**ANNEX 1: SCHEDULE OF REQUIREMENTS**

**RfQ22/02437: EU4MD/ Goods-support for refugees from Ukraine in Cahul and Ungheni Municipalities (Lot 1; Lot 2; Lot 3; Lot4)** requires the delivery of the following goods as per below detailed specifications.

**Technical Specifications for Goods:**

**LOT1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | | **Minimum technical requirements** | **Unit** | **Quantity** |
| 1 | | **Bunk beds with mattresses**  Dimensions: min. 90/max.100 x min. 200/max 220 Frame material: Steel  Max weight / sleeping level: 120 kg  Length: min 200 / max 220 cm  Width: min 90 cm / max 100 cm  Height: min160 / max 170 cm  Distance between beds: min 90 / max 100 cm  Free space under furniture: min 20 /max 40 cm  Mattress length: min 200/max 220 cm  Mattress width: min 90/max 100 cm  Springless, foam, thermoflex, foamed polyurethane or similar  Approximate reference image:  Graphical user interface  Description automatically generated | item | 50 |
| **LOT 2:** | | | | |
| **Item No** | **Minimum technical requirements** | | **Unit** | **Quantity** |
| 1 | | **Folding beds:**  Dimensions:  Open – length: min 190/max 200cm  Width: min 70/max 90 cm,  Height: min. 30/ max 40 cm  folded – length: min 70/max 80 cm,  width: min 70/max 90 cm,  height: min 130 / max 140cm.  Total mattress dimensions (LxWxH): approx. length 1900 /200 cm, width 70/80 cm, height 5 / 15 cm.  Permissible load: max 120 kg  Frame Material: aluminum / steel or similar  Approximate reference image: | item | 100 |

**LOT 3:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Minimum technical requirements** | **Unit** | **Quantity** |
| 1 | **Bed for one person with mattress**  Dimensions:  Length: min 200 / max 220 cm  Width: min 90/ max 100 cm  Height: min 30/ max 40 cm  Mattress compatibility: 90/100 x 200/220cm  Material: wood  Mattress: approx. 90/100 x 200/220 x20/30  Springless, foam, thermoflex, foamed polyurethane or similar  Approximate reference image: | item | 150 |

**LOT 4:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Minimum technical requirements** | **Unit** | **Quantity** |
| 1 | **Knitted sheet**  Dimensions:  Length: min 200 / max 220 cm  Width: min 90/ max 100 cm  Height: min 20/ max 30 cm  Material : polyester/ cotton or similar | item | 700 |
| 2 | **Pillow**  Dimensions:  Length: min 50 / max 70 cm  Width: min 45/ max 50 cm  Material interior: fill type fibre/polyester or similar; exterior: cotton | item | 350 |
| 3 | **Blanket**  Dimensions:  Length: min 200 / max 220 cm  Width: 135 cm  Material for coating and interior: polyester fabric composition; filling fibre duvet or similar | item | 350 |
| 4 | **Bed sheets set of 1 duvet cover and 1 pillowcase**  Dimensions:  Pillow: Length: min 50 / max 70 cm; Width: min 45/ max 50 cm  Duvet cover: Length: min 200 / max 220 cm; Width: 135 cm  Material: cotton or similar | item | 700 |
| 5 | **Bath towel**  Dimensions:  Length: min 65 / max 75 cm  Width: min 130/ max 145 cm  Material: cotton or similar | item | 700 |

**Delivery Requirements**

|  |  |
| --- | --- |
| **Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the goods in 30 calendar days after Contract signature. |
| **Delivery Terms (INCOTERMS 2020)** | DDP |
| **Customs clearance, if needed, shall be done by:** | Supplier/ Offeror  UNDP shall provide a Tax Exemption Letter for Customs procedures. |
| **Exact Address(es) of Delivery Location(s)** | no. 2, Nationala str., Ungheni, MD-3606, Moldova no. 6 Piața Independenței str., Cahul, MD3907, Moldova |
| **Warranty Period** | Minimum 12 months of warranty for Lot 1, Lot2, Lot 3 |

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | **RfQ22/02437: EU4MD/ Goods-support for refugees from Ukraine in Cahul and Ungheni Municipalities (Lot 1; Lot 2; Lot 3; Lot 4)** | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder or Lead entity for JVs | | Click or tap here to enter text. | | | |
| Legal Address,  Phone,  e-mail  City, Country | | Click or tap here to enter text. | | | |
| Website | | Click or tap here to enter text. | | | |
| Year of Registration | | Click or tap here to enter text. | | | |
| Legal structure | | Choose an item. | | | |
| Are you a UNGM registered vendor? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  No | | | |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience:**  **3 similar contracts (in terms of type and volume of services) undertaken in the past 5 (five) years** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|  |  | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | **RfQ22/02437: EU4MD/ Goods-support for refugees from Ukraine in Cahul and Ungheni Municipalities (Lot 1; Lot 2; Lot 3; Lot 4)** | Date: Click or tap to enter a date. |

**LOT 1:**

| **Currency of the Quotation: USD US Dollars (VAT exclusive)**  **INCOTERMS: DDP** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price, USD** | **Total price, USD** |
| 1 | Bunk beds with mattresses | item | 50 |  |  |
| Total Price | | | | |  |
| Transportation Price | | | | |  |
| Other Charges (specify) | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

**LOT 2:**

| **Currency of the Quotation: USD US Dollars (VAT exclusive)**  **INCOTERMS: DDP** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price, USD** | **Total price, USD** | |
| 1 | Folding beds | item | 100 |  |  | |
| Total Price | | | | | |  | |
| Transportation Price | | | | | |  | |
| Other Charges (specify) | | | | | |  | |
| **Total Final and All-inclusive Price** | | | | | |  | |

**LOT 3:**

| **Currency of the Quotation: USD US Dollars (VAT exclusive)**  **INCOTERMS: DDP** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price, USD** | **Total price, USD** | |
| 1 | Bed for one person with mattress | item | 150 |  |  | |
| Total Price | | | | | |  | |
| Transportation Price | | | | | |  | |
| Other Charges (specify) | | | | | |  | |
| **Total Final and All-inclusive Price** | | | | | |  | |

**LOT 4:**

| **Currency of the Quotation: USD US Dollars (VAT exclusive)**  **INCOTERMS: DDP** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price, USD** | **Total price, USD** | |
| 1 | Knitted sheet | item | 700 |  |  | |
| 2 | Pillow | item | 700 |  |  | |
| 3 | Blanket | item | 350 |  |  | |
| 4 | Bed sheets set of 1 duvet cover and 1 pillowcase | item | 700 |  |  | |
| 5 | Bath towel | item | 700 |  |  | |
| Total Price | | | | | |  | |
| Transportation Price | | | | | |  | |
| Other Charges (specify) | | | | | |  | |
| **Total Final and All-inclusive Price** | | | | | |  | |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Maximum delivery period not to exceed 30 calendar days upon signature of contract. |  |  | Click or tap here to enter text. |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Warranty period (Minimum 12 months) for Lot 1, Lot 2 and Lot 3 |  |  | Click or tap here to enter text. |
| Validity of Quotation 90 calendar days |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| All Provisions of the UNDP General Terms and Conditions |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |