



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 29 October 2019
	REFERENCE: RfQ19/01994

Dear Sir / Madam:

We kindly request you to submit your quotation for delivering *Design, manufacturing, delivery and installation of furniture for the Office of the General Department for Employment of the Chisinau municipality*, 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 **20 November 2019, 15:00 (Moldova local time)** via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000004767

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/>

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ19/01994/ Design, manufacturing, delivery and installation of furniture for the Office of the General Department for Employment of the Chisinau municipality"**.

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 [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)	National Employment Agency's General Direction 53 Hincesti street, Chisinau, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 90 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"/> United States Dollars Reference date to determine the UN Operational Rate of Exchange: 20 November 2019 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
After-sales services required	<input checked="" type="checkbox"/> Minimum 1 year warranty on Parts and Labor <input checked="" type="checkbox"/> Delivery <input checked="" type="checkbox"/> Installation of furniture
Deadline for the Submission of Quotation	20 November 2019, 15:00 (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; <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 description of the offered goods (if any), including design; <input checked="" type="checkbox"/> Certificates of quality and sanitary 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"/> 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"/> 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
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery 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; <input checked="" type="checkbox"/> Minimum 3(three)-years of 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 90 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 15 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <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 - Specifications of the Goods Required <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions / Special Conditions (attached separately) 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)	Ion Ratoi, Project Assistant lon.ratoi@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.

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,

Denis Suschevici

Denis Suschevici,
Head of Procurement Unit
UNDP Moldova

Annex 1

Technical Specifications

Table 1: The requested furniture, main requirements and technical specifications:

N r.	Name	Units	Main parameters (mm) and technical specifications
Reception room/corridor			
1	Desk for hall monitor	1	(h) 750x1500x600; 3 sections, individual design
2	Floor cupboard at the reception	1	(h) 600x1500x450; 3 sections with one shelf/doors with simple lock
3	Soft pouffe	40	(h) 450x400x400; individual design
4	Soft panel for columns, walls	1	(h) 300, $\delta=25$ (20m); individual design
5	Stand for magazines/booklets/leaflets	3	(h) 1500-1600; Metal, 5 oblique shelves, sample attached
Mediation room, working with the unemployed			
1	Corner office desk with 1 m extension	1	(h) 750x1200x1200; with cable hole, existing type
2	Desk for working with the unemployed	13	(h) 750x1000x600; corner office desk, computer hole, board covered with resistant plastic
3	Desk for working with the unemployed, people with reduced mobility (PRM)	1	(h) adjustable height x1000x600; corner office desk, computer hole, board covered with resistant plastic
4	Ergonomic office chair	15	(h) 400x400x500; adjustable height, model attached
5	Standard cabinet for documents	6	(h) 1800x1000x350; wood, with 2 doors, 2 sections, 5 shelves
6	Closet for clothes	3	(h) 1800x1000x600; wood, with 2 doors, 2 sections/one with 5 shelves
7	Wooden bookcase with 4 shelves	1	(h) 2000x1000x450; for toys from commercial network
8	Playpen – soft carpet for children	1	(h) 20x1000x2000; sports equipment
9	Table with 4 chairs set, for children	1 set	(h)550; chair (h)300; commercial network
10	Blinds/vertical/for windows	7	(h) 2100x2500; color similar to interior walls
Guidance room			
1	Computer desk	9	(h) 750x1000x600; existing model, (cable hole)
2	Desk for working with the unemployed, people with reduced mobility (PRM)	1	(h) adjustable height x1000x600; existing model, (cable hole)
3	Chair for training rooms	10	(h) 450x400x400; existing model, orthopedic back
4	Closet for clothes	1	(h)1800x1000x600; wood, with 2 doors, 2 sections/one with 5 shelves
5	Standard cabinet for documents	2	(h) 1800x1000x350; wood, with 2 doors, 2 sections, 5 shelves
6	Metal coat rack	1	(h) 1700-1800; coat rack for 8 persons
7	Horizontal blinds for windows	1	(h) 2100x2500; color similar to interior walls
Conference and training room			
1	Writing desk (conference room)	18	(h)750x1000x600; existing model, board covered with plastic
2	Writing desk (conference room) for people with reduced mobility (PRM)	2	(h) adjustable height x1000x600; existing model, board covered with plastic
3	Chair for training rooms	70	(h) 450x400x400; existing model, orthopedic back
4	Metal coat rack	9	(h) 1700-1800; coat rack for 8 persons
5	Horizontal blinds for windows	8	(h) 2100x2500; color similar to interior walls
Administrative offices			
1	Corner office desk with 1 m extension	2	(h) 750x1200x1200; cable hole, existing model
2	Corner office desk without extension	13	(h) 750x1200x1200; cable hole, existing model
3	Ergonomic office chair	16	Adjustable height, model attached
4	Chairs for visitors	20	(h) 400x400x500; existing model, wood, orthopedic back
5	Closet for clothes	5	(h) 1800x1000x600; 2 sections, wood, 2 doors
6	Standard cabinet for documents	7	(h) 1800x1000x350; wood, 5 shelves, 2 wooden doors, 2 glass doors
7	Metal coat rack	4	(h) 1700-1800; coat rack for 8 persons
8	Blinds/vertical/for windows	8	(h) 2100x2500; color similar to interior walls
Kitchen and auxiliary rooms			

