REQUEST FOR QUOTATION NO. RfQ26/03389: Procurement of Furniture Items for the Ion Creanga Model School from Falesti (2 LOTs)

UNDP, through the **Advancing Quality Education and Lifelong Learning Opportunities for All (EU4EDU Project),** kindly requests your quotation for the **Request for Quotation no. RfQ26/03389: Procurement of Furniture Items for the Ion Creanga Model School from Falesti (2 LOTs)** 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: General instructions
- Section 3: Special instructions
- 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 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 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-01154** 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/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D

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. 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.

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. 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 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

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1 Overview

1.1 General Information

Title	RfQ26/03389: EU4EDU/Procurement of Furniture for the Ion Creanga School Falesti
E-Mail	sc.md@undp.org
Reference Number	PRC0198006/RfQ26/03389
Beneficiary Country	MDA

Introduction

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This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
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- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Technical Compliance Table
- Annex 5: Technical Specifications of Furniture Item from Laboratories & Classrooms
- Annex 6: Technical Specifications of Furniture Item from Hallways & Classroom

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.

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Thank you and we look forward to receiving your quotation.
UNDP Moldova

1.2 Tender Timeline

Open Date 02/11/26 16:12 PM
Close Date 17/11/26 14:30 PM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

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

	Response Currency	Description	Price Precision
☐	USD	US Dollar	2
☐	MDL	Moldovan Leu	2

1.4 Attachments

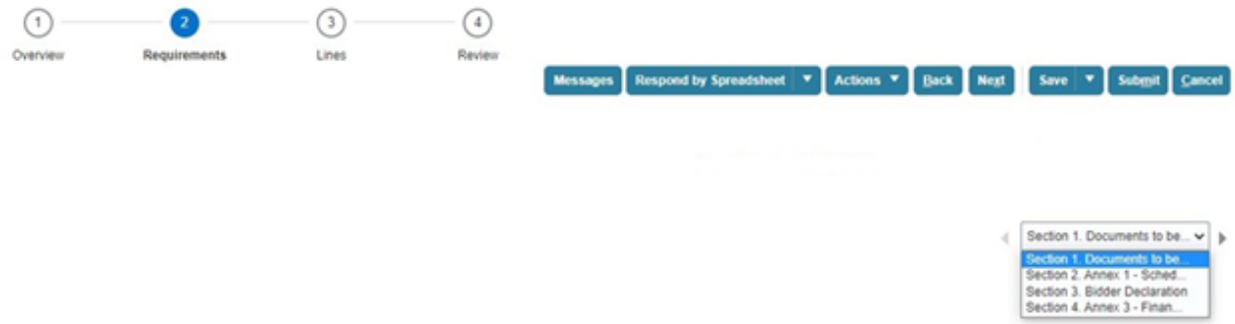
File Name or URL	Type	Description
Request for Quotation	File	
Quotation Forms Annex 2-3	File	
Guides for Suppliers	File	
Annex 5. Technical Specifications Classrooms	File	
Annex 6. Technical Specifications Hallways	File	
Annex 4 Technical Compliance Table	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**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/) 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 for contracts (Goods and Services)
Applicable Terms and Conditions and other provisions are available at UNDP/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 prepared in accordance with the Schedule of Requirements in Annex 1, including:
• understanding of the assignment;
• proposed approach and implementation plan;
• confirmation of the Contractor's capacity to ensure the expertise, logistical and technical arrangements required for the delivery of the assignment

*3. **Annex 4: Technical Compliance Table**

Have you uploaded Annex 4: Technical Compliance Table duly completed and signed, specifying the technical characteristics of each proposed furniture item ?
For standard furniture items, include product images and provide their manufacturer's name, model/product reference, and a catalogue or product link. All documentation shall be provided in either Romanian or English. Acknowledgement of the bidder that the provided goods will be delivered and installed at the location listed in Annex 1.
Target: Yes, Annex 4 completed and uploaded

*4. **Company Profile**

Have you provided the Company Profile, including detailed previous experience in supply of furniture items for schools or corporate offices.

*5. **Registration Documents / Legal Status**

Have you provided copy of registration documents (only in Romanian or English language; in case of documents issued in a different language, please provide their translation in English) ?

*6. **List of completed and/or ongoing contracts**

Have you provided the List of completed and/or ongoing contracts for the production and supply of similar goods/ furniture items 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)
•Types of equipment supplied

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

*7. **Delivery Schedule**

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

*8. **Statement of warranty**

Have you provided Statement of warranty as per schedule of requirements ?

*9. **Statement of availability of a repair workshop**

Have you provided statement of availability of a repair workshop (including name and address) located within the Republic of Moldova?

*10. **Certificates of quality (if any)**

Have you provided the Certificates of quality (ISO and others as applicable) for the items, materials and mechanisms offered (where applicable) ?

*11. **Environmental Compliance Certificates**

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

*12. **Statement of Satisfactory Performance**

Have you provided a Statement of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field *?*

Target: Statement of Satisfactory Performance provided

*13. **No Conflict of Interest in Competition Declaration**

Have you provided a written statement certifying that the proposed key personnel have no personal, professional, or financial conflict of interest under the envisaged contract ?

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

Requirements	You Responses		
	Yes, we will comply	**No, we cannot comply**	**If you cannot comply, pls. indicate counter-offer**
Minimum Technical Specifications *(as per details mentioned in Annex 1: Schedule of Requirements and Annex 5 and Annex 6: Technical Drawings for the furniture items (pdfs).*	☐	☐	Click or tap here to enter text.
Delivery Term (INCOTERMS): *DDP, as per Delivery Requirements enlisted in Annex 1*	☐	☐	Click or tap here to enter text.
Installation Requirements	☐	☐	Click or tap here to enter text.
Warranty Terms: *minimum 24 months on parts and labor*	☐	☐	Click or tap here to enter text.
After-sale services Requirements: *Local Repair Workshop*	☐	☐	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 documentations, including catalogues, and other technical characteristics, shall be in EN or RO languages	☐	☐	Click or tap here to enter text.

The evaluation of quotations shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive.

☒ Full compliance with all requirements as specified in Annex 1, Annex 5 and Annex 6
☒ Full acceptance of the General Conditions of Contract
☒ Minimum 3 (three) years of experience in manufacturing and delivery of furniture
☒ Maximum delivery period as per Annex 1 (60 calendar days after contract signature)
☒ Warranty for a minimum period of 24 months on parts & labour (serviced in Republic of Moldova)
☒ Availability of certificates of quality and origin for the offered materials and products

Target: Fully Comply

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**

l/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**

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.

*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. Financial Offer

1. **Finanical 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.

2.7 Section I-2.

3 PART: Schedule of Requirement and Price Schedule

Instructions ***Please present a detailed cost breakdown for the costs for related services in Annex 3 - Technical and Financial Offer. Prices below shall be quoted in:***

- ***USD (United States Dollars) – applicable to both international and local Bidders; or***
- ***MDL (Moldovan Leu) – applicable to local Bidders only***

If the contract is awarded to a local Bidder that submitted its financial offer in USD, payments will be made in MDL based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-LOT 1: Standard School Furniture and Equipment							
2-LOT 2: Custom-Made School Furniture and Equipment							
1.1-LOT 1: Standard School Furniture and Equipment	Classroom and instructional and institutional furniture and fixtures		Lump Sum	1			

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
2.1-LOT 2: Custom-Made School Furniture and Equipment	Classroom and instructional and institutional furniture and fixtures		Lump Sum	1			

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.