



**REQUESTFORQUOTATIONNO.RFQ24/02968:**

**Production and supply of furniture for the UNDP Common Office Space**

United Nations Development Programme, through its office in Republic of Moldova, kindly requests your quotation for the delivery of furniture for the UNDP Common Office Space, as detailed in line items section of this **Request for Quotation no. RFQ24/02968 "Production and supply of furniture for the UNDP Common Office Space"**.

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: Technical design and specifications of furniture (separate PDF file)

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 Quantum Next Gen ERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00634** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).** In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.



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

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If a Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova





**Table of Contents**

1 Overview.....5

    1.1 General Information.....5

    1.2 Tender Timeline.....7

    1.3 Response Rules.....7

    1.4 Terms.....8

2 Requirements.....9

    2.1 Section 1. Section 2 RFQ Instructions and Data sheet.....9

    2.2 Section 2. Documents to be submitted.....10

    2.3 Section 3. Schedule of Requirements.....12

    2.4 Section 4. Bidder Declaration.....12

    2.5 Section 5. Annex 3 - Financial Offer.....13

    2.6 Section I-1. ....13

3 Lines.....14

    3.1 Line Information.....14



1 Overview

1.1 General Information

Title	RFQ24/02968:Production and supply of furniture for the UNDP Common Office Space
Amendment Description	1. UNDP Moldova is hereby amending Annex 1: Schedule of Requirements to adjust certain technical requirements towards the goods. The changes are marked in red. 2. Revised Annex 1: Schedule of Requirements is hereby attached. 3. All other terms and conditions of the solicitation documents, except as amended herein, shall remain unchanged and shall continue in full force and effect.
Contact Point	Procurement Unit
Outcome	
E-Mail	sc.md@undp.org
Reference Number	RFQ24/02968
Beneficiary Country	MDA

Introduction

REQUESTFOR  
QUOTATIONNO.  
RFQ24/02968:

Production and supply of  
furniture for the UNDP  
Common Office Space

United Nations Development Programme, through its office in Republic of Moldova, kindly requestsyourquotation for the delivery of furniture for the UNDP Common Office Space, as detailed in line items section of this **Request for Quotation no. RFQ24/02968 " Production and supply of furniture for the UNDP Common Office Space"**.

- ThisRequestforQuotationcomprisesthefollowingdocuments:
- 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: Technical design and specifications of furniture (separate PDF file)



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 QuantumNextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00634** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).** In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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.

Should you require further clarifications on the application through



the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

## 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	24/12/24 16:25 PM
<b>Close Date</b>	09/01/25 14:30 PM
<b>Time Zone</b>	Coordinated Universal Time

## 1.3 Response Rules

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



	<b>Rule</b>
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency        USD

**Eligible Response Currencies**

*Check the one currency in which you will enter your response.*

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2





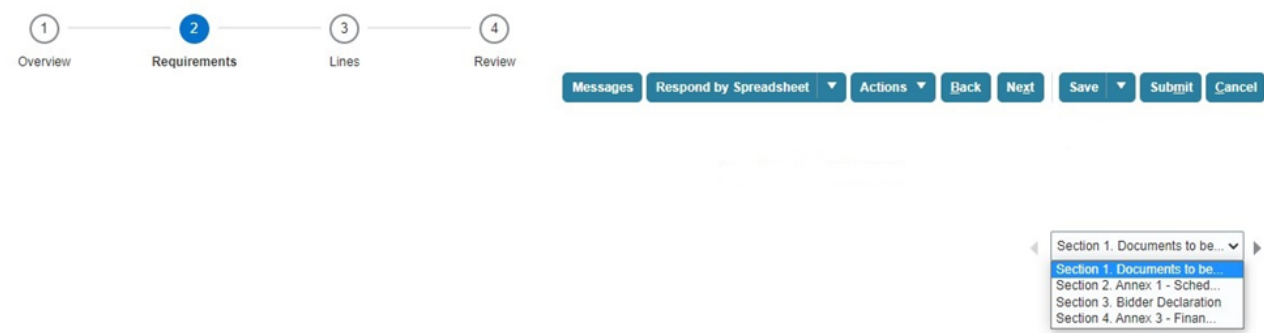
2 Requirements

*\*Response is required*

*Please review carefully the requirements and questions in this section.*

*Provide answers where required (marked with \*asterisk symbol) and upload supporting documents when requested so (marked with \*asterisk symbol).*

*Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page:*



2.1 Section 1. Section 2 RFQ Instructions and Data sheet

1. Introduction

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 (link: <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit>) and with the provisions in the General Instructions to Bidders included in the document herewith attached.

