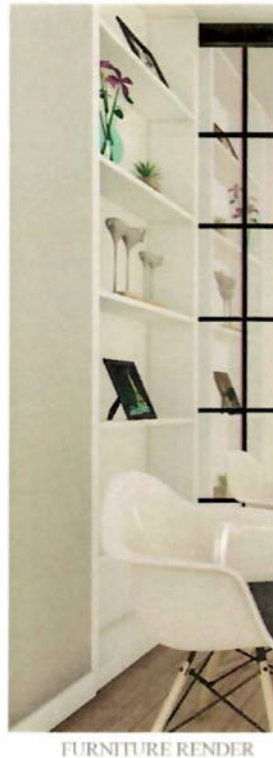
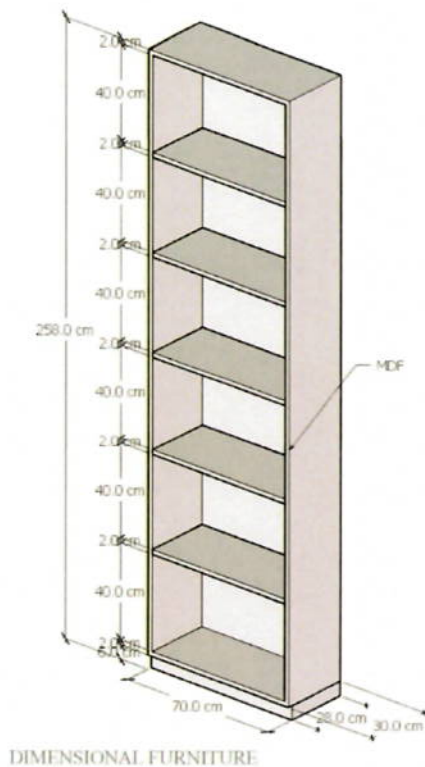
Shelf specifications are given as follows.

The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts. The support structure of the closet rests on plastic caps to prevent damage to the floor or in case of relocation of furniture.

*Accessories to be of first quality.
Production, Supply and Installation.*

Shelf 2 – Evaluation Room (1 piece)

Size : 2580mm × 30 mm x 700 mm



The shelf is composed from :

- a) The sides
- b) 5 partitions - 6 spaces

Shelf is in light gray MDF Ral 7047 suitable for the function of the environment where it is placed. The partitions are placed on top of each other and fixed to the side tops.

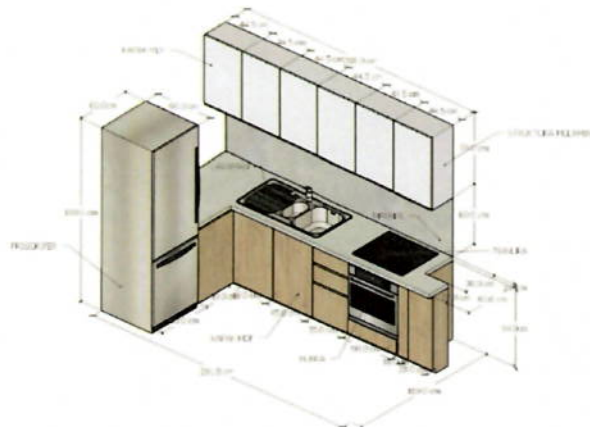
The shelf dimensions are 2580 mm x 700 mm x 300 mm.

Dimensions and its shape has adhered to pre-defined standards and norms.

Shelf specifications are given as follows.

The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts. The support structure of the closet rests on plastic caps to prevent damage to the floor or in case of relocation of furniture.

*Accessories to be of first quality.
Production, Supply and Installation.*



DIMENSIONAL FURNITURE



FURNITURE RENDER

The kitchen is composed from :

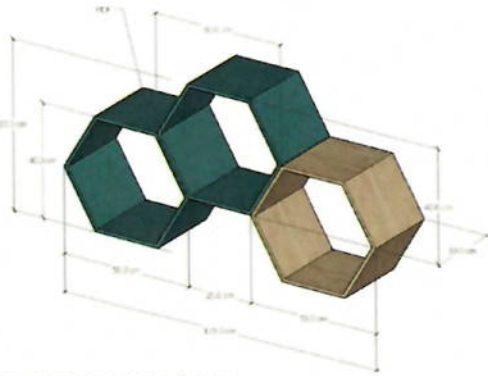
- a) The top
- b) The bottom

The kitchen is composed from the top and the bottom, where their specifications are given as follows.

