

## **Request for quotation (RFQ) for goods**

Purchase and installation of timber wall bars and protective net for two schools and Health Centre in Obrenovac

**RFQ No: UNOPS-SFRS-2015-G-020**

**Request for quotation (RFQ)  
for Purchase and installation of timber wall bars and protective net for  
two schools and Health Centre in Obrenovac  
RFQ NO. UNOPS-SFRS-2015-G-020**

Date: 31 March 2015

UNOPS is accepting quotations from suppliers for purchase and installation of timber wall bars and protective net in Primary school "Jovan Jovanovic Zmaj", Agricultural-Chemistry School and Health Centre in Obrenovac. All interested parties must complete and return the attached price sheet to the following email address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org) or in a sealed envelope to UNOPS, Sumatovacka 59, 11 000 Beograd.

## 1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

## 2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

## 3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

## 5 Delivery (for goods)

**All items shall be delivered and installed by 29 April 2015.**

## 6 Mobilization and duration (for services) n/a

*Service provision shall commence calendar days after contract signature. The successful supplier is expected to complete the services by (date).*

## 7 Quotations due

All quotations must be received to the address stated below no later than:

Date: 06 April 2015  
Time: 10:00h CET  
Address: Sumatovacka 59, 11000 Beograd  
Or to E-mail: srpc.bids@unops.org  
Contact person: Suzana Tanaskovic

Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS reserves the right to make multiple arrangements for any item or items. Partial bids are not allowed. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:  
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

## 9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

**Approved by:**

Date: 31 March 2015



\_\_\_\_\_  
Graeme Tyndall, UNOPS Serbia Operations Centre Manager

## **ANNEX A**

### **Requirements and price list**

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Quotation comparative data form
2. Bid price&delivery form
3. Previous experience form

As part of the tender documentation the Bidders shall also provide:

1. Company registration documents (not older than six months from the deadline for submission of quotations)
2. Catalogue, brochure or similar document that will prove the required technical characteristics of the offered goods
3. Minimum three references or contracts on delivery and installation of timber wall bars in the last five years which support the information given in the Previous Experience Form
4. The company must provide a valid document/test report/official opinion from the official instance in Serbia or any other country on the quality/safety of the offered goods

**ANNEX B**  
**RFQ – Quotation form**

Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The under signed, having read the terms and conditions of RFQ-UNOPS-SFRS-2015-G-020 set out in the attached document, here by offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel. no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Validity of offer: \_\_\_\_\_

Currency of offer: \_\_\_\_\_

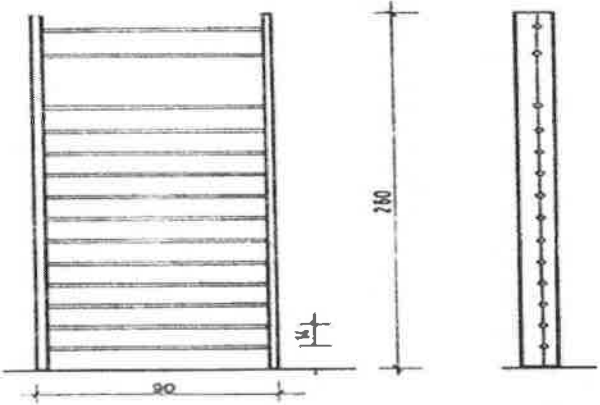
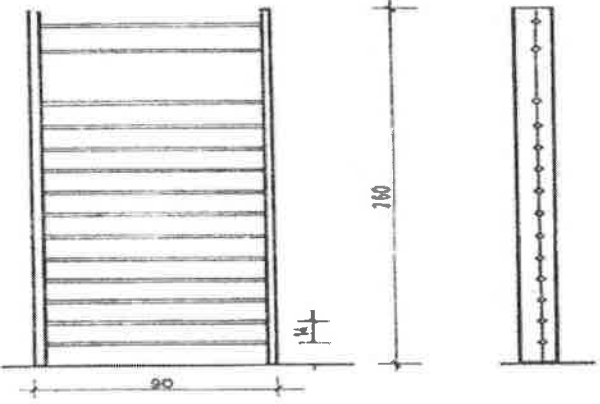
Payment terms 30 days accepted:

