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## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>23 August 2019</b>
	REFERENCE: <b>RfQ-19/01962</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for design, manufacturing, delivery and installation of furniture in a social center in Chirsovo village (ATU Gagauzia), 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 **16 September 2019, 12:00 (Moldova local time)** via etendering system to the address below:

<https://etendering.partneragencies.org>

**Username: event.guest**

**Password: why2change**

**BU Code: MDA10 and Event 0000004275**

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.

**Please Consult eTendering Resources for Bidders for additional information on bidding:**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

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, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address of Delivery Location (identify all, if multiple)	Chirsovo village (ATU Gagauzia)
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> up to 70 calendar days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Moldovan Lei

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Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Delivery <input checked="" type="checkbox"/> Installation of furniture
Deadline for the Submission of Quotation	<p><b><u>16 September 2019, 12:00 (Moldova local time)</u></b></p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p><b>PLEASE NOTE:</b></p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Romanian <input checked="" type="checkbox"/> Russian
Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Proposal  <b><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></b>  <b>Username: event.guest</b>  <b>Password: why2change</b></p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li><u>It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u></li> <li><u>You can participate in the proposal event only if you have registered in the system.</u></li> </ol> <p><input checked="" type="checkbox"/> Duly Accomplished 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 1 page);  <input checked="" type="checkbox"/> Copy of Company's Registration Certificate;  <input checked="" type="checkbox"/> Detailed technical description of the offered goods (if any);  <input checked="" type="checkbox"/> Sanitary certificates for the offered goods (if any);  <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) (if any);  <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;</p>
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 90 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"/> Not permitted

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Payment Terms <sup>1</sup>	<input checked="" type="checkbox"/> Upon delivery and installation of goods
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>2</sup> ; <input checked="" type="checkbox"/> Minimum 3-year experience in the field; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Maximum delivery period not to exceed 70 calendar days upon signature of PO contract;
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
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).  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) <sup>3</sup>	Liliana Samburschii, e-mail: <a href="mailto:liliana.samburschii@undp.org">liliana.samburschii@undp.org</a>  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.

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<sup>1</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<sup>2</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.

<sup>3</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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf).

Thank you and we look forward to receiving your quotation.

Sincerely yours,

*Denis Suschevici*  
Denis Suschevici,  
Head of Procurement Unit  
UNDP Moldova

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## Technical Specifications

**Table 1: Main technical parameters (Основные технические параметры)**

Items to be Supplied	Quantity	Description / Specifications of Goods
<b>(a) A set of living room furniture items (Комплект мебели для жилых помещений)</b>		
Utility table (Стол комнатный)	7	(h) 750x1000x600; Plastic coated (С пластиковым покрытием)
Wardrobe (Шкаф для одежды)	7	(h) 2000x1000x600; With two doors (С 2я дверцами)
Dining-room-type chair (Стул полужесткий)	14	(h) 450x400x500; With back, wooden (Со спинкой, деревянный)
Single bed (Кровать одинарная)	11	(h) 450x2000x800; Wooden with medium firm mattress (Деревянная с полужестким матрасом)
Small double bed (Кровать полуторная)	3	(h) 450x2000x1200; Wooden with medium firm mattress (Деревянная с полужестким матрасом)
Children cot (Детская кроватка)	4	(h) 1000x680x1250; Wooden with medium firm mattress (Деревянная с полужестким матрасом)
Bedside table (Тумба прикроватная)	14	(h) 450x500x500; With two drawers (С 2я выдвижными ящиками)
Sliding vertical blinds (Оконные жалюзи, раздвижные)	7	(h) 2100x2600; Matching the colour of walls (Под цвет стен)
<b>(b) A set of office furniture items (Комплект мебели для офисных помещений)</b>		
Office desk (Стол конторский)	1	(h) 750x1400x700; Standard double cabinet pedestal desk (Стол 2х тумбовый типовой)
Office desk (Стол конторский)	1	(h) 750x1200x600; Standard double cabinet pedestal desk (Стол 2х тумбовый типовой)
Desk (Стол письменный)	7	(h) 750x1000x700; Standard single pedestal desk (Стол 1 тумбовый, типовой)
Living-room table (Стол журнальный)	1	(h) 400x600x1200; Oval (Овальный)
Computer desk (Стол компьютерный)	4	(h) 750x1000x600; Standard (типовой)
<b>Oval table (Стол овальный)</b>	1	<b>(h) 750x2000x900; Will have individual design (Индивидуальный дизайн)</b>
Wardrobe (Шкаф для одежды)	6	(h) 1800x1000x600; Wooden, with two sections (Деревянный, с 2я секциями)
Dining-room-type chair (Стул полужесткий)	12	(h) 450x400x500; With back, trade network (Со спинкой, торговая сеть)
Filing-cabinet (Шкаф для документов)	6	(h) 1800x1000x300; Standard (типовой)
Swivel chair (Кресло вращающееся)	6	(h) 820x450x500; Adjustable height (Высота регулируемая)

