



Date: 24 May 2019





## REQUEST FOR QUOTATION

### RFQ N° UNFPA/MDA/RFQ/2019/006 - Bean bags

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: bean bags for the Youth Centers network.

| Item N°   | Product Name   | Product Description   | Unit of Measure | Quantity         |
|---|--|---|-----------------|------------------|
| <b>General technical qualification requirements:</b> <ul style="list-style-type: none"> <li>- The proposed items (bean bags) should be originally produced by the authorized companies / officially distributors, commercial agents in Republic of Moldova;</li> <li>- Bean bag is an alternative option for cozy and comfortable furniture for the Youth Center activities that may be used for indoors and outdoors activities; the friendly design allows comfortable options for leisure and education dedicated to adolescents and youth that have shredded memory foam that offers postural support. The relaxation that comes from sitting in a bean-bag chair helps alleviate neck and shoulder tension.</li> </ul> |  |   |                 |                  |
| 1   | <b>Bean Bag Orange</b><br><br>    | Fabric: ecological, artificial leather<br>Characteristics: antibacterial, easy clean and resistant to multiple cleaning, UV / sun resistance, durable and water proof.<br>Filing: expanded polystyrene (filled in with balls/ floppies flame retardant).<br>Length: 86<br>Width: 90<br>Height: 125<br>Weight: 5-7 kg;<br>Color: Orange;<br>Guarantee: 12 months | unit            | 40 (forty) units |
| 2   | <b>Bean Bag Navy blue</b><br><br> | Fabric: ecological, artificial leather<br>Characteristics: antibacterial, easy clean and resistant to multiple cleaning, UV / sun resistance, durable and water proof.<br>Filing: expanded polystyrene (filled in with balls/ floppies flame retardant).<br>Length: 86<br>Width: 90<br>Height: 125<br>Weight: 5-7 kg;<br>Color: Orange;<br>Guarantee: 12 months | unit            | 40 (forty) units |
| 3   | <b>Bean Bag Yellow</b>   | Fabric: ecological, artificial leather<br>Characteristics: antibacterial, easy clean and resistant to multiple cleaning, UV / sun resistance, durable and water proof.<br>Filing: expanded polystyrene (filled in with balls/ floppies flame retardant).<br>Length: 86<br>Width: 90<br>Height: 125  | unit            | 40 (forty) units |
|   |  |   |                 |                  |

|   |   |   |      |                         |
|---|---|---|------|-------------------------|
|   |                                        | Weight: 5-7 kg;<br>Color: Orange;<br>Guarantee: 12 months   |      |                         |
| 4 | <b>Bean Bag Black &amp; Red</b><br>    | Fabric: ecological, artificial leather<br>Characteristics: antibacterial, easy clean and resistant to multiple cleaning, UV / sun resistance, durable and water proof.<br>Filing: expanded polystyrene (filled in with balls/ floppies flame retardant).<br>Length: 86<br>Width: 90<br>Height: 125<br>Weight: 5-7 kg;<br>Color: Orange;<br>Guarantee: 12 months | unit | <b>40 (forty) units</b> |
| 5 | <b>Bean Bag Blue &amp; White</b><br> | Fabric: ecological, artificial leather<br>Characteristics: antibacterial, easy clean and resistant to multiple cleaning, UV / sun resistance, durable and water proof.<br>Filing: expanded polystyrene (filled in with balls/ floppies flame retardant).<br>Length: 86<br>Width: 90<br>Height: 125<br>Weight: 5-7 kg;<br>Color: Orange;<br>Guarantee: 12 months | unit | <b>40 (forty) units</b> |
| 6 | <b>Bean Bag Red</b><br>              | Fabric: ecological, artificial leather<br>Characteristics: antibacterial, easy clean and resistant to multiple cleaning, UV / sun resistance, durable and water proof.<br>Filing: expanded polystyrene (filled in with balls/ floppies flame retardant).<br>Length: 86<br>Width: 90<br>Height: 125<br>Weight: 5-7 kg;<br>Color: Orange;<br>Guarantee: 12 months | unit | <b>40 (forty) units</b> |