Quotation to be addressed to: UNOPS,  
Sumatovacka 59, 11000 Beograd  
Tel.: 011/243-5703 or  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

## 1. Comparative data form

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

Item 1: **Timber wall bars** (RIPSTOL - Švedske merdevine)  
 Quantity: 83 pieces / Količina: 83 komada

UNOPS minimum technical requirements	Bidders to fill-in
<p>Provision and installation of timber wall bars with frames, dimensions 260 x 90cm. Timber wall bars sides: dry wood “ČPČ” class without knots with elliptical or round crossbar, made of quality ash wood mounted on the wall on static metal bracket without fixing on the floor.                      Warranty period: minimum 4 years                      Equal or similar per drawing below:</p>  <p>Nabavka i ugradnja ripstola sa okovima.                      Dimenzije ripstola 260 x 90cm. Stranice ripstola suvo drvo ČPČ klase - bez čvorova, sa elipsastim ili okruglim prečkama od kvalitetnog jasenovog drveta, montirano na zid na staticnu metalnu konzolu bez pricvrscivanja na pod.                      Garantni rok: minimum 4 godine                      Jednako ili slicno crtezu:</p> 	

Item 2: **Protective woven net** (Zaštitna pletena mreža)  
 Quantity: 224m<sup>2</sup> / Količina: 224m<sup>2</sup>

<p>Provision and installation of protective woven net, hand-braided, pane 10x10cm. The kit should include cables, hooks and belt.                  Warranty period: minimum 3 years.</p> <p>Prior to installation remove the existing protective lattice window of locksmith box profile. Disassembled material should be collected and drop off to the landfill according to the request of investors.</p> <hr/> <p>Nabavka i ugradnja pletene zaštitne mreže.                  Mreža ručno pletena, okna 10 x 10cm.                  U kompletu sajle, kuke i zatezači.                  Garantni rok: minimum 3 godine.</p> <p>Prethodno izvršiti demontažu postojećih zaštitnih rešetki prozora od bravarskih kutijastih profila.                  Demontirani materijal sakupiti i odvesti na deponiju prema zahtevu investitora.</p>	
--	--

**The products offered are in accordance with the specifications and requirements**

Yes  
 No

Any deviation must be listed below:

---



---



---

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Signature

## 2. Price & delivery form

<b>Quotation</b>				
<b>Bidder's total price (Price &amp; currency to be entered by bidder):</b>				
TOTAL FIRM DAP PRICE - DAP: Primary school "Jovan Jovanovic Zmaj", Agricultural-Chemistry School and Health Centre in Obrenovac				
<b>Requested offer validity period from the date of offer submission: 90 Days</b>				
<b>BIDDER'S UNIT PRICES (price &amp; currency to be entered by bidder):</b>				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	Provision and installation of timber wall bars with chains, dimensions 260x90cm for the Primary school "Jovan Jovanovic Zmaj" in Obrenovac	56 pcs.		
2.	Provision and installation of timber wall bars with chains, dimensions 260x90cm for the Agricultural-chemistry school in Obrenovac	25 pcs.		
3.	Provision and installation of timber wall bars with chains, dimensions 260x90cm for the Health Centre in Obrenovac	2 pcs.		
4.	Provision and installation of woven net, pane 10x10cm with cables, hooks and belt with prior works on removal of the existing protective lattices on windows for primary school "Jovan Jovanovic Zmaj" in Obrenovac	224 m2		
<b>Bidder's delivery data</b>				
<b>DELIVERY AND INSTALLATION TIME NOT LATER THAN 29 APRIL 2015</b>				

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Authorized Signature

### 3: Previous experience form

<b>Previous Experience</b>				
<b>Description of services/goods /works</b>	<b>Country</b>	<b>Total amount of contract</b>	<b>Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)</b>	<b>Year project was undertaken</b>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature





**UNOPS Headquarters**  
Marmorvej 51  
P.O. Box 2695  
2100 Copenhagen  
Denmark  
Tel: +45 45 33 75 00  
Fax: +45 45 33 75 01