



Empowered lives.  
Resilient nations.

## REQUEST FOR QUOTATION (RFQ)

|                         |                               |
|-------------------------|-------------------------------|
| NAME & ADDRESS OF FIRM: | DATE: <b>July 24, 2018</b>    |
|                         | REFERENCE: <b>RfQ18/01777</b> |

Dear Sir / Madam:

We kindly request you to submit your quotation for [Manufacturing, delivery and installation of office furniture for the Ministry of Internal Affairs](#), as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **August 6, 2018, 14:00 (Moldova local time)** and via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event ID 0000002595**

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note ["RfQ18/01777: Manufacturing, delivery and installation of office furniture for the Ministry of Internal Affairs"](#).

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|                                    |   |
|------------------------------------|---|
| Delivery Terms<br>[INCOTERMS 2010] | <input checked="" type="checkbox"/> DAP |
|------------------------------------|---|

|  |   |
|--|---|
| Customs clearance <sup>1</sup> , if needed, shall be done by:  | <input checked="" type="checkbox"/> Supplier/Offeror  |
| Exact Address of Delivery Location (identify all, if multiple)   | Ministry of Internal Affairs building, 75, Stefan cel Mare Blvd., Chisinau.   |
| Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> ) | <input checked="" type="checkbox"/> 30 calendar days from the issuance of the Purchase Order (PO)/contract signing  |
| Delivery Schedule  | <input checked="" type="checkbox"/> Required  |
| Preferred Currency of Quotation <sup>2</sup>   | <input checked="" type="checkbox"/> United States Dollars<br>Reference date for determining UN Operational Exchange Rate:<br>6 August 2018<br><a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>   |
| Value Added Tax on Price Quotation   | <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes (VAT 0% rate)  |
| After-sales services required  | <input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 2 (two) years<br><input checked="" type="checkbox"/> Brand new replacement if Purchased Unit is beyond repair   |
| Deadline for the Submission of Quotation   | August 6, 2018, 14:00 (Moldova local time)  |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language          | <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian   |
| Documents to be submitted  | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<br><input checked="" type="checkbox"/> Company profile (short info up to 3 pages);<br><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;<br><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;<br><input checked="" type="checkbox"/> Detailed technical description of the offered goods, including design;<br><input checked="" type="checkbox"/> Certificates of quality for the offered materials and accessories (where applicable);<br><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.), if available;<br><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Materials/Products being supplied (if any);<br><input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods/materials classified or may be classified as "Dangerous Goods".<br><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value for the past three (3) years;<br><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

|  |  |
|--|--|
| Period of Validity of Quotes starting the Submission Deadline Date | <input checked="" type="checkbox"/> 60 days<br><br>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.   |
| Partial Quotes   | <input checked="" type="checkbox"/> Not permitted  |
| Payment Terms  | <input checked="" type="checkbox"/> 100% upon complete delivery of goods   |
| Liquidated Damages   | 0.5% of contract for every day of delay, up to a maximum duration of 15 calendar days. Thereafter, the contract may be terminated.   |
| Evaluation Criteria  | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and (according to Annex 1) lowest price <sup>3</sup> ;<br><input checked="" type="checkbox"/> Minimum 3 (three) years of experience in manufacturing and delivering office furniture;<br><input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered materials and products;<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions<br><input checked="" type="checkbox"/> Maximum delivery period not to exceed 30 working days upon signature of contract/PO;<br><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value for the past three (3) years; |
| UNDP will award to:  | <input checked="" type="checkbox"/> One and only one supplier  |
| Type of Contract to be Signed                                      | <input checked="" type="checkbox"/> Purchase Order   |
| Post qualification Actions   | <input checked="" type="checkbox"/> Given the confidentiality aspects of the furnished space, at contract signing stage, the winning company should be available to provide personal data of the staff involved in manufacturing, delivery and installation works.   |
| Special conditions of Contract                                     | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 calendar days<br><input checked="" type="checkbox"/> Liquidated damages of 0.5% from the total contract amount per calendar day of late delivery or partial delivery shall be imposed.   |
| Conditions for Release of Payment                                  | <input checked="" type="checkbox"/> Passing Inspection (checking compliance according to the technical specifications);<br><input checked="" type="checkbox"/> Complete Installation;<br><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.   |
| Annexes to this RFQ  | <input checked="" type="checkbox"/> Annex 1 - Specifications of the Goods Required;<br><input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation;<br><input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions.  |

<sup>3</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

|   |  |
|---|--|
|   | <p>☒ Annex 4 – Technical design of the Goods Required (The 2D plan of rooms with furniture items location are available and will be offered to interested companies upon written request addressed to the contact person indicated below).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p> |
| Contact Person for Inquiries<br>(Written inquiries only) <sup>4</sup> | <p>Liuba Livadari, Project Associate<br/> <a href="mailto:liuba.livadari@undp.org">liuba.livadari@undp.org</a></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>   |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf).