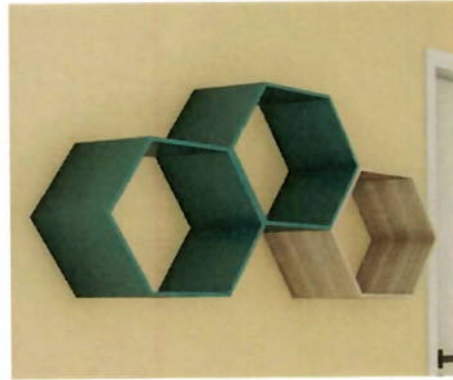
- The lids and drawers of the kitchen are made of MDF material lt.No.524 + 3lt No.500 and sealed on all 4 sides.
- The internal structure of the kitchen is made of melamine and will have the same color as the lids. The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts.
- The structure carrying the lower part of the cuisine is based on 100 mm plastic legs and covered in the front. The structure of the upper part will be fixed in the walls.
- Also the upper part for reinforcement rests on the kitchen wall tiles. The upper part is white.
- Another element of the kitchen is the bench with a thickness of 20 mm with light color, to approximate the color of the wall tiles and to make a contrasting contrast with the color of the lids. Insulation of the bench with tiles is done with a quality alxatine accessory so as not to endanger the flow of water which consequently leads to the breakdown of the furniture. Also the isolation and the capturing of the sink is made with high quality wall mounted equipments, and waterproof plasticine material for the wall.
- The color and material of the lids and the drawer will be MDF lt.No.524 + 3lt No.500.

*Accessories to be of first quality.
Production, Supply and Installation.*

Size : 500mm × 400 mm



DIMENSIONAL FURNITURE



FURNITURE RENDER

The shelf is composed from :

a) Honeycomb spaces

The shelf is made of MDF It.No.524 + 3lt No.500 and Ral 6033 suitable for the function of the environment where it is placed. The shelves are placed on top of each other and fixed to the side tops.

The shelf dimensions are 500 mm x 400 mm.

Dimensions and its shape has adhered to predetermined standards and norms.

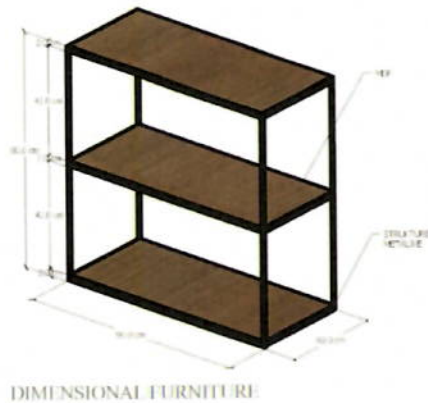
Shelf specifications are given as follows.

The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts.

Accessories to be of first quality.

Production, Supply and Installation.

Size : 900mm × 800 mm x 400 mm



The shelf is composed from :

- a) Metal supporting structure
- b) Mdf shelves

The shelf partitions are made of MDF color lt.No.524 + 3lt No.500 and black metal structure Ral 9017 suitable for the function of the environment where it is placed.

The shelf dimensions are 900mm × 800 mm x 400 mm.

Its dimensions and shape have adhered to predetermined standards and norms.

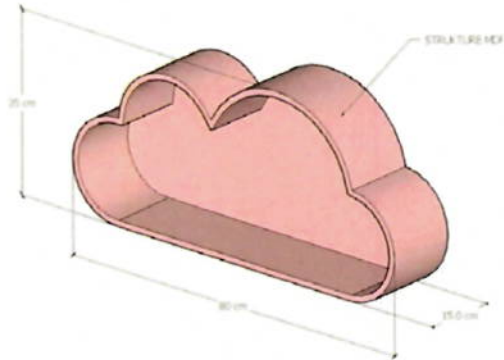
Shelf specifications are given as follows.

The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts.

Accessories to be of first quality.

Production, Supply and Installation.

Size : 800mm × 350 mm x 150 mm



DIMENSIONAL FURNITURE



FURNITURE RENDER

The shelf is composed from :

- a) Cloud-shaped MDF structure

The shelf is made of MDF in Ral 3015 color. The shelf is fixed to the wall and with dimensions 800 mm × 350 mm x 150 mm.

Its dimensions and shape have adhered to predetermined standards and norms.

Shelf specifications are given as follows.

The joining of the elements is done with plastic or metal angles and with screws of certain dimensions in the necessary parts.

Accessories to be of first quality.

Production, Supply and Installation.



Chair tipi C



Chair tipi D



There are 4 types of chairs:

- A) Meeting room chairs
- B) Classroom chairs
- C) Chair for office desks
- D) Chair for office desks

- 26 pieces
- 10 pieces
- 6 pieces
- 4 pieces

- The type (A) chairs are with metal sides in Ral 9017 with blue seating for the meeting room.
- The type (B) chairs are made of wood lt.No.524+3lt No.500 and mustard color seating and support.
- The type (C) chairs are PVC plastic with seating and wooden legs.
- The type (D) chairs are with wheels and with black seating.

*Accessories to be of first quality.
Production, Supply and Installation.*

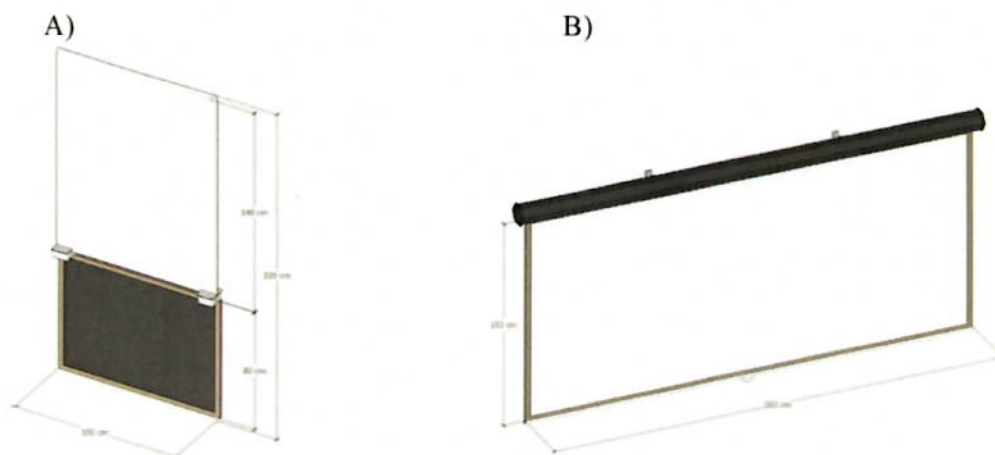
Size:

The top: White magnetic board $1400\text{ mm} \times 100\text{ mm}$
The bottom: Black board with MDF frame $800\text{ mm} \times 100\text{ mm}$

Board B – Meeting room (1 piece)

Size:

Motor board for projector $1530\text{ mm} \times 2030\text{ mm}$



Bed– Physiotherapy, Speech Therapy

Size: Bed 1 $1860\text{ mm} \times 700\text{ mm}$ - (2 piece)
Bed 2 $1800\text{ mm} \times 600\text{ mm}$ - (1 piece)

The bed is precision machined with aluminum and features a padding full of 2 folds to ensure a more comfortable massage experience. Aluminum tube provides stronger strength and stability. Also gives comfort and softness with the sponge. The height of the bed is adjustable.

Specifications:

Material: Aluminum & Sponge & PVC Leather

Color: Black

Weight: 14 kg

Length range: 180 ~ 186 cm

Width Range: 60 ~ 70 cm

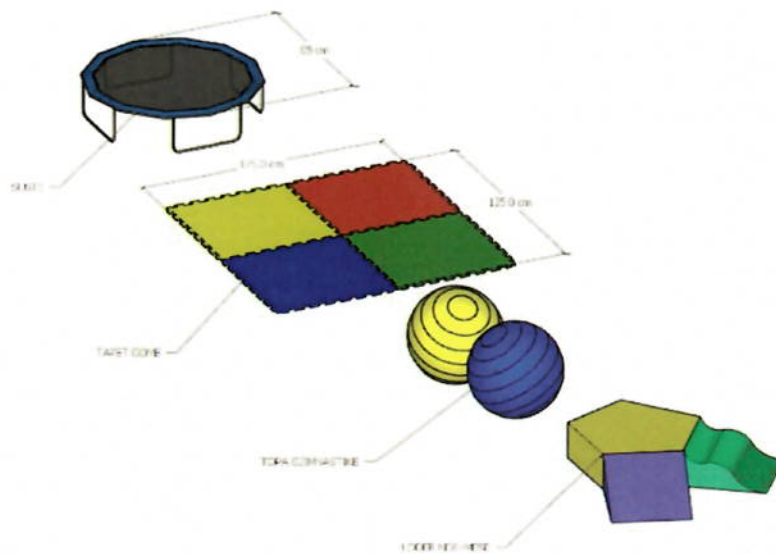
Length height: 59 ~ 80 cm



Bed 2



*Accessories to be of first quality.
Production, Supply and Installation.*



Toys and equipments include:

Trampoline	Φ 850 mm	(1 piece)
Rubber carpet	1250 mm x 1250 mm	(2 piece)
Gymnastic balls		(2 piece)
Toys / sponge		(1 piece)

- **Swedish stairs** (1 piece)

Swedish stairs are made of wood It.No.524+3lt No.500 with **dim. 2400 mm x 900 mm**.