1	Wall closet for kitchen	4	(h) 800x400x350; wood, 2 shelves/2 doors/zincate net shelf
2	Floor closet for kitchen	4	(h) 730x800x600; wood, 2 shelves, 2 doors, one covered board
3	Blinds/vertical/for windows	2	(h) 2100x2500; color similar to interior walls
4	Office metal staircase, zincate	1	Standard – 1m ; light, commercial network
5	Metal shelving unit, 5 shelves, h.350mm	13	(h) 1950x400x1000; commercial network

Table 2: Other data on specifications and technical parameters

No	Furniture units	Specifications and technical parameters
1	<ul style="list-style-type: none"> - Floor cabinet at the reception - Closet for clothes - Cabinet for documents - Reception desk - Desks in training and intermediate rooms - Corner office desk; - Computer corner desk - Writing desk (in classrooms), - Coffee/magazines table - Wall closet for kitchen - Floor closet for kitchen - Wooden shelving unit with 4 shelves, for children 	<ul style="list-style-type: none"> • Main material – painted chipboard, resistant, painted, thickness $\delta=18.0\text{mm}$; • The writing desk in the training, guidance, mediation rooms, for the computer with corner, shall have a board covered with resistant plastic – glued at temperature, the existing model (photo attached); metal mountable legs made diam. 40 - 50mm, painted at temperature; board with thickness $\delta \geq 25\text{mm}$; the computer desk shall have a cable hole; • Corner office desk shall be made according to the existing model (photo attached); • The reception desk shall have an individual design, (indicative model attached); • All furniture shall have floor resistant plastic support elements; • The shape of the handles, accessories, shall exclude the risk of trauma; • The edges of the furniture elements: the wooden shelf; floor cupboard; kitchen closet; office desk; computer desk, etc. shall be covered with ABS with a thickness of $\delta=1-1,5\text{ mm}$, attached with furniture glue; • The closet for clothes shall have two sections with wooden doors, with furniture locks and round shaped aluminum handles on the outside; a section shall be with 5 shelves; one section for clothes, up shall have a wooden shelf with $h=300\text{mm}$, (indicative model attached); • File cabinet: 7 units shall have 2 sections, 5 shelves, 2 wooden doors on the lower part of the facade; 2 glass doors on the upper part of the facade, (indicative model attached); 7 units shall have 2 sections, 5 shelves and 2 wooden doors on the entire facade (same indicative model); • The pouffe and the soft wall panels for the visitors shall be individual; • Metal supplies shall be functional and resistant in use, composed by resistant modern elements;
2	- Office chair (ergonomic)	<ul style="list-style-type: none"> • soft office chair, height adjustment, black, metal foot, stable, on wheels, with the possibility of vertical adjustment;
3	- Pouffe and soft wall panels for visitors;	<ul style="list-style-type: none"> • Chipboard, foam rubber $\delta=50\text{mm}$, soft fabrikoid, color – light blue; panel – foam rubber $\delta=25\text{mm}$;
4	Wall closet for kitchen	<ul style="list-style-type: none"> • The closet will have two horizontal wooden shelves;
5	Floor closet for kitchen	<ul style="list-style-type: none"> • Floor closets shall be covered with one worktop with a width not less than 600mm;




Note*

1. The furniture shall have a modern design, taking into account indicative models on the photos attached;
2. A 3D color design shall be developed and endorsed by the Beneficiary and the Technical Advisor Engineer of the MiDL project, before production start.

3. The color of the furniture and the constructive elements (depending on the local conditions) shall be coordinated with the Beneficiary and the Technical Advisor Engineer of the MiDL project, before production and delivery to destination;
4. The materials used must be accompanied by Quality Certificates and comply with the Hygiene Norms of the Republic of Moldova.
5. Three units of furniture: *the reception desk, the pouffe and the soft wall panel*, shall be manufactured according to an individual design;
6. Quality Guarantee – *not less than 1 (one) year*;
7. *On site visits*: the winning company *must* visit the place for additional on site consultations before production starts;
8. Contract implementation timeframe: *not more than 90 calendar days*;
9. The bid shall include the costs *of delivery and assembly on the site*;

Table 3: Furniture models – for orientation

<i>Sample table for the auditorium, activity rooms</i>		
		
<i>Sample chair for the activity rooms</i>		
		
<i>Sample furniture for the reception room</i>		
		
<i>Sample file cabinet with wooden and glass doors</i>		

		
<i>Sample closet for clothes</i>		
		
<i>Sample corner desk</i>		
		
<i>Sample ergonomic office chair</i>		<i>Sample stand for promotional materials</i>
		

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)*

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. 19/01994:

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

No	Description/Specification of Goods	U.M.	Quantity	Unit Price, USD	Total Price, USD
1	2	3	4	5	6=4*5
	1. Reception room and corridor				
1	Desk for hall monitor (h) 750x1500x600	pcs	1		
2	Floor cabinet at the reception (h) 600x1500x450	pcs	1		
3	Soft pouffe (h) 450x400x400	pcs	40		
4	Soft panel for columns, walls (h) 300, δ=25 (20m)	pcs	1		
5	Rack for magazines/booklets/leaflets (h) 1500-1600	pcs	3		
	Total 1				
	2. Mediation room, working with the unemployed				
1	Corner office desk (h)750x1200x1200 with annex 1m	pcs	1		
2	Desk for working with the unemployed (h) 750x1000x600	pcs	13		
3	Desk for working with the unemployed: 1000x600 adjustable height	pcs	1		
4	Ergonomic office chair (h) 400x400x500	pcs	15		
5	Standard cabinet for documents (h) 1800x1000x350	pcs	6		
6	Closet for clothes (h) 1800x1000x600	pcs	3		
7	Wooden bookcase with 4 shelves (h) 2000x1000x450	pcs	1		
8	Playpen - soft carpet for children (h) 20x1000x2000	pcs	1		
9	Table set with 4 chairs for children (h) 550; chair (h) 300	set	1		
10	Blinds/vertical sliding/for windows(h) 2100x2500	pcs	7		
	Total 2				
	3. Guidance room				
1	Computer desk(h) 750x1000x600	pcs	9		
2	Computer desk: adjustable height x1000x600	pcs	1		
3	Chair for training rooms (h) 450x400x400	pcs	10		
4	Closet for clothes, (h) 1800x1000x600	pcs	1		
5	Standard cabinet for documents(h) 1800x1000x350	pcs	2		
6	Metal coat rack (h) 1700-1800	pcs	1		
7	Horizontal window blinds (h) 2100x2500	pcs	1		
	Total 3				
	4. Conference and training room				
1	Writing desk (conference room) (h) 750x1000x600	pcs	18		
2	Writing desk (conference room) adjustable height of 1000x600	pcs	2		
3	Chair for training rooms (h) 450x400x400	pcs	70		
4	Metal coat rack(h) 1700-1800	pcs	9		
5	Horizontal window blinds(h) 2100x2500	pcs	8		
	Total 4				
	5. Administrative offices				
1	Corner office desk, (h) 750x1200x1200, 1m annex	pcs	2		

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2	Corner office desk, (h) 750x1200x1200, without annex	pcs	13		
3	Ergonomic office chair (h) 400x400x500	pcs	16		
4	Chair for visitors(h) 400x400x500	pcs	20		
5	Closet for clothes(h) 1800x1000x600	pcs	5		
6	Standard cabinet for documents(h) 1800x1000x350	pcs	7		
7	Metal coat rack(h) 1700-1800	pcs	4		
8	Blinds/vertical sliding/for windows(h) 2100x2500	pcs	8		
Total 5					
6. Kitchen and auxiliary rooms					
1	Kitchen wall cabinet(h) 800x400x350	pcs	4		
2	Floor cabinet for the kitchen(h) 730x800x600	pcs	4		
3	Blinds/vertical sliding/for windows(h) 2100x2500	pcs	2		
4	Standard galvanized metal staircase - 1m	pcs	1		
5	5-shelf metal shelving unit, h.350mm(h) 1950x400x1000	pcs	13		
Total 6					
7 Other expenses					
1	Delivery and assembling of the furniture on the site	set	1		
Total 7					
Total Prices of Goods					
Cost of Transportation					
Cost of Insurance					
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 90 calendar days upon signature of PO Contractor by both parties			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labor			
b) Service Unit to be Provided when the Purchase Unit is Under Repair			
c) Brand new replacement if Purchased Unit is beyond repair			
Validity of Quotation 90 calendar days			
Delivery on site shall be the responsibility of Supplier			
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]

Annex 3

General Terms and Conditions [ATTACHED SEPARATELY]