



**RFQ22/02508: Re-advertisement: EU4MD/Production and supply of branded exhibition furniture**

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP through **EU4MD: Focal Regions Programme** kindly requests your quotation for the provision of "**Production and supply of branded exhibition furniture**" (re-advertisement) as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system;
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Design examples

**Negotiation ID: UNDP-MDA-00020**

**Submission deadline: 25 August 2022, 15:00 hrs (Moldova local time)/ GMT+3)**

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents, by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.



In case you have never registered before, follow this link to register a profile:

[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=screen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCI=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.

UNDP Moldova



## Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Tender Timeline.....	4
1.3 Response Rules.....	4
1.4 Terms.....	5
1.5 Attachments.....	5
2 Requirements.....	6
2.1 Section 1. Section 2 RFQ General Instructions and Data sheet.....	6
2.2 Section 2. Documents to be submitted.....	8
2.3 Section 3. Annex 1: Schedule of Requirements.....	9
3 Lines.....	11
3.1 Line Information.....	11



## 1 Overview

### 1.1 General Information

<b>Title</b>	RfQ22/02508: EU4MD/ Production of branded furniture
<b>Contact Point</b>	Victoria Josan
<b>Outcome</b>	Purchase Order
<b>E-Mail</b>	victoria.josan@undp.org
<b>Reference Number</b>	RfQ22/02508
<b>Beneficiary Country</b>	Republic of Moldova
<b>Introduction</b>	Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271</a> .

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

**Contacts:** Ms. Victoria Josan, [victoria.josan@undp.org](mailto:victoria.josan@undp.org)

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	11-Aug-2022 10.50.23
<b>Close Date</b>	25-Aug-2022 15.00.00
<b>Time Zone</b>	Eastern European Time

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to view other suppliers' notes and attachments
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response



## 1.4 Terms

**Negotiation Currency** USD (US Dollar)

## 1.5 Attachments

<b>File Name or URL</b>	<b>Type</b>	<b>Description</b>
UNDP GTCs for Contracts Goods	File	UNDP General Terms and Conditions for goods and services
UNDP Quantum User Guide For Suppliers	File	UNDP Quantum User Guide For Suppliers
Section 2 RFQ General Instructions	File	Section 2 RFQ General Instructions
Annex 1 - Schedule of Requirements	File	Annex 1 - Schedule of Requirements
Annex 2 - Quotation Submission Form	File	Annex 2 - Quotation Submission Form
Annex 3 - Technical and Financial Offer	File	Annex 3 - Technical and Financial Offer
Annex 4 - Design examples	File	Annex 4 - Design examples



## 2 Requirements

*\*Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

Thank you and we look forward to receiving your quotations.

UNDP Moldova

### 2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

#### 1. General Instructions

This RFQ is governed by the general provisions stated in Section 2 General Instructions herewith attached. By participating and submitting an offer, supplier confirms to have understood and accepted these provisions.

#### 2. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

#### 3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions / Special Conditions for Contract.

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>)

#### 4. Special Conditions of Contract

Cancellation of PO/Contract if the delivery/completion is delayed by 1 month

#### 5. 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 in the requirements section.

All prices must:

- be exclusive of VAT and other applicable indirect taxes

**6. Language of Quotation**

Quotation must be in English or Romanian, Including documentation including catalogues, instructions and/or operating manuals, if applicable.

**7. Payment Terms**

- 100% within 30 days after receipt of goods and services and submission of payment documentation (invoice).

**8. Conditions for Release of Payment**

- Written Acceptance of Goods and Services based on full compliance with RFQ requirements

**9. Clarifications**

Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to requests for clarification will be communicated directly with messages in the portal.

**10. Evaluation Method**

- The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

**11. Evaluation Criteria**

- Full compliance and technical responsiveness with all requirements as specified in Annex 1;
- Full acceptance of the General Conditions of Contract;
- Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the past 5 (five) years;
- Maximum delivery period not to exceed 60 calendar days upon signature of contract.

**12. Quotation validity period**

- Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.

**13. Partial Quotes and Alternative Quotes**

- Not permitted

**14. Type of Contract to be awarded**

- Purchase Order or Contract for services/goods

**15. Expected Date for Contract Award**

Expected date for contract award is indicated in the system.