Please take note of the following requirements and conditions pertaining to the provision of the abovementioned items:

|                                    |                              |                              |                              |   |
|------------------------------------|------------------------------|------------------------------|------------------------------|---|
| Delivery Terms<br>(INCOTERMS 2010) | <input type="checkbox"/> FCA | <input type="checkbox"/> CPT | <input type="checkbox"/> CIP | <input checked="" type="checkbox"/> DAP |
|------------------------------------|------------------------------|------------------------------|------------------------------|---|



|   |   |
|---|---|
| Delivery place                                  | <p>The products are to be delivered in 22 rayons / municipalities (within Youth Centers) of Republic of Moldova as follows:</p> <ol style="list-style-type: none"> <li>1. Rayon Youth Center Anenii-Noi (str. Piața 31 August 1989, nr. 2)</li> <li>2. Rayon Youth Center Cahul (str. Prospectul Republicii 23)</li> <li>3. Rayon Youth Center Cimișlia (Str. Ștefan cel Mare, 12)</li> <li>4. Rayon Youth Center Criuleni (str. 31 August 1989, nr. 106)</li> <li>5. Rayon Youth Center Dubăsari (TBC)</li> <li>6. Rayon Youth Center Edineț (str. Independenței 1)</li> <li>7. Rayon Youth Center Fălești (str. Moldovei 5)</li> <li>8. Rayon Youth Center Florești (str. Ștefan cel Mare 63)</li> <li>9. Rayon Youth Center Glodeni (str. Ștefan cel Mare 16)</li> <li>10. Rayon Youth Center Hîncești (str. Mihalcea Hîncu 126)</li> <li>11. Rayon Youth Center Leova (Ștefan cel Mare 61)</li> <li>12. Rayon Youth Center Nisporeni (address TBC)</li> <li>13. Rayon Youth Center Ocnița (str. Independenței 51)</li> <li>14. Rayon Youth Center Orhei (str. V. Mahu 120)</li> <li>15. Rayon Youth Center Rîșcani (str. Trandafirilor 32)</li> <li>16. Rayon Youth Center Sîngerei (str. Independenței 109)</li> <li>17. Rayon Youth Center Soroca (str. Mihail Sadoveanu nr. 21)</li> <li>18. Rayon Youth Center Strășeni (str. Ștefan cel Mare nr. 70)</li> <li>19. Rayon Youth Center Ungheni (str. Romană nr. 39)</li> <li>20. Rayon Youth Center Bălți (TBC)</li> <li>21. Rayon Youth Center Chișinău (str. Petru Zadnipru 3/2)</li> <li>22. Rayon Youth Center Rezina (address TBC).</li> </ol> <p><i>(The final list with Youth Centers addresses and focal contact persons info will be provided by UNFPA Team within 1 week before delivery);</i></p> |
| Customs clearance, if needed, shall be done by: | <input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder  |
| Latest Expected Delivery Date                   | 30 calendar days from the issuance of the Purchase Order (PO)   |
| Preferred Currency of Quotation <sup>1</sup>    | <input checked="" type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> MDL   |
| Value Added Tax on Price Quotation              | <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes  |
| Payment Term                                    | <input checked="" type="checkbox"/> 100% upon complete delivery of goods  |
| Validity of Quotation                           | <input type="checkbox"/> 30 DAYS <input type="checkbox"/> 60 DAYS <input checked="" type="checkbox"/> 90 DAYS   |
| Partial Quotes                                  | Permitted   |
| Type of contract                                | Purchase Order  |
| All documents shall be in:                      | English or Romanian   |

<sup>1</sup> Other currencies shall be converted into USD at the UN Operational Rate of Exchange on the day of competition deadline



|                               |  |
|-------------------------------|--|
| Technical Evaluation Criteria | <ul style="list-style-type: none"><li>• Full compliance of offered goods to the Technical Specifications and required quality standards;</li><li>• The proposed items (Bean Bags) should be originally produced or distributed by the authorized companies / official distributors, commercial agents in Republic of Moldova;</li><li>• Elements and fabric components should be made from nontoxic plastic, ecofriendly / recyclable, water proof and flame retardant materials.</li><li>• Availability of authorized office in Moldova and comprehensiveness of after-sales services;</li><li>• Acceptability of the Delivery Terms.</li></ul> |
|-------------------------------|--|

This Request for Quotation is open to all legally-constituted companies that can provide the requested products – bean bags and have legal capacity to deliver in the country, or through an authorized representative.

## I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

### Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

## II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | Luminita Arama                                       |
| Tel N°:                          | +373 69824068  |
| Email address of contact person: | <a href="mailto:arama@unfpa.org">arama@unfpa.org</a> |

The **deadline for submission of questions is 3 June 2019, 16:30 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline

## III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder shall submit the following documents:
    - i. Copy of Company's Registration Certificate;





- ii. Company profile (short info up to 1 page) and list of clients;
- iii. Detailed technical specifications of offered goods;

b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

#### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Monday, 10 June 2019, 23:59 (Moldova local time).**

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | Alexandru Rusu, Administrative Associate                               |
| Email address of contact person: | <a href="mailto:moldova.office@unfpa.org">moldova.office@unfpa.org</a> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2019/006 – Bean bags**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