Upholstered chair (Кресло мягкое)	2	h) 450x800x900 Not sliding. Cloth upholstery (Не раздвижное. Тканевая обивка)
Upholstered sofa (Диван мягкий)	1	(h) 450x1600x800 On the springs, not sliding, the length of the sofa not less than 1600 mm (на пружинах, не раздвижной, длина дивана не менее 1600 мм)
Toy storage unit (Шкаф для игрушек)	4	(h) 1500x900x300; With two doors and three shelves (С 2я дверцами и 3 полками)
Wall-mounted coat rack (Вешалка настенная)	1	(h) 400x200x1000; With 6-7 hooks (На 6-7 крючков)
Shelving storage unit (Стеллаж)	6	(h) 1950x450x1000 Metal, with 5 shelves (Металлический, с 5 полками)
Shelving storage unit (Стеллаж)	6	(h) 2400x550x1000 Wooden, with 5 shelves (Деревянный, с 5 полками)
Shelving storage unit (Стеллаж)	1	(h) 2400x350x2000 Wooden, with 5 shelves (Деревянный, с 5 полками)
Playpen (Детский манеж)	1	800x1000; Sports equipment (Спортивный инвентарь)
<b>Reception desk (Рабочий стол для дежурного)</b>	<b>1</b>	<b>(h) 750(depending on site) (по месту);</b> <b>Will have individual design (Индивидуальный дизайн)</b>
Sliding vertical blinds (Оконные жалюзи, раздвижные)	11	(h) 2100x2600; Matching the colour of walls (Под цвет стен)

**(c) A set of household furniture items (Комплект мебели для бытовых помещений)**

Dining table (in the lounge) (Стол обеденный (а зале))	3	(h) 730x800x800; Plastic coated (С пластиковым покрытием)
Baby chair for feeding (Детский стул для кормления)	4	h) 1040x820x640; Ecologic plastic (Экологический пластик)
Dining chair (Стул столовый)	15	(h) 400x400x500; With back, wooden (Со спинкой, деревянный)
Wall-mounted kitchen cabinet (Навесной кухонный шкаф)	7	(h) 800x400x350
<b>Kitchen island (Кухонная тумба)</b>	<b>5</b>	<b>(h) 730x800x600;</b> <b>Will have individual design (Индивидуальный дизайн)</b>
Sliding vertical blinds (Оконные жалюзи, раздвижные)	4	(h) 2100x2600; Matching the colour of walls (Под цвет стен)
Metal step ladder (Стремянка металлическая)	1	(h) 3m (3м); Light, standard type (Легкая, стандартная)
Ironing board (Гладильная доска)	2	300x1000 (300x1000); Light, standard type (Легкая, стандартная)
Lattice wooden mat (for shower) (Деревянная решетка (в душе))	2	(h) 2000x1000; Lath (h) 30x50, interval 50mm (Рейка (h) 30x50, шаг 50мм)
Metal mesh rack (Сетчатая металлическая полка)	2	(h) 1000x300; For dish drying (Для сушки посуды)

