

Request for Quotation (RFQ) for Goods

Reference No: RFQ / UNW/HAI/22/008

ACHAT DE MOBILIERS DE BUREAU POUR CNAL ET PARQUET DE PORT-AU-PRINCE

September 22, 2022

Dear Sir/Madam,

Subject: Request for Quotation (RFQ) for **ACHATS DE MOBILIERS DE BUREAU POUR CNAL ET PARQUET DE PORT-AU-PRINCE**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of **ACHATS DE MOBILIERS DE BUREAU POUR CNAL ET PARQUET DE PORT-AU-PRINCE**

1. as described in the Annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
 - a. This Invitation letter and Quotation Instruction Sheet (QIS)
 - b. [Terms of Reference \(TOR\) \(Annex 1\)](#)
 - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
 - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
 - e. [Voluntary Agreement \(Annex 4\)](#)
 - f. [Model Form of Contract \(Annex 5\)](#)
 - g. [Eligibility Criteria \(Annex 6\)](#)
 - h. [Others \[Please Specify\]](#)
3. Quotations submitted by email must be limited to a maximum of **2** MB, virus-free or corrupted contents to avoid rejection, and no more than **2** email transmissions.
4. A contract may be awarded to the supplier having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. The following aspects will be considered for the evaluation;
 - i. Suitability of the approach and methodology including firm's capacity to undertake the services.
 - ii. Qualifications and experience of proposed staff/personnel.
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all

contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women contract included herein.

7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Quotation	Date and Time : September 30, 2022 11:59 PM <i>Port-au-Prince, Haiti</i> (for local time reference, see www.greenwichmeantime.com) This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	<input checked="" type="checkbox"/> Electronic submission of Quotation
Address for Quotation Submission	<input checked="" type="checkbox"/> Electronic submission of Quotations: haiti.achat@unwomen.org Quotations should be submitted to the designated address by the date and time of the deadline given.
Language of the Quotation	<input type="checkbox"/> English <input checked="" type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other (pls. specify) _____
Quotation Currencies	Any freely convertible currency: _____ <i>HTG or USD</i>
Quotation Validity Period commencing after closing date of RFQ	120 days UN Women may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request will be communicated in writing.
Payment Terms	<input checked="" type="checkbox"/> 100 % upon completion and satisfactory receipt of all goods <input type="checkbox"/> Others

<p>Clarifications of solicitation documents</p>	<p>Requests for clarification may be submitted 5 days before the submission date to: haiti.achat@unwomen.org</p> <p>If the clarification email is different from the submission email address, please do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and UN Women will not be able to consider it.</p> <p>Clarification requests of this RFQ shall include the following subject header format: “<i>RFQ# Request for Clarification from Vendor Name</i>”</p> <p>Suppliers shall not communicate with any other UN personnel regarding this RFQ.</p>
	<p>UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.</p>
<p>Contact for requesting clarifications</p>	<p>Address: haiti.achat@unwomen.org</p> <p>Name of this RFQ dedicated for this purpose: RFQ / UNW/HAI/22/008</p> <p>ACHATS DE MOBILIERS DE BUREAU POUR CNAL ET PARQUET DE PORT-AU-PRINCE</p> <p>Suppliers must not communicate with any other personnel of UN Women regarding this RFQ.</p> <p>UN Women shall have no obligation to confirm receipt or response to query for any form of communication sent to an email other than the designated email address.</p>
<p>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</p>	<p><input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> UN Women Website</p> <p><input type="checkbox"/> Other</p>

Expected Delivery Date and Time. Quotations can be rejected if the delivery date and time exceeds the stipulated date and time described in the TOR	<input checked="" type="checkbox"/> 3 days from the issuance of the Purchase Order
Value Added Tax on Proceed Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
Evaluation Criteria	<input type="checkbox"/> Standard Eligibility Criteria are detailed in Annex 6. <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under Annex I <input type="checkbox"/> Qualifications and experience of proposed staff/personnel <input checked="" type="checkbox"/> Lowest price offer <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
	<input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input type="checkbox"/> Others <i>[pls. specify]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Professional Service Contract <input type="checkbox"/> Other Type/s of Contract <i>De minimis Contract</i>

11. UN Women's [vendor protest procedure](#) provides an opportunity for appeal to supplier(s) who believe that they were not treated fairly. This [link](#) provides further details regarding UN Women's vendor protest procedures.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive

Director and with the UN Women Ethics Office as and when required. Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records.

Failure to fully cooperate with investigations will be considered sufficient grounds to allow UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women's list of registered suppliers.

12. UN Women implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UN Women, as well as third parties involved in UN Women activities. UN Women expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link:
http://www.un.org/depts/ptd/pdf/conduct_english.pdf.
13. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

DocuSigned by:
Marie Felicie
C765A56231B9477...