#### V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

#### IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.



Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor 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 vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**X. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at [columbia@unfpa.org](mailto:columbia@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

NAME, FUNCTIONAL TITLE:

**Rita COLUMBIA, UNFPA Representative**

Signature: 

DATE: 24/08/17





## PRICE QUOTATION FORM

**Name of Bidder:**

**Date of the quotation:**

**Request for quotation N°:**

**Currency of quotation:**

**Validity of quotation:**

*(The quotation shall be valid for a period of at least 3 months after the submission deadline.)*

[Click here to enter a date.](#)

UNFPA/MDA/RFQ/2019/006 - Bean bags  
USD

### Price Quotation Form

| Item | Product Name & Description   | UOM  | Unit Price | Number of Units | Total (USD) |
|------|--|------|------------|-----------------|-------------|
| 1    | Bean Bag Orange  | Each |            | 40              |             |
| 2    | Bean Bag Navy blue   | Each |            | 40              |             |
| 3    | Bean Bag Yellow  | Each |            | 40              |             |
| 4    | Bean Bag Black & Red   | Each |            | 40              |             |
| 5    | Bean Bag Blue & White  | Each |            | 40              |             |
| 6    | Bean Bag Red   | Each |            | 40              |             |
| 5    | Delivery Charges based on the following 2010 Incoterm, to: Choose an item. | Each |            | 1               |             |
|      | 1. Rayon Youth Center Anenii-Noi (str. Piața 31 August 1989, nr. 2)        | Each |            | 1               |             |
|      | 2. Rayon Youth Center Cahul (str. Prospectul Republicii nr. 23)            | Each |            | 1               |             |
|      | 3. Rayon Youth Center Cimișlia (Str. Ștefan cel Mare nr. 12)               | Each |            | 1               |             |
|      | 4. Municipal Youth Center Chișinău (str. Petru Zadnipru nr. 3/2)           | Each |            | 1               |             |
|      | 5. Rayon Youth Center Criuleni (str. 31 August 1989, nr. 106)              | Each |            | 1               |             |
|      | 6. Rayon Youth Center Dubăsari (TBC)                                       | Each |            | 1               |             |
|      | 7. Rayon Youth Center Edineț (str. Independenței nr. 1)                    | Each |            | 1               |             |
|      | 8. Rayon Youth Center Fălești (str. Moldovei nr. 5)                        | Each |            | 1               |             |
|      | 9. Rayon Youth Center Florești (str. Ștefan cel Mare nr. 63)               | Each |            | 1               |             |
|      | 10. Rayon Youth Center Glodeni (str. Ștefan cel Mare nr. 16)               | Each |            | 1               |             |
|      | 11. Rayon Youth Center Hîncești (str.                                      | Each |            | 1               |             |



|   |   |      |  |   |  |
|---|---|------|--|---|--|
|   | Mihalcea Hîncu nr. 126)                                       |      |  |   |  |
|   | 12. Rayon Youth Center Leova (Ștefan cel Mare nr. 61)         | Each |  | 1 |  |
|   | 13. Rayon Youth Center Nisporeni (adress TBC)                 | Each |  | 1 |  |
|   | 14. Rayon Youth Center Ocnița (str. Independenței nr. 51)     | Each |  | 1 |  |
|   | 15. Rayon Youth Center Orhei (str. V. Mahu nr. 120)           | Each |  | 1 |  |
|   | 16. Rayon Youth Center Rîșcani (str. Trandafirilor nr. 32)    | Each |  | 1 |  |
|   | 17. Rayon Youth Center Sîngerei (str. Independenței 109)      | Each |  | 1 |  |
|   | 18. Rayon Youth Center Soroca (str. Mihail Sadoveanu nr. 21)  | Each |  | 1 |  |
|   | 19. Rayon Youth Center Strășeni (str. Ștefan cel Mare nr. 70) | Each |  | 1 |  |
|   | 20. Rayon Youth Center Ungheni (str. Romană nr. 39)           | Each |  | 1 |  |
|   | 21. Rayon Youth Center Rezina (adress TBC)                    | Each |  | 1 |  |
| <p><i>Note!</i><br/>The bidder can merge the destinations and provide a price for a travel that covers more than one delivery place. In this case the bidder should provide the information, clear enumerate the concrete locations that will be covered within one travel.</p> |   |      |  |   |  |
| GRAND TOTAL   |   |      |  |   |  |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/2019/006 - Bean bags including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a date.

Name and title

Date and place





United Nations Population Fund  
Moldova Country Office  
131, 31 August 1989 str., Chisinau, MD 2012, Moldova  
E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)  
Website: <http://moldova.unfpa.org>

**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

