

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 01 October 2018
	REFERENCE: RfQ18/01816

Dear Sir / Madam:

We kindly request you to submit your quotation for **Manufacturing, delivery and installation of office furniture for the National Institute of Justice and for the JOBCP Palanca (separate lots)**, 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 **October 10, 2018, 14:00 (Moldova local time)** only through on-line bidding in e-tendering module at:

<https://etendering.partneragencies.org>.

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000002865

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.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ18/01816: Manufacturing, delivery and installation of office furniture for the National Institute of Justice and for the JOBCP Palanca"**.

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.

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror UNDP will provide a letter confirming exemption of customs clearance taxes
Exact Address of Delivery Location (identify all, if multiple)	LOT 1: 1, Serghei Lazo street, Chisinau, Republic of Moldova LOT 2: Palanca, Stefan Voda district, Republic of Moldova

¹ Must be linked to INCO Terms chosen

Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 45 calendar days from the issuance of the Purchase Order (PO)/contract signing
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars Reference date to determine the UN Operational Rate of Exchange: 10 October 2018 For additional information about the UN Operational Rates of Exchange, please access: https://treasury.un.org/operationalrates/OperationalRates.php
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 Part and Labor for a minimum period of 2 (two) years
Deadline for the Submission of Quotation	October 10, 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 Supplier Quotation Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate; <input checked="" type="checkbox"/> Detailed technical description of the offered good; <input checked="" type="checkbox"/> Certificates of quality for the offered materials and accessories (where applicable); <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.), if available; <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Materials/Products being supplied (if any); <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top two (2) Clients in terms of Contract Value in the past three (3) years; <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.
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 60 days 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"/> Permitted, by LOT and by ITEM
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and installation of furniture
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.

² 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.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (according to Annex 1) and lowest price ³ ; <input checked="" type="checkbox"/> Minimum 5 (five) year experience in manufacturing and delivering office furniture; <input checked="" type="checkbox"/> Availability of certificates of quality and origin for the offered materials and products; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 45 calendar days upon signature of Contract/PO; <input checked="" type="checkbox"/> Warranty for a minimum period of 2 (two) year.
UNDP will award to:	<input checked="" type="checkbox"/> One or more suppliers
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order/ PO Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 calendar days; <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 upon delivery (checking compliance according to the technical specifications); <input checked="" type="checkbox"/> Complete installation; <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with contract requirements.
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 – Technical Specifications <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions / Special Conditions <input checked="" type="checkbox"/> Annex 4 – LOT 1: NIJ - Technical design <input checked="" type="checkbox"/> Annex 5 – LOT 2: JOBCP Palanca - Technical design Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁴	Anna Soltan, Project Assistant anna.soltan@undp.org 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.

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 of 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.

³ 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.

⁴ 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.

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>.

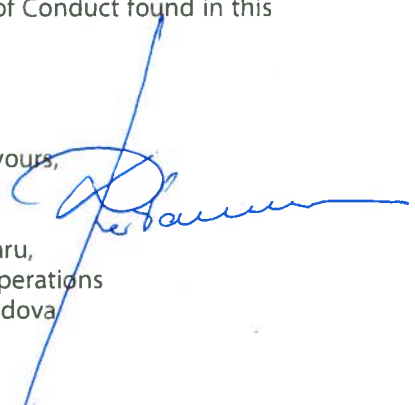
UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Dorin Rotaru,
Head of Operations
UNDP Moldova



Technical Specifications

LOT 1: Office furniture for the National Institute of Justice*

* For the detailed technical specifications see the attached [Annex 4 – Lot 1: NIJ - Technical Design](#)