**Table 2: Additional technical information (Дополнительная техническая информация)**

No.	Pieces of furniture (Предметы мебели)	Technical characteristics / parameters (Технические характеристики / параметры)
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1	<ul style="list-style-type: none"> <li>- Tables in living/service rooms (Столы в жилых/служебных помещениях);</li> <li>- Wardrobes (Шкафы для одежды);</li> <li>- Filing cabinets (Шкафы для документов);</li> <li>- Toy storage unit (Шкаф для игрушек);</li> <li>- Beds (Кровати);</li> <li>- Bedside tables (Тумбы прикроватные);</li> <li>- Office desks (Столы конторские);</li> <li>- Writing desks (Столы письменные);</li> <li>- Living-room table (Стол журнальный);</li> <li>- Dining tables (Столы обеденные);</li> <li>- Computer desks (Столы компьютерные);</li> <li>- Wall-mounted coat rack (Вешалка настенная);</li> <li>- Wooden shelving storage unit (Стеллаж деревянный);</li> <li>- Wall kitchen cabinet (Навесной кухонный шкаф);</li> <li>- Kitchen islands (Тумбы кухонные);</li> </ul>	<ul style="list-style-type: none"> <li>• Made mostly of modern solid, durable particle board, factory painted, thickness <math>\delta = 18.0\text{mm}</math> (Основной материал – современная твердая, долговечная плита ДСП, покрашенная в заводских условиях, толщина <math>\delta=18.0\text{мм}</math>);</li> <li>• Plastic coated utility tables with rounded corners will be used for various activities and for serving meals; mounted wooden legs; minimum tabletop thickness is <math>\delta = 25\text{mm}</math> (Столы комнатные с пластиковым покрытием и округлыми углами, будут использованы для разных занятий, а также для приема пищи; ножки деревянные, монтируемые; толщина столешницы должна быть не менее <math>\delta = 25\text{мм}</math>);</li> <li>• Furniture floor grippers must be made of solid plastic (Напольные упоры мебели должны быть из твердого пластика);</li> <li>• Plastic coated utility tables with rounded corners will be used for serving meals and for various activities; mounted wooden legs; minimum tabletop thickness is <math>\delta = 25\text{mm}</math> (Столы в зале с пластиковым покрытием и округлыми углами, будут использованы для приема пищи, а также для разных занятий; ножки деревянные, монтируемые; толщина столешницы должна быть не менее <math>\delta = 25\text{мм}</math>);</li> <li>• metal handles safe for children (ручки металлические безопасные для детей);</li> <li>• furniture edges must be covered with pre-glued ABS-like material, thickness is <math>\delta = 1-1,5\text{mm}</math> (края мебели должны быть окантованы материалом типа АБС на клею, толщиной <math>\delta = 1-1,5\text{мм}</math>);</li> <li>• cabinets will have two doors with furniture locks and rounded shape aluminum handles outside (шкафы будут иметь две двери с мебельными замками и алюминиевыми ручками округленной формы снаружи);</li> <li>• the upper part of a cabinet will have a shelf (300mm from above) (в верхней части шкаф будет иметь полку (от верха 300мм))</li> <li>• Beds with headboard and footboard, 650mm height for headboard and 500mm - for footboard (кровати с двумя упорными спинками высотой 650мм - у головы и 500мм - у ног);</li> <li>• medium firm mattresses, removable, double-sided, with springs (матрасы полужесткие, съёмные, двухсторонние, на пружинах);</li> <li>• bedside tables with two drawers and a shelf in the upper part (тумбы прикроватные с двумя выдвижными ящиками и полкой в верхней части);</li> <li>• pedestals of office desks and simple desks must have three drawers (тумбы конторских и письменных столов должны быть с тремя выдвижными ящиками);</li> <li>• metal furniture fittings must be easy-to-use and made of durable modern pieces (металлическая фурнитура должна быть удобной в эксплуатацию, из прочных современных изделий);</li> </ul>
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2	- Chairs in the living rooms / dining room (Стулья в жилых помещениях / столовой)	<ul style="list-style-type: none"> <li>standard dining-room-type chairs, with back, wooden (стулья типовые полужесткие, со спинкой, деревянные)</li> </ul>
3	- Chairs for service rooms (Стулья в служебных помещениях)	<ul style="list-style-type: none"> <li>dining-room-type chairs with metal chrome legs, modern design (стулья полужесткие на металлических хромированных ножках, современного дизайна);</li> </ul>
4	- Soft sofa, chairs (Диван мягкий, кресла)	<ul style="list-style-type: none"> <li>with springs, non-convertible, the length of the sofa - not less than 1600 (на пружинах, не раздвижной, длина дивана не менее 1600);</li> </ul>
5	Monkey bars; multi-functional trainer for children (Рукоход; тренажер для общего развития детей)	<ul style="list-style-type: none"> <li>Trade network; metal trainer without sharp corners for various exercises: for arms, legs, abs (Торговая сеть; тренажер металлический без острых углов, для разнообразных упражнений: рук, ног, спины, пресса)</li> </ul>
6	Wall-mounted cabinet for dining room (Навесной шкаф для столовой)	<ul style="list-style-type: none"> <li>The cabinet must have two horizontal shelves; the cabinet must have a lock (Шкаф должен иметь две горизонтальные полки; шкаф должен закрываться на замок);</li> </ul>
7	Kitchen islands (Кухонные тумбы)	<ul style="list-style-type: none"> <li>Kitchen islands will be covered with a tabletop - not less than 600mm wide, depending on site (Кухонные тумбы будут покрыты столешницей - шириной не менее 600мм, по месту);</li> </ul>