*Target: 1-Sep-2022*



## 2.2 Section 2. Documents to be submitted

Section Maximum Score: 7

### \*1. Annex 2: Quotation Submission Form

Annex 2: Quotation Submission Form duly completed and signed

Maximum Score: 1

*Target: Annex 2 provided*

Select one of the following:-

a. Annex 2 provided(*Response attachments are required*)

### \*2. Annex 3: Technical and Financial Offer

Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1

Maximum Score: 1

*Target: Annex 3 provided*

Select one of the following:-

a. Annex 3 provided(*Response attachments are required*)

### \*3. Company Profile

Please write a very brief profile of the company highlighting areas of expertise, capacity, and experience. You can upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system.

Maximum Score: 1

*Target: Company profile provided*

Select one of the following:-

a. Company profile provided(*Response attachments are required*)

### \*4. Registration Certificate

Please provide a copy of your company registration certificate(s).

Maximum Score: 1

*Target: Registration Certificate provided*

Select one of the following:-

a. Registration Certificate provided(*Response attachments are required*)

### 5. Quality Certificates

Please provide Quality Certificates (ISO, etc.)

*Response attachments are optional.*

### 6. Environmental Sustainability

Please provide Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied (if any)

*Response attachments are optional.*

### \*7. List of similar projects





Please provide a 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

Maximum Score: 1

Target: *List of similar projects provided*

Select one of the following:-

- a. List of similar projects provided(*Response attachments are required*)

**\*8. Offer validity**

Confirm validity of your offer from deadline of RFQ.

Maximum Score: 1

Target: *Confirm validity of at least 90 days*

Select all that apply:-

- a. Confirm validity of at least 90 days(*Response attachments are optional*)

**\*9. Self-Declaration**

Please provide a written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List

Maximum Score: 1

Target: *Self-Declaration provided*

Select one of the following:-

- a. Self-Declaration provided(*Response attachments are required*)

**2.3 Section 3. Annex 1: Schedule of Requirements**

Section Maximum Score: 4

**\*1. Compliance with technical requirements**

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and state if any deviations. Upload the full document of the Technical Offer as per template provided and add additional technical documentation as needed.

Maximum Score: 1

Select one of the following:-

- a. Fully Comply(*Response attachments are required*)  
 b. Comply with minor deviations(*Response attachments are optional*)  
 c. Do not comply with requirements

**\*2. Delivery time**

Confirm that you meet the required delivery time (60 calendar days) from the contract signature.

Maximum Score: 1

*Response attachments are optional.*

**\*3. Delivery INCOTERMS**

Please confirm acceptance of the INCOTERMS: DDP

Target: *Accept Delivery Terms as per Incoterms 2020 - DDP*

Select one of the following:-

- a. Accept Delivery Terms as per Incoterms 2020 - DDP(*Response attachments are optional*)



**\*4. Exact address of delivery location**

Accept to deliver to the address(es) and locations indicated below:

- **City Hall Ungheni:** MD-3600, Ungheni city, #7, Națională street, Republic of Moldova
- **City Hall Cahul:** MD-3909, Cahul city, #6, Independenței street, Republic of Moldova

Maximum Score: 1

*Target: Accept delivery to indicated locations*

Select one of the following:-

- a. Accept delivery to indicated locations *(Response attachments are optional)*
- b. Cannot deliver to the locations specified *(Response attachments are optional)*

**\*5. Warranty period**

Confirm acceptance of the warranty period as required in Annex 1

Maximum Score: 1

*Target: Confirm compliance with warranty requirements*

Select one of the following:-

- a. Confirm compliance with warranty requirements *(Response attachments are optional)*



### 3 Lines

#### 3.1 Line Information

Line	Category Name	Item	UOM	Target Quantity	Unit Price	Total Price	Additional Attributes
1- Exhibition Aluminum tent	Tents		Each	8			
2- Aluminum folding chairs	Chairs		Each	80			
3-Plastic folding table, with metal legs	Tables		Each	12			
4-Other fees (if applicabl e) (total)	Cost accounting service						