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Denis Suschevici,  
Head of Procurement and Operational Support Unit



## Annex 1 Technical Specifications\*

### Office furniture

| Item | Description / Minimum technical requirements                 | Quantity,<br>piece | Expected<br>delivery<br>period                  |
|------|--|--------------------|---|
| P1   | Bookcase (Dulap pentru mape)                                 | 1                  | 30 calendar<br>days upon<br>contract<br>signing |
| P2   | Desk 2 places (Masa de lucru 2L)                             | 4                  |   |
| P3   | Desk 3 places (Masa de lucru 3L)                             | 4                  |   |
| P4   | Manager Desk "D" type (Masa manager tip D)                   | 3                  |   |
| P5   | Conference table (Masa Centru de Decizie)                    | 1                  |   |
| P6   | Manager Desk "S" type (Masa manager tip S)                   | 2                  |   |
| P7   | Archive storage (Dulap pentru arhiva)                        | 4                  |   |
| P8   | Storage for paper (Dulap pentru hârtie)                      | 5                  |   |
| P9   | Desk for the Coordination Center (Masa Centru de Coordonare) | 1                  |   |
| P10  | File storage 4M (Dulap pentru mape 4M)                       | 4                  |   |
| P11  | File storage (Dulap pentru mape)                             | 1                  |   |
| P12  | Clothes storage (Dulap pentru haine)                         | 5                  |   |
| P13  | Kitchen furniture (Mobilier sufragerie)                      | 1                  |   |
| P14  | Sofa (Canapea)   | 2                  |   |
| P15  | Kitchen table (Masa de sufragerie)                           | 1                  |   |
| P16  | Coffee table (Masuta de cafea)                               | 1                  |   |
| P17  | Desk Monitoring "D" type (Masa Monitorizare D)               | 1                  |   |
| P18  | Desk Monitoring "S" type (Masa monitorizare S)               | 1                  |   |
| P19  | 4 Desks set (4 mese de lucru)                                | 1                  |   |
| P20  | Office chair (Fotolii de lucru)                              | 47                 |   |
| P21  | Executive chair (Fotolii "Consiliul de Decizie")             | 22                 |   |
| P22  | Chair (Scaun)  | 8                  |   |
| P23  | Kitchen chair (Scaun sufragerie)                             | 8                  |   |
| P 24 | Wall protection panels set (Panouri de protecție)            | 1                  |   |
|      | <b>Assembling and installation services</b>                  |                    |   |
|      | <b>Warranty on all items – 24 months</b>                     |                    |   |

\*For the detailed technical specifications see the attached Annex 4 – Technical Design

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per **RFQ Reference No. 18/01777**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

| Item No. | Description/Specification of Goods                           | Q-ty | Latest Delivery Date | Unit Price, USD (VAT exclusive) | Total Price per Item, USD VAT exclusive |
|----------|--|------|----------------------|---------------------------------|---|
| P1       | Bookcase (Dulap pentru mape)                                 | 1    |                      |                                 |   |
| P2       | Desk 2 places (Masa de lucru 2L)                             | 4    |                      |                                 |   |
| P3       | Desk 3 places (Masa de lucru 3L)                             | 4    |                      |                                 |   |
| P4       | Manager Desk "D" type (Masa manager tip D)                   | 3    |                      |                                 |   |
| P5       | Conference table (Masa Centru de Decizie)                    | 1    |                      |                                 |   |
| P6       | Manager Desk "S" type (Masa manager tip S)                   | 2    |                      |                                 |   |
| P7       | Archive storage (Dulap pentru arhiva)                        | 4    |                      |                                 |   |
| P8       | Storage for paper (Dulap pentru hârtie)                      | 5    |                      |                                 |   |
| P9       | Desk for the Coordination Center (Masa Centru de Coordonare) | 1    |                      |                                 |   |
| P10      | File storage 4M (Dulap pentru mape 4M)                       | 4    |                      |                                 |   |
| P11      | File storage (Dulap pentru mape)                             | 1    |                      |                                 |   |
| P12      | Clothes storage (Dulap pentru haine)                         | 5    |                      |                                 |   |
| P13      | Kitchen furniture (Mobilier sufragerie)                      | 1    |                      |                                 |   |
| P14      | Sofa (Canapea)   | 2    |                      |                                 |   |
| P15      | Kitchen table (Masa de sufragerie)                           | 1    |                      |                                 |   |
| P16      | Coffee table (Masuta de cafea)                               | 1    |                      |                                 |   |
| P17      | Desk Monitoring "D" type (Masa Monitorizare D)               | 1    |                      |                                 |   |
| P18      | Desk Monitoring "S" type (Masa monitorizare S)               | 1    |                      |                                 |   |
| P19      | 4 Desks set (4 mese de lucru)                                | 1    |                      |                                 |   |
| P20      | Office chair (Fotolii de lucru)                              | 47   |                      |                                 |   |
| P21      | Executive chair (Fotolii "Consiliul de Decizie")             | 22   |                      |                                 |   |
| P22      | Chair (Scaun)  | 8    |                      |                                 |   |
| P23      | Kitchen chair (Scaun sufragerie)                             | 8    |                      |                                 |   |
| P 24     | Wall protection panels set (Panouri de protecție)            | 1    |                      |                                 |   |
|          | <b>Total Prices of Goods<sup>7</sup></b>                     |      |                      |                                 |   |
|          | Add : Cost of Transportation                                 |      |                      |                                 |   |
|          | Add : Cost of Insurance                                      |      |                      |                                 |   |
|          | Add : Other Charges (pls. specify)                           |      |                      |                                 |   |
|          | <b>Total Final and All-Inclusive Price Quotation</b>         |      |                      |                                 |   |

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>7</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

| Other Information pertaining to our Quotation are as follows : | Your Responses             |                             |   |
|--|----------------------------|-----------------------------|---|
|  | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time   |                            |                             |   |
| Warranty and After-Sales Requirements                          |                            |                             |   |
| a) Minimum one (2) years warranty on both parts and labor      |                            |                             |   |
| b) Brand new replacement if Purchased Unit is beyond repair    |                            |                             |   |
| Validity of Quotation  |                            |                             |   |
| All Provisions of the UNDP 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.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*