**NOTE: (Примечание)**

- Color and structural details of furniture pieces (depending on specific conditions) will be agreed with Beneficiary on the project and GBV project Engineer Expert before production/purchase and delivery to the site. (Цвет предметов мебели и конструктивные детали (в зависимости от конкретных условий) будут согласованы с Заказчиком проекта и Инженером Экспертом Проекта GBV до производства (покупки) и поставки на объект)
- The materials used must have quality certificates and meet hygienic standards of the Republic of Moldova. (Используемые материалы должны иметь сертификаты качества, и отвечать гигиеническим нормам РМ)
- Three pieces of furniture: *oval table, duty corner and desk pedestals* will have individual design. (Три предмета мебели: овальный стол, уголок дежурного и столовые тумбы, будут изготовлены по индивидуальному дизайну)
- Quality must be guaranteed *for at least 1 (one) year*. (Гарантия качества - не менее 1го года)
- Site visit*: company that won the tender must visit the site for additional consultations and clarification of the actual conditions on site before the start of production; (Посещение объекта: компания выигравшая тендер в обязательном порядке посетит объект для дополнительных консультаций и уточнения реальных условий на месте до начала производства)
- The term of the contract: *maximum 70 calendar days* (Срок исполнения контракта: не более 70 календарных дней)
- The cost of the offer must *also include the shipment and installation of furniture on the object*. (В стоимость оферты нужно также включить поставку и установку мебели на объект).

**Table 3: Furniture models - for orientation (Модели мебели - для ориентации)**

			
Вешалка	Кресло для детей	Компьютерный стол	Стул комнатный



			
Стул в зале приема пищи	Кровать	Шкаф для одежды	Прикроватная тумба
			
Диван мягкий / кресла мягкие	Журнальный столик	Стол одно тумбовый	Стол двух тумбовый
			
Стол комнатный		Стол кухонный	Детская кроватка

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>**  
**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</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. RfQ-19/01962:

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

Items to be Supplied	Quantity	Description / Specifications of Goods	Unit price (MDL)	Total price (MDL)
<b>(a) A set of living room furniture items (Комплект мебели для жилых помещений)</b>				
Utility table (Стол комнатный)	7	Utility table (Стол комнатный)		
Wardrobe (Шкаф для одежды)	7	Wardrobe (Шкаф для одежды)		
Dining-room-type chair (Стул полужесткий)	14	Dining-room-type chair (Стул полужесткий)		
Single bed (Кровать одинарная)	11	Single bed (Кровать одинарная)		
Small double bed (Кровать полуторная)	3	Small double bed (Кровать полуторная)		
Children cot (Детская кроватка)	4	Children cot (Детская кроватка)		
Bedside table (Тумба прикроватная)	14	Bedside table (Тумба прикроватная)		
Sliding vertical blinds (Оконные жалюзи, раздвижные)	7	Sliding vertical blinds (Оконные жалюзи, раздвижные)		
<b>(b) A set of office furniture items (Комплект мебели для офисных помещений)</b>				
Office desk (Стол конторский)	1	(h) 750x1400x700; Standard double cabinet pedestal desk (Стол 2х тумбовый типовой)		
Office desk (Стол конторский)	1	(h) 750x1200x600; Standard double cabinet pedestal desk (Стол 2х тумбовый типовой)		
Desk (Стол письменный)	7	(h) 750x1000x700; Standard single pedestal desk (Стол 1 тумбовый, типовой)		
Living-room table (Стол журнальный)	1	(h) 400x600x1200; Oval (Овальный)		
Computer desk (Стол компьютерный)	4	(h) 750x1000x600; Standard (типовой)		
<b>Oval table (Стол овальный)</b>	1	<b>(h) 750x2000x900; Will have individual design (Индивидуальный дизайн)</b>		

