

United Nations Development Programme**REQUEST FOR QUOTATION (RFQ)**

RFQ Reference: RfQ22/02471: EU4MD/ Office furniture for One Stop Shop of Cahul City Hall	Date: 08 June 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

DocuSigned by:
Denis Suschevici
Signature: _____
EA088733D9C84DC...

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 08-Jun-2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>22 June 2022, 15:00, EET (Eastern European Time, GMT+2)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> ▪ File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <p>Insert BU Code: MDA10 and Event ID number: 0000012685</p> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> · Username: event.guest · Password: why2change <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement</p>

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	process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar month.
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in USD / US Dollars
Joint Venture, Consortium	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the

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or Association	legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid , either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	Romanian, Russian or English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed; <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1; <input checked="" type="checkbox"/> Company Profile (short info up to 2 pages); <input checked="" type="checkbox"/> Copy of Company's Registration certificate; <input checked="" type="checkbox"/> List of completed contracts for similar goods and services undertaken within the past five (5) years, indicating beneficiary (including contact details), contract amount and delivery time; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top two (2) Clients in terms of Contract Value on delivery of similar goods; <input checked="" type="checkbox"/> Detailed description of the offered goods, including design and Technical Data Sheet (including photos); <input checked="" type="checkbox"/> Quality Certificates (ISO, etc., if available); <input checked="" type="checkbox"/> Certificates of quality and origin for the offered goods, materials and accessories (where applicable), if any; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied (if any); <input checked="" type="checkbox"/> Certificates of Conformity, if any;

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	<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.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> The Contractor shall submit a final invoice within 30 days from the signature of the Receipt Act.
Liquidated Damages	0,2% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection (checking compliance according to the technical specification) <input checked="" type="checkbox"/> Complete installation <input checked="" type="checkbox"/> Written Acceptance of Goods and Services, based on full compliance with RFQ requirements and technical specifications
Contact Persons for correspondence, notifications and clarifications	Victoria JOSAN, victoria.josan@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by publishing directly on eTendering.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> Minimum 3 years of experience in the field of furniture supply <input checked="" type="checkbox"/> Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the past 5 (five) years <input checked="" type="checkbox"/> Maximum delivery and installation period not to exceed 30 calendar days after Contract signature <input checked="" type="checkbox"/> Minimum warranty period 24 months on both parts and labor
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of 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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order or Contract for goods

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Expected date for contract award.	20 July 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

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ANNEX 1: SCHEDULE OF REQUIREMENTS



RfQ22/02471: EU4MD/ Office furniture for One Stop Shop of Cahul City Hall requires the delivery of the following goods as per attached detailed specifications.

Technical Specifications for Goods:





Partial resystematization of premises at the ground floor of Cahul Mayoralty building, to implement the one-stop-shop solution, Cahul municipality, 6, Piața Independenței Street

Furniture





Bid currency: USD

Spec. nr	Name	Specifications/ Size: LxBxH, mm	U.M.	Quantity
1	Fiberglass pots 	400 x 300x 700	item	4
2	Stand – support for brochures 	white color 6 supporters A4 Construction material: aluminum transparent plastic	item	1
3	Chair for reception – Armchair	Total height: 990-1110 Seat width: 450 Seat depth: 440 Back height: 430-550 Model: Lucca or similar Material of legs: metal	item	4





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		Material of stuffing: netting		
4	Table 1. 	Table top - 16 mm laminated chipboard (melamine) - 16 mm laminated chipboard (PAL); Supporters:- 8 mm metal plate under the table top; Support vertical bar 40x40x2 mm made of metal; Metal base 8 mm thick; Width 400, Length 500. Height 620	item	2
5	Table 2. 	Form of table – round with diameter 900 mm. Height: 740	item	1
6	Office chair “artificial leather” 	Artificial leather Width: 480 Depth: 530 Height: 870 Seat width: 470 Seat depth: 440	item	3