Marie Felicie F. Trevant

Operations Manager

ANNEX 1

SPECIFICATIONS OF GOODS

Matériels	Description	Qté
Table de conférence 28 Places		1
Table de conférence 14 Places		1
Chaise de conférence	tapissée, réglable, avec dossier haut	42
Bureau Métallique	(48 pouces, 2 tiroirs)	1
Classeurs métalliques	(4 tiroirs, largeur 18 pouces)	5
Boites de Papiers	[8 1/2 x 11 & 8 1/2 x 14]	3
Boites plumes	(bleue, rouge, noire)	18
Boite Chemise	[8 1/2 x 11 & 8 1/2 x 14]	6
Boites enveloppes	[8 1/2 x 11 & 8 1/2 x 14]	6
Flipcharts (frames/cadres)	High Boardroom Black Aluminum Flipchart Whiteboard and Display Easel Stand with Adjustable Height Telescope Tripod, Black, 37 x 18 x 28 Inches	4
Flipcharts (papier)	Post-it Super Sticky Mini Easel Pad, 15 x 18 Inches, 20 Sheets/Pad, 6 Pads, White Premium Self Stick Flip Chart Paper, Great for Virtual Teachers and Students	12

ANNEX 2

QUOTATION SUBMISSION FORMS

STATEMENT OF CONFIRMATION

[The supplier shall fill in this form with no alterations or substitutions to its format and content]

To: *[insert UN Women]* Date: *[insert date of Quotation Submission]* Address, City, Country]

We, the undersigned, declare that:

- (a) We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes;
- (b) We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex 4) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the RFQ, the following **[Title of Services]** and undertake, if our offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (d) We offer to execute the services for the sum as may be ascertained in accordance with the quotation submitted and with the instructions under the Quotation Instruction Sheet;
- (e) Our offer shall be valid for a period of [___] days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

SIGNATURE AND CONFIRMATION OF THE RFQ

PROVIDED THAT A CONTRACT IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT DOCUMENT, TO EXECUTE THE SERVICE(S) REQUESTED AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO ITS GENERAL CONDITIONS OF CONTRACT AND THE CONTRACT MODEL.

<p><i>Exact name and address of company</i></p> <p>COMPANY NAME: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>PHONE NO.: _____</p> <p>E-MAIL ADDRESS: _____</p>	<p>AUTHORIZED SIGNATURE: _____</p> <p>DATE: _____</p> <p>NAME: (TYPE OR PRINT) _____</p> <p>FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____</p>
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This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products/services are in accordance with Terms of Reference and requirements of UN Women. The quotation "MUST" be submitted in the vendor's business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.

Quotation Format

TABLE 1: Item Description and Price

UNIT PRICES (Indicate the Price & Currency of Quotation):					
ITEM	DESCRIPTION	QTY.	UNIT OF MEASURE	CURRENCY (please specify):	
				UNIT PRICE & indicate whether DAP, FCA, CIP, CPT, and/or other (please specify)	TOTAL PRICE, (inclusive of shipping)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

TOTAL PRICES (Indicate the Price & Currency of Quotation)

TOTAL DAP, FCA, CIP, CPT, other <i>[please specify]</i> PRICE:	
FREIGHT /INSURANCE/HANDLING COSTS:	
TOTAL COST:	

TABLE 2: Compliance Requirements

Compliance Requirements :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Provide reasons for noncompliance</i>
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: <i>[minimum delivery lead time]</i>			
Estimated weight/volume/dimension of the Consignment: <i>[minimum measurements]</i>			
Country/ies Of Origin ¹ :			
Validity Period of Quotation: <i>[minimum validity period required]</i>			
Warranty and After-Sales Requirements			
a) Training on operations and maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Service unit to be provided when the purchased unit is under repair			
d) Brand new replacement if purchased unit is beyond repair			
e) Other requirements <i>[pls. specify]</i>			

¹ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UN Women if awarded the PO/contract.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[If applicable:]

UN Women will not be charged for any samples as separate line items and expects the vendor to be able to provide at least 1 sample per request for any changes requested within scope. UN Women expects any provision of samples to be part of the vendor's business cost and inclusive of the pricing offered above. If samples are to be returned, please provide a self-addressed and stamped envelope.

ANNEX 3

UN WOMEN GENERAL CONDITIONS OF CONTRACT

The GCs can be accessed by supplier from UN W website (<http://www.unwomen.org/en/aboutus/procurement>) or directly by clicking on the below link:

[Select applicable link and delete the others]

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontractservices-en.pdf> or

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontractmixedgoodsservices-en.pdf> or

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontractgoods-en.pdf>

ANNEX 4

VOLUNTARY AGREEMENT TO PROMOTE GENDER EQUALITY

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between _____ (Name of the Contractor)

And The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages (_____) (hereinafter referred to as the "Contractor") to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality \(http://www.unwomen.org/en/about-us/guidingdocuments\)](http://www.unwomen.org/en/about-us/guidingdocuments) and [women's empowerment \(http://weprinciples.org/Site/PrincipleOverview/\)](http://weprinciples.org/Site/PrincipleOverview/);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and nondiscrimination, including through equal pay policies;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Hold gender-specific trainings or courses for staff;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality.

On behalf of the Contractor: _____

Name, Title: _____,

Address: _____

Signature: _____

Date: ____/____/____

DD

MM

YYYY

ANNEX 5

MODEL FORM OF CONTRACT

[Do not provide contractors with the links below as they will not be authorized access. Select one applicable option, then copy and paste the contract model here.]



[De minimis contract \(5,000-50,000\) for the provision of services Headquarters](#)



[De minimis contract \(5,000-50,000\) for the provision of services Regional or Country Office](#)



[Model Institutional Service Contract - Over 50,000 Value or complex](#)



[Model Professional Service Contract - Over 100,000 Value or complex](#)



[UN Women Long Term Agreement \(LTA\)](#)



[Model Contract for Goods / Purchase Order](#)

ANNEX 6

ELIGIBILITY CRITERIA

The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- a. A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- b. A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- c. A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of submission, the Bidder:

- d. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- e. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- f. is included in any other Ineligibility List from a UN Women partner and if so listed in the RFQ Instructions.
- g. is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact and recommends signing up to the Womes Empowerment Principles](#).