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Wardrobe (Шкаф для одежды)	6	(h) 1800x1000x600; Wooden, with two sections (Деревянный, с 2я секциями)		
Dining-room-type chair (Стул полужесткий)	12	(h) 450x400x500; With back, trade network (Со спинкой, торговая сеть)		
Filing-cabinet (Шкаф для документов)	6	(h) 1800x1000x300; Standard (типовой)		
Swivel chair (Кресло вращающееся)	6	(h) 820x450x500; Adjustable height (Высота регулируемая)		
Upholstered chair (Кресло мягкое)	2	(h) 450x800x900 Not sliding. Cloth upholstery (Не раздвижное. Тканевая обивка)		
Upholstered sofa (Диван мягкий)	1	(h) 450x1600x800 On the springs, not sliding, the length of the sofa not less than 1600 mm (на пружинах, не раздвижной, длина дивана не менее 1600 мм)		
Toy storage unit (Шкаф для игрушек)	4	(h) 1500x900x300; With two doors and three shelves (С 2я дверцами и 3 полками)		
Wall-mounted coat rack (Вешалка настенная)	1	(h) 400x200x1000; With 6-7 hooks (На 6-7 крючков)		
Shelving storage unit (Стеллаж)	6	(h) 1950x450x1000 Metal, with 5 shelves (Металлический, с 5 полками)		
Shelving storage unit (Стеллаж)	6	(h) 2400x550x1000 Wooden, with 5 shelves (Деревянный, с 5 полками)		
Shelving storage unit (Стеллаж)	1	(h) 2400x350x2000 Wooden, with 5 shelves (Деревянный, с 5 полками)		
Playpen (Детский манеж)	1	800x1000; Sports equipment (Спортивный инвентарь)		
<b>Reception desk (Рабочий стол для дежурного)</b>	<b>1</b>	<b>(h) 750(depending on site) (по месту);</b> <b>Will have individual design</b> <b>(Индивидуальный дизайн)</b>		
Sliding vertical blinds (Оконные жалюзи, раздвижные)	11	(h) 2100x2600; Matching the colour of walls (Под цвет стен)		
<b>(c) A set of household furniture items (Комплект мебели для бытовых помещений)</b>				
Dining table (in the lounge) (Стол обеденный (а зале))	3	(h) 730x800x800; Plastic coated (С пластиковым покрытием)		
Baby chair for feeding (Детский стул для кормления)	4	(h) 1040x820x640; Ecologic plastic (Экологический пластик)		
Dining chair (Стул столовый)	15	(h) 400x400x500; With back, wooden (Со спинкой, деревянный)		
Wall-mounted kitchen cabinet (Навесной кухонный шкаф)	7	(h) 800x400x350		

<b>Kitchen island (Кухонная тумба)</b>	<b>5</b>	<b>(h) 730x800x600; Will have individual design (Индивидуальный дизайн)</b>		
Sliding vertical blinds (Оконные жалюзи, раздвижные)	4	(h) 2100x2600; Matching the colour of walls (Под цвет стен)		
Metal step ladder (Стремянка металлическая)	1	(h) 3m (3м); Light, standard type (Легкая, стандартная)		
Ironing board (Гладильная доска)	2	300x1000 (300x1000); Light, standard type (Легкая, стандартная)		
Lattice wooden mat (for shower) (Деревянная решетка (в душе))	2	(h) 2000x1000; Lath (h) 30x50, interval 50mm (Рейка (h) 30x50, шаг 50мм)		
Metal mesh rack (Сетчатая металлическая полка)	2	(h) 1000x300; For dish drying (Для сушки посуды)		
<b>Total Prices of Goods</b>				
Transportation to the place (Chirsovo village, ATU Gagauzia)				
Insurance (if any)				
Installation at place				
<b>Total Final and All-Inclusive Price Quotation</b>				

**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: <b>up to 70 calendar days from the issuance of the Purchase Order (PO)</b>			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labor			
b) Service Unit to be Provided when the Purchased Unit is Under Repair			
c) Brand new replacement if Purchased Unit is beyond repair			
d) Others			
Validity of Quotation <b>90 calendar days</b>			
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]*

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### 2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### 3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### 4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### 5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### 6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.



## **7. INSPECTION**

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

## **9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## **10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

## **11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

## **13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

## **14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

## 15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

## 16. SETTLEMENT OF DISPUTES

- 16.1 **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
- 16.2 **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## 17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## 18. SEXUAL EXPLOITATION:

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability

for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19. OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.