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7	<p>Bench 1. Color in line with color passport</p> 	<p>Size: 1500*600*280</p> <p>Material pal h3303 + metal carcass + pillow;</p> <p>Height 450; Length 1500; Seat depth 600.</p>	item	2
8	<p>Round mirror</p> 	<p>Round mirror, LED with built-in digital clock.</p> <p>Diameter 700mm</p>	item	1
9	<p>Bench 2. Color in line with color passport</p> 	<p>Size: 1200*600*280;</p> <p>Material pal h3303 + metal carcass + pillow;</p> <p>Height 450; Length 1200; Seat depth 600.</p>	item	2
10	<p>Chair for waiting area.</p> 	<p>Color- Deep Gray.</p> <p>Seats -2.</p> <p>Materials: filling: sponge;</p> <p>Upholstery material: eco-leather;</p> <p>Carcass material - metal;</p> <p>Color in line with the color passport;</p> <p>Width 1100; Height 850; Depth 600.</p>	item	4
11	<p>Office cabinet</p>	<p>Melamine-faced laminated chipboard (PAL): Egger H3303+ MDF Supra Mat 3010</p> <p>Size: 3849* 450*2300</p>	item	1

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12	<p>Bin. Stainless metal urn.</p> 	<p>Stainless metal urn.</p> <p>Size: Height 580; Diameter: 200.</p>	item	6
13	<p>Working table for one-stop-shop specialists</p>	<p>Melamine-faced laminated chipboard (PAL): Egger 18mm H3303 + W1000; anti covid-19 glass</p> <p>Size: 1400*1600 mm</p>	item	3
14	<p>Office partitions – Protection screens made of organic glass</p>	<p>Office partitions – Protection screens made of organic glass</p> <p>Size: 1400x500</p>	item	3
15	<p>Armchair</p> 	<p>Height of item: 1170 – 1240; Base diameter: 660; Seat depth: 630; Seat width: 500.</p>	item	10
16	<p>Modular sofa</p> 	<p>Width (folded): 1120; Depth (folded): 900; Height (folded): 700.</p>	item	1

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17	<p>Coffee table.</p> 	<p>Width (folded): 1400; Depth (folded): 420; Height (folded) 700</p>	item	1
18	<p>Table (for 10 persons).</p> 	<p>Material: artificial stone + metal legs, plugs, microphones Width: 2300 Depth: 1300 Height: 750</p>	item	1
19	<p>Floor rack</p>		item	1
20	<p>Decorative 3D clock</p> 	<p>D=900</p>	item	1
21	<p>Xerox-copying and scanning station</p>	<p>Material laminated chipboard (PAL) + mdf supra mat 3010 Size: 1100x600 Height: 950</p>	item	1

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22	Workstation – Reception 	Material: painted mdf + compact plate hpl marble 2375x700 Height: 950; Height: 1100	set	1
23	Costs for assembling the furniture		set	1

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver and install the furniture in 30 calendar days after Contract signature
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Supplier/ Offeror
Exact Address(es) of Delivery Location(s)	Piața Independenței. 6, MD3907, Cahul, Raionul Cahul, Republic of Moldova
Warranty Period	<input checked="" type="checkbox"/> Minimum warranty period 24 months on both parts and labor
After-sales service and local service support requirements	<input checked="" type="checkbox"/> Not applicable

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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:		
RFQ reference:	RfQ22/02471: EU4MD/ Office furniture for One Stop Shop of Cahul City Hall	Date:

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country E-mail Phone	
Website	
Year of Registration	
Legal structure	
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes,
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for	<input type="checkbox"/> Yes <input type="checkbox"/> No

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example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:
Previous relevant experience: 3 similar contracts within the past 5 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	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

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Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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:

Title:

Date:

