

**Request for
Quotation
RfQ17/01639
Amendment No. 1**

Ref. no. **RfQ17/01639**

Date: **15 November 2017**

Subject: **Company for production, supply and installation of office furniture for UN Women office**

Dear Sir/Madam,

1. Due to the need to adjust quantities indicated in *Annex 1 Schedule of requirements of goods* and *Annex 2 Quotation submission forms*, the Annexes of present RfQ are hereby amended to read as follows (Items 9, 19 and 20 shall be excluded from the lists in Annexes 1 and 2)
2. All other terms and conditions of the solicitation document, except as amended herein, shall remain unchanged and shall continue in full force and effect.

ANNEX 1

SCHEDULE OF REQUIREMENTS OF GOODS

Items to be supplied	Description / Specifications of Goods (As per Annex 6 herewith)	Q-ty	Latest Delivery Date
Item 8	столик журнальный (см. Лист AI-16)	1	20 December 2017
Item 10	стол для заседаний (см. Лист AI-14)	1	20 December 2017
Item 14	стол рабочий (см. прилаг. докум.)	7	20 December 2017
Item 14	стол рабочий h=710 (см. Лист AI-34)	1	20 December 2017
Item 16	тумбочка перекатная (см. прилаг. докум.)	10	20 December 2017
Item 22	стол кухонный (см. Лист AI-31)	2	20 December 2017
Item 23	кухня мебель (см. Лист AI-29-30)	1	20 December 2017
Item 26	шкаф большой для одежды (см. Лист AI-32)	1	20 December 2017
Item 27	шкаф у колонны в осях "2"-"С" (см. Лист AI-33)	1	20 December 2017
Item 28	перегородка по оси "2" в осях "С" и "D" (см. Лист AI-28)	2	20 December 2017
Item 29	тумба приоконная 3-х секционная (см. Лист AI-35-36)	6	20 December 2017
Item 30	тумба приоконная 2-х секционная (см. Лист AI-35-36)	2	20 December 2017
Item 31	тумба приоконная односекционная (см. Лист AI-35-36)	4	20 December 2017

Примечания:

1. Данный лист см. совместно с AI-4 и AI-19.
2. Чертежи мебели из старого офиса см. прилагаемые документы.
3. Незаполненные поля в данной таблице заполняются при выборе мебели совместно с заказчиком в салонах-магазинах и фирмах производителей мебели.
4. Стоимость мебели дана ориентировочно - исходя из анализа стоимости индивидуальной мебели у местных производителей.

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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: **UN Women in Moldova**
131, 31 August 1989 Street,
MD-2012 Chisinau, Republic of Moldova

Date: *[insert date of Quotation Submission]*

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 IV) and will not request any changes to the existing terms, conditions and clauses;
- (c) We offer to supply in conformity with the **RFQ17/01639**, for **Production, supply and installation of office furniture (UN Women)** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
- (d) We offer to supply 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 **60** 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 PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS 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 UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT.

Exact name and address of company

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

NAME: (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications 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: Offer to Supply Goods Compliant with Technical Specifications and Requirements

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)
Items to be supplied	Description / Specifications of Goods (As per Annex 6 herewith)	Q-ty			
Item 8	стол журнальный (см. Лист AI-16)	1	Рс.		
Item 10	стол для заседаний (см. Лист AI-14)	1	Рс.		
Item 14	стол рабочий (см. прилаг. докум.)	7	Рс.		
Item 14	стол рабочий h=710 (см. Лист AI-34)	1	Рс.		
Item 16	тумбочка перекатная (см. прилаг. докум.))	10	Рс.		
Item 22	стол кухонный (см. Лист AI-31)	2	Рс.		
Item 23	кухня мебель (см. Лист AI-29-30)	1	Рс.		
Item 26	шкаф большой для одежды (см. Лист AI-32)	1	Рс.		
Item 27	шкаф у колонны в осях "2"- "С" (см. Лист AI-33)	1	Рс.		
Item 28	перегородка по оси "2" в осях "С" и "D" (см. Лист AI-28)	2	Рс.		
Item 29	тумба приоконная 3-х секционная (см. Лист AI-35-36)	6	Рс.		
Item 30	тумба приоконная 2-х секционная (см. Лист AI-35-36)	2	Рс.		
Item 31	тумба приоконная односекционная (см. Лист AI-35-36)	4	Рс.		
TOTAL PRICES (Indicate the Price & Currency of Quotation)					
TOTAL DAP, FCA, CIP, CPT, other [please specify] PRICE:					
FREIGHT /INSURANCE/HANDLING COSTS:					
TOTAL COST:					

TABLE 2: Compliance Requirements

Compliance Requirements :	Your Responses		
	Yes, we will comply	No, we cannot comply	Provide reasons for non-compliance
Payment terms 30 days upon receipt of invoice			
Delivery Lead Time: 30 calendar days from Contract Signature			
Validity Period of Quotation: 60 calendar days			
Warranty and After-Sales Requirements			
a) Warranty for repair and maintenance at site for 18 months from the date of supply and delivery of furniture			
b) Fixing/assembling of furniture in office premises			
All Provisions of the UN Women General Terms and Conditions			

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

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.