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.

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 cancellation of the tender in the online portal.

2. General Instructions

Please read and follow the general instructions to Bidders included in the General Instructions document herewith attached.



### 3. Special Instructions

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

### 4. 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:

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Considerations%20of%20Contracting\\_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:

<https://www.undp.org/procurement/business/how-we-buy>

## 2.2 Section 2. Documents to be submitted

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

Have you uploaded Annex 2: Quotation Submission Form duly completed and signed?

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

Have you uploaded Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 and Technical design and specifications of furniture in Annex 4?

#### \*3. Technical description of the offered goods and related services

Have you uploaded the detailed technical description of the offered goods and related services services (including brochures/user manuals/design)?

#### \*4. Company Profile

Have you provided the Company Profile, including portfolio/previous experience in similar fields related to the assignment: production and delivery of furniture (including office furniture)?

#### \*5. Registration Documents

Have you provided the company' registration documents?

#### \*6. List of relevant projects

List of completed and/or ongoing contracts for the supply of similar goods/furniture within the past three (3)



years including the following information:

- Name of previous contracts
- Client & Reference Contact
- Details including e-mail
- Contract Value (indicate if the amounts includes or not VAT)
- Period of activity
- Types of furniture manufactured and supplied

Copies of provided relevant contracts might be requested during the evaluation process.

**\*7. Delivery schedule**

Have you provided the delivery schedule, including delivery time and production time ?

**\*8. Information regarding warranty and after sales services**

Have you provided information regarding warranty and after sales services: warranty provisions and mechanism, response time?

**\*9. Statement of warranty as per schedule of requirements**

Have you provided the statement of warranty as per schedule of requirements?

**\*10. Certificates of quality and/or origin**

Have you provided certificates of quality and/or origin for the offered materials and mechanisms (where applicable)?

**\*11. Quality Certificates (ISO, etc.)**

Have you provided Quality certificates (ISO, etc.) that the Bidder holds, if any?

**\*12. Environmental Compliance Certificates, Accreditations, Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Materials/Products being supplied (if any)**

Have you provided the Environmental Compliance Certificates, Accreditations, Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Materials/Products being supplied (if any)?

**\*13. Statement of Satisfactory Performance**

Have you provided the Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field?



## **2.3 Section 3. Schedule of Requirements**

### **\*1. Compliance with technical requirements and evaluation criteria**

Please confirm whether you comply with the evaluation criteria listed in Section 2: Special Instructions and technical requirements listed in Annex 1: Schedule of Requirements. If you can not comply or comply with deviations, please indicate counter-offer in the comments.

Please upload additional documents related to your technical offer if different than the filled in Annex 3: Technical and Financial Offer form.

## **2.4 Section 4. Bidder Declaration**

### **\*1. Requirements and Terms and Conditions**

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.

### **\*2. Capacity and capability**

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.

### **\*3. Ethics**

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.

### **\*4. Code of Conduct**

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.

### **\*5. 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.

### **\*6. Prohibitions and Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, 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.

**\*7. 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.

**\*8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

**\*9. Acceptance of contract**

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.

**\*10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

**2.5 Section 5. Annex 3 - Financial Offer**

**1. Financial Offer**

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

**2.6 Section I-1.**



3 Lines

Instructions

*Please fill in the lines below according to your quotation. Additionally, please supplement this online form with the duly filled in, signed and stamped Annex 3: Technical and Financial Offer.*

*Please fill in the pricing information for all LOTs. UNDP shall award the Contract for both LOTs or for LOT 1 only.*

*Bidders must include all costs related to the completion of the assignment in their quotation price. Therefore, the price per each item shall include the costs for:*

- Transportation services (delivery)*
- Assembling and installation services*
- Warranty on all items – 24 months on parts (incl. mechanisms) and labour*

*Prices below shall be quoted in:*

- MDL, VAT excluded for local suppliers*
- USD, VAT excluded for international suppliers*

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-LOT 1							
2-LOT 2							
1.1-Work Desk / Masa de Birou	56101703		Ea	116			



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1.2-Drawer Unit with castors / Comoda cu rotile	56101900		Ea	116			
1.3-Storage cabinet with shelves and doors / Dulap cu rafturi si usi	56101530		Ea	61			
1.4-Storage cabinet with shelves without doors / Dulap cu rafturi si fara usi	56101530		Ea	25			
1.5-Storage for clothes / Wardrobe / Dulap cu usi pentru haine	56101530		Ea	26			
2.1-Screen Panel / Separator	56101900		Ea	116			