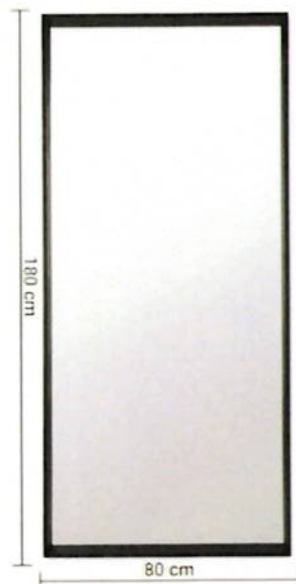
*Accessories to be of first quality.
Production, Supply and Installation.*

Drawing sheets are made with MDF frame and white fabric with dim. 44 cm x 32 cm



- **Mirror – Physiotherapy (1 piece)**

The mirror is made of MDF frame in black color Ral 9017 with dim. 800 mm x 1800 mm.
The mirror will be accompanied by roller blinds.



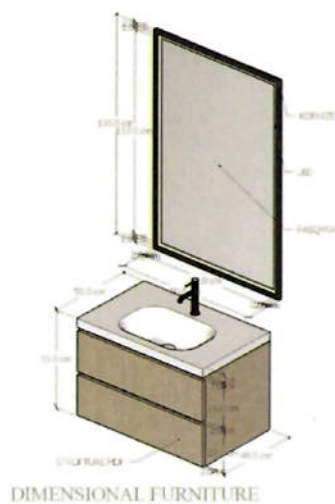
*Accessories to be of first quality.
Production, Supply and Installation.*



Sink –Speech therapy (1 piece)

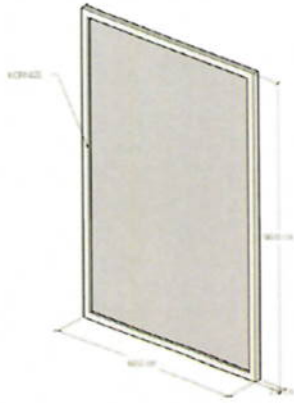
Size :

- Built sink with dim. $800mm \times 500 mm \times 550 mm$
- Multistrata MDF It.No.524+3lt No.500 furniture with two drawers with dim. $800mm \times 500 mm \times 550 mm$
- Mirror with black Ral 9017 MDF frame with dim. $800mm \times 1200 mm$

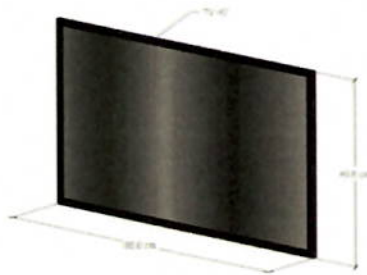


*Accessories to be of first quality.
Production, Supply and Installation.*

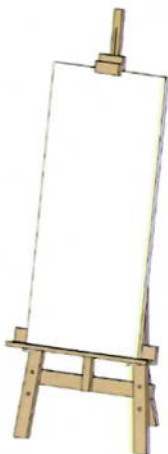
The frames are made of white MDF with glass and its dim. *600 mm x 900 mm*



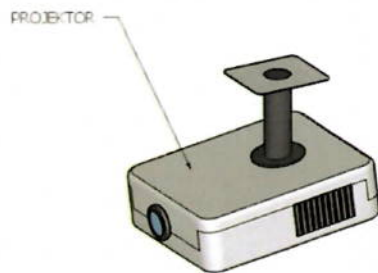
- **40 inch TV - Reception** (1 piece)



- **Wooden easels - Classroom** (3 piece)



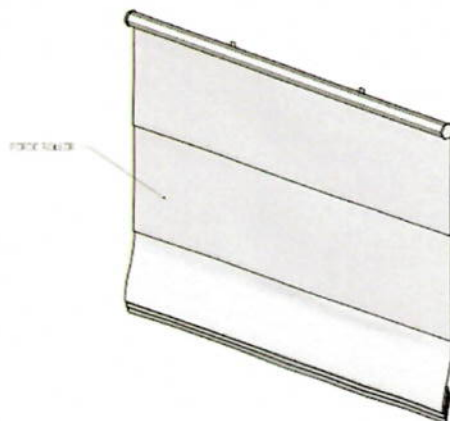
*Accessories to be of first quality.
Production, Supply and Installation.*



- **Blinds**

Screen 3005 roller blinds

φ65 Pipe for blinds



*Accessories to be of first quality.
Production, Supply and Installation.*

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 30 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	Click or tap here to enter text.
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.
Preferred Mode of Transport	Choose an item.

ANNEX 2: QUOTATION SUBMISSION FORM

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

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

Company Profile

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

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

Bidder's Declaration

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

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

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

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

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

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

Compliance with Requirements

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

Other Information:

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company NameClick 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.