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date
ITEM 1			
Office room No. 1			
P1	Cupboard (Шкаф)	1	45 calendar days upon contract signing
P2	Chest of drawers (Комод)	1	
P3	Bookcase (Библиотека)	1	
P4	Desk (Стол)	1	
P5	Radiator screen 1160x770 mm (Экран на радиатор)	1	
P6	Radiator screen 1220x770 mm (Экран на радиатор)	1	
P7	Radiator screen 1480x880 mm (Экран на радиатор)	1	
Office room No. 2			
P1	Bookcase (Библиотека)	1	45 calendar days upon contract signing
P2	Cupboard (Шкаф)	1	
P3	Desk (Стол)	1	
P4	Radiator screen 910x860 mm (Экран на радиатор)	1	
P5	Radiator screen 1130x880 mm (Экран на радиатор)	1	
Office room No. 3			
P1	Cupboard (Шкаф 3-х дверный)	1	45 calendar days upon contract signing
P2	Chest of drawer/door for the refrigerator (Комод 6 выдвижных ящиков + дверь у холодильника)	1	
P3	Cabinet (Буфет 4-х дверный)	1	
P4	Radiator screen 1320x890 mm (Экран на радиатор)	1	
P5	Radiator screen 1100x890 mm (Экран на радиатор)	1	
Office room No. 4			
P1	Desk (Стол)	1	45 calendar days upon contract signing
P2	Bookcase (Библиотека)	1	
P3	Cupboard (Шкаф)	1	
P4	Table (Журнальный стол)	1	
P5	Console table (Консоль)	1	
P6	Radiator screen 1220x850 mm (Экран на радиатор)	1	
P7	Radiator screen 1230x850 mm (Экран на радиатор)	1	
Office room No. 5			
P1	Bookcase (Библиотека)	1	45 calendar days upon contract signing
P2	Desk (Стол)	1	
P3	Cabinet/rack (Стеллаж)	1	
P4	Cupboard (Шкаф)	1	
P5	Radiator screen 1510x890 mm (Экран на радиатор)	1	
Office room No. 6			
P1	Cupboard (Шкаф)	1	45 calendar days upon contract signing
P2	Cabinet (Буфет)	1	
P3	Radiator screen 1260x740 mm (Экран на радиатор)	1	
ITEM 2			
Kitchen room			
P1	Kitchen furniture (Bucatarie)	1 set	45 calendar days upon

			contract signing
ITEM 3			
Simulation room			
P1	Desk - judge (<i>Masa judecatorilor</i>)	1	45 calendar days upon contract signing
P2	Desk - prosecutor and lawyer (<i>Masa procurorului si avocatului</i>)	2	
P3	Desk – secretary (<i>Masa secretarului</i>)	1	
P4	Tribune (<i>Tribuna</i>)	1	
P5	Balustrade (<i>Balustrada</i>)	2	
Multifunctional room			
P4	Tribune (<i>Стол-трибуна</i>)	2	45 calendar days upon contract signing
P5	Meeting table (<i>Стол для заседаний</i>)	2	