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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:						
RFQ reference:		RfQ22/02471: EU4MD/ Office furniture for One Stop Shop of Cahul City Hall	Date:			
Nr.	Items to be Supplied Description / Goods Specifications	Size: LxBxH, mm	U.M.	Quantity	Unit cost USD, VAT 0%	Total amount, USD, VAT 0%
1	Fiberglass pots	400 x 300x 700	item	4		
2	Stand – support for brochures	white color 6 supporters A4 Construction material: aluminum transparent plastic	item	1		
3	Chair for reception – Armchair	Total height: 990-1110 Seat width: 450 Seat depth: 440 Back height: 430-550 Model: Lucca or similar Material of legs: metal Material of stuffing: netting	item	4		
4	Table 1.	Table top - 16 mm laminated chipboard (melamine) - 16 mm laminated chipboard (PAL); Supporters:- 8 mm metal plate under the table top; Support vertical bar 40x40x2 mm made of metal; Metal base 8 mm thick; Width 400, Length 500. Height 620	item	2		

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5	Table 2.	Form of table – round with diameter 900 mm. Height: 740	item	1		
6	Office chair “artificial leather”	Artificial leather Width: 480 Depth: 530 Height: 870 Seat width: 470 Seat depth: 440	item	3		
7	Bench 1. Color in line with color passport	Size: 1500*600*280 Material pal h3303 + metal carcass + pillow; Height 450; Length 1500; Seat depth 600.	item	2		
8	Round mirror	Round mirror, LED with built-in digital clock. Diameter 700mm	item	1		
9	Bench 2. Color in line with color passport	Size: 1200*600*280; Material pal h3303 + metal carcass + pillow; Height 450; Length 1200; Seat depth 600.	item	2		
10	Chair for waiting area.	Color- Deep Gray. Seats -2. Materials: filling: sponge; Upholstery material: eco-leather; Carcass material - metal; Color in line with the color passport; Width 1100; Height 850; Depth 600.	item	4		

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11	Office cabinet	Melamine-faced laminated chipboard (PAL): Egger H3303+ MDF Supra Mat 3010 Size: 3849* 450*2300	item	1		
12	Bin. Stainless metal urn.	Stainless metal urn. Size: Height 580; Diameter: 200.	item	6		
13	Working table for one-stop-shop specialists	Melamine-faced laminated chipboard (PAL): Egger 18mm H3303 + W1000; anti covid-19 glass Size: 1400*1600 mm	item	3		
14	Office partitions – Protection screens made of organic glass	Office partitions – Protection screens made of organic glass Size: 1400x500	item	3		
15	Armchair	Height of item: 1170 – 1240; Base diameter: 660; Seat depth: 630; Seat width: 500.	item	10		
16	Modular sofa	Width (folded): 1120; Depth (folded): 900; Height (folded): 700.	item	1		
17	Coffee table.	Width (folded): 1400; Depth (folded): 420; Height (folded) 700	item	1		
18	Table (for 10 persons).	Material: artificial stone + metal legs, plugs, microphones Width: 2300 Depth: 1300 Height: 750	item	1		
19	Floor rack		item	1		
20	Decorative 3D clock	D=900	item	1		

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21	Xerox-copying and scanning station	Material laminated chipboard (PAL) + mdf supra mat 3010 Size: 1100x600 Height: 950	item	1		
22	Workstation – Reception	Material: painted mdf + compact plate hpl marble 2375x700 Height: 950; Height: 1100	set	1		
23	Costs for assembling the furniture		set	1		
	Total Price					
	Transportation Price (if applicable)					
	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
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS): DDP	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation 90 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	
Maximum delivery and installation period not to exceed 30 calendar days after Contract signature	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum warranty period 24 months on both parts and labor	<input type="checkbox"/>	<input type="checkbox"/>	
Availability of certificates of quality, conformity and origin for the offered equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	

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.

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<i>Exact name and address of company</i>	Authorized Signature:
Company Name	Date:
Address:	Name:
Phone No.:	Functional Title of Authorised Signatory:
Email Address:	Email Address:



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