LOT 2: Office furniture for the JOBCP Palanca**

** For the detailed technical specifications see the attached [Annex 5 – Lot 2: JOBCP Palanca - Technical Design](#)

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date
ITEM 1			
P1	Cupboard Type 1 (<i>Dulap Tip 1</i>)	14	45 calendar days upon contract signing
P2	Cupboard Type 2 (<i>Dulap Tip 2</i>)	54	
P3	Wardrobe (<i>Dulap pt haine</i>)	6	
P4	Chest of drawers Type 1 (<i>Dulap cu sertare tip 1</i>)	8	
P5	Desk with annex (<i>Masa cu anexa</i>)	8	
P6	Desk (<i>Masa 1.5</i>)	16	
P7	Desk (<i>Masa 1.2</i>)	25	
P8	Wooden bed (<i>Pat</i>)	14	
P9	Bedside table/nightstand (<i>Noptiera</i>)	12	
P10	Kitchen table (<i>Masa sufragerie</i>)	8	
P11	Meeting table (<i>Masa de sedinta</i>)	8	
P12	Kitchen furniture (<i>Bucatarie</i>)	1	
P13	Chest of drawers Type 2 (<i>Dulap cu sertare tip 2</i>)	2	
P14	Locker room chair (<i>Scaun vestiare</i>)	12	
P15	Locker (<i>Garderoba vestiare</i>)	110	
P16	Desk - vehicles control (<i>Masa control autoturisme</i>)	12	
P17	Desk Type 1 - trucks control (<i>Masa control TIR tip 1</i>)	4	
P18	Desk Type 2 - trucks control (<i>Masa control TIR tip 2</i>)	4	
P19	Desk – security entrance (<i>Masa paza intrare</i>)	2	
P20	Office armchair (<i>Scaun de lucru</i>)	97	
P21	Chair (<i>Scaun</i>)	46	
P22	Kitchen chair (<i>Scaun sufragerie</i>)	24	
P24	Wall protection panels (<i>Panouri de protectie</i>):		
	1. 800x300 mm	1	
	2. 1200x300 mm	2	
	3. 1300x300 mm	1	
	4. 1400x300 mm	3	
	5. 1500x300 mm	8	
	6. 1600x300 mm	5	
	7. 1700x300 mm	2	

	8. 2000x300 mm	15	
	9. 2500x300 mm	2	
ITEM 2			
P23	Metallic bench waiting area, 1 x 3 seats (<i>Scaune metalice sala de asteptare, 1 x 3 locuri</i>)	4	45 calendar days upon contract signing

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)**

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. **RfQ18/01816**:

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**LOT 1: Office furniture for the National Institute of Justice**

Item No.	Description/ Specification of Goods	Quantity	Total Price per Item, USD (VAT 0%)
ITEM 1			
Office room No. 1			
P1	Cupboard (Шкаф)	1	
P2	Chest of drawers (Комод)	1	
P3	Bookcase (Библиотека)	1	
P4	Desk (Стол)	1	
P5	Radiator screen 1160x770 mm (Экран на радиатор)	1	
P6	Radiator screen 1220x770 mm (Экран на радиатор)	1	
P7	Radiator screen 1480x880 mm (Экран на радиатор)	1	
Office room No. 2			
P1	Bookcase (Библиотека)	1	
P2	Cupboard (Шкаф)	1	
P3	Desk (Стол)	1	
P4	Radiator screen 910x860 mm (Экран на радиатор)	1	
P5	Radiator screen 1130x880 mm (Экран на радиатор)	1	
Office room No. 3			
P1	Cupboard (Шкаф 3-х дверный)	1	
P2	Chest of drawer/door for the refrigerator (Комод 6 выдвижных ящиков + дверь у холодильника)	1	
P3	Cabinet (Буфет 4-х дверный)	1	
P4	Radiator screen 1320x890 mm (Экран на радиатор)	1	
P5	Radiator screen 1100x890 mm (Экран на радиатор)	1	
Office room No. 4			
P1	Desk (Стол)	1	
P2	Bookcase (Библиотека)	1	
P3	Cupboard (Шкаф)	1	
P4	Table (Журнальный стол)	1	
P5	Console table (Консоль)	1	
P6	Radiator screen 1220x850 mm (Экран на радиатор)	1	
P7	Radiator screen 1230x850 mm (Экран на радиатор)	1	
Office room No. 5			
P1	Bookcase (Библиотека)	1	
P2	Desk (Стол)	1	
P3	Cabinet/rack (Стеллаж)	1	
P4	Cupboard (Шкаф)	1	
P5	Radiator screen 1510x890 mm (Экран на радиатор)	1	

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

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

Office room No. 6				
P1	Cupboard (Шкаф)	1		
P2	Cabinet (Буфет)	1		
P3	Radiator screen 1260x740 mm (Экран на радиатор)	1		
	Total per ITEM 1			
ITEM 2				
Kitchen room				
P1	Kitchen furniture (Bucatarie)	1 set		
	Total per ITEM 2			
Item No.	Description/ Specification of Goods	Quantity	Unit Price, USD (VAT 0%)	Total Price per Item, USD (VAT 0%)
ITEM 3				
Simulation room				
P1	Desk - judge (Masa judecatorilor)	1		
P2	Desk - prosecutor and lawyer (Masa procurorului si avocatului)	2		
P3	Desk – secretary (Masa secretarului)	1		
P4	Tribune (Tribuna)	1		
P5	Balustrade (Balustrada)	2		
Multifunctional room				
P4	Tribune (Стол-трибуна)	2		
P5	Meeting table (Стол для заседаний)	2		
	Total per ITEM 3			
	Total Prices of Goods ⁷			
	Add : Cost of Transportation			
	Add : Cost of Installation			
	Add : Cost of Insurance			
	Add : Other Charges (pls. specify)			
	Total Final and All-Inclusive Price Quotation			

⁷ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

LOT 2: Office furniture for the JOBCP Palanca

Item No.	Description/ Specification of Goods	Quantity	Unit Price, USD (VAT 0%)	Total Price per Item, USD (VAT 0%)
ITEM 1				
P1	Cupboard Type 1 (<i>Dulap Tip 1</i>)	14		
P2	Cupboard Type 2 (<i>Dulap Tip 2</i>)	54		
P3	Wardrobe (<i>Dulap pt haine</i>)	6		
P4	Chest of drawers Type 1 (<i>Dulap cu sertare tip 1</i>)	8		
P5	Desk with annex (<i>Masa cu anexa</i>)	8		
P6	Desk (<i>Masa 1.5</i>)	16		
P7	Desk (<i>Masa 1.2</i>)	25		
P8	Wooden bed (<i>Pat</i>)	14		
P9	Bedside table/nightstand (<i>Noptiera</i>)	12		
P10	Kitchen table (<i>Masa sufragerie</i>)	8		
P11	Meeting table (<i>Masa de sedinta</i>)	8		
P12	Kitchen furniture (<i>Bucatarie</i>)	1		
P13	Chest of drawers Type 2 (<i>Dulap cu sertare tip 2</i>)	2		
P14	Locker room chair (<i>Scaun vestiare</i>)	12		
P15	Locker (<i>Garderoba vestiare</i>)	110		
P16	Desk - vehicles control (<i>Masa control autoturisme</i>)	12		
P17	Desk Type 1 - trucks control (<i>Masa control TIR tip 1</i>)	4		
P18	Desk Type 2 - trucks control (<i>Masa control TIR tip 2</i>)	4		
P19	Desk – security entrance (<i>Masa paza intrare</i>)	2		
P20	Office armchair (<i>Scaun de lucru</i>)	97		
P21	Chair (<i>Scaun</i>)	46		
P22	Kitchen chair (<i>Scaun sufragerie</i>)	24		
P24	Wall protection panels (<i>Panouri de protectie</i>):			
	1. 800x300 mm	1		
	2. 1200x300 mm	2		
	3. 1300x300 mm	1		
	4. 1400x300 mm	3		
	5. 1500x300 mm	8		
	6. 1600x300 mm	5		
	7. 1700x300 mm	2		
	8. 2000x300 mm	15		
	9. 500x300 mm	2		
	Total per ITEM 1			
ITEM 2				

P23	Metallic bench waiting area, 1 x 3 seats (<i>Scaune metalice sala de asteptare , 1 x 3 locuri</i>)	4		
	Total per ITEM 2			
	Total Prices of Goods⁸			
	Add : Cost of Transportation			
	Add : Cost of Installation			
	Add : Cost of Insurance			
	Add : Other Charges (pls. specify)			
	Total Final and All-Inclusive Price Quotation			

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>
Maximum delivery period not to exceed <i>45 calendar days</i> upon signature of the Purchase Order (PO):			
Warranty for a minimum period of 2 (two) years			
Validity of Quotation <i>60 calendar days</i>			
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]

⁸ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