



UNOPS

# Request for quotation (RFQ) for goods

Provision of equipment for trade stores in  
Obrenovac

RFQ No: UNOPS-SFRS-2015-G-036

**Request for quotation (RFQ)  
for Provision of equipment for trade stores in Obrenovac  
RFQ NO. UNOPS-SFRS-2015-G-036**

Date: 28 May 2015

UNOPS is accepting quotations from suppliers for Provision of cash registers, POS printers and beam scales for micro and small enterprises 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 in 15 days from the date of order.

## 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: 08 June 2015  
Time: 12:00h CET  
Address: Sumatovacka 59, 11000 Beograd  
Or to E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)  
Contact person: Nenad Nakic

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.

Bids per LOT are allowed. UNOPS reserves the right to make multiple arrangements per LOTs. 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

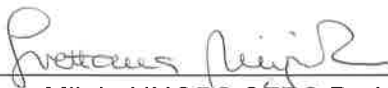
Suppliers with questions or requests for more information are encouraged to send them to the email address [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other 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: 28 May 2015



Svetlana Mijuk, UNOPS SFRS Project 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

## **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-036 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

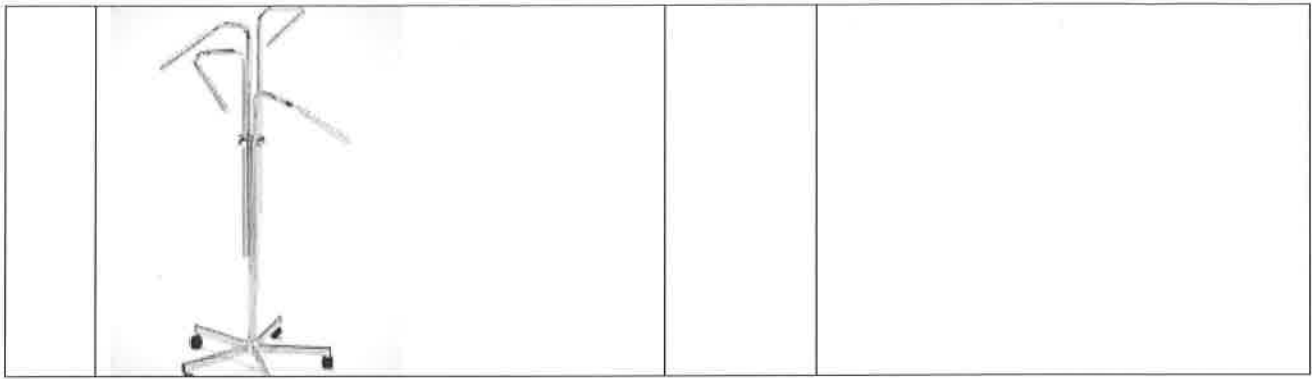
Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.



### Equipment and tool list

### UNOPS minimum technical requirements:


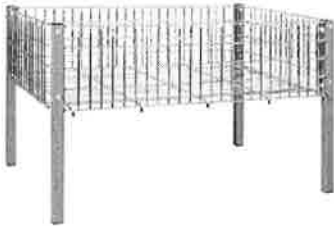

### LOT 1: Equipment for the stores

No.	ITEM	Quantity	Bidders to fill-in
1.	<p><b>Free standing mirror</b></p> <p>Free standing mirror</p> <p>Swivel mirror, free standing, with castors</p> <p>Dimensions (height, length, width) 1400 - 1540 x 530 - 600 x 360 - 500 mm</p> <p>Dimensions: 1250-1400 x 400- 440 mm</p> <p><b>Equal or similar to the drawing</b></p> 	5 pcs.	
2.	<p><b>Fourfold Stander</b></p> <p>Fourfold Stander</p> <p>Dimensions (height x length x width): 1250 - 1700 x 600 x 600 mm</p> <p>With plastic Ø50 mm wheels</p> <p>Height and direction of prongs separately adjustable</p> <p><b>Equal or similar to the drawing</b></p>	2 pcs.	



**LOT 2: Exhibition equipment**

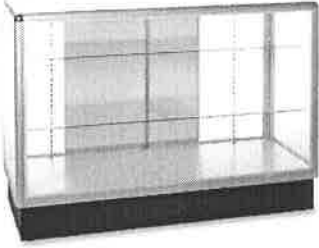


No.	ITEM	Quantity	Bidders to fill-in
1.	<p><b>Sign board</b></p> <p>Sign board, fixed the board can be written in chalk or may stick labels Dimensions of board: minimum 500 x 1000 mm Metal frame</p> <p><b>Equal or similar to the drawing</b></p> 	1 pcs.	
2.	<p><b>Frame A5 for flyers</b></p> <p>Plastic frame for A 5 flyers</p> <p><b>Equal or similar to the drawing</b></p> 	10 pcs.	



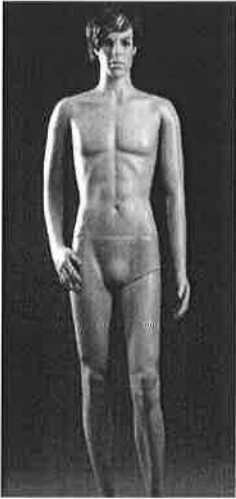

3.	<p><b>Wire basket</b></p> <p>folding                  dimension height : minimum 900 mm                  Basket dimension : 780-950 x 570-650 x 200 mm</p> <p>Equal or similar to the drawing</p> 	3 pcs.	
4.	<p><b>Basket for sales</b></p> <p>wire basket                  dimension height 750-800mm</p> <p>Basket dimension 750 -800x 750-1200 x 200-350 mm</p> <p>Equal or similar to the drawing</p> 	3 pcs.	
5.	<p><b>Exhibition trolley</b></p> <p>Exhibition wire carts with 4 buckets                  hanging possibility of additional bins.                  2 wheels</p> <p>Dimensions (height, length, width): minimum                  1500 x 680 x 560 mm</p> <p>Equal or similar to the drawing</p> 	3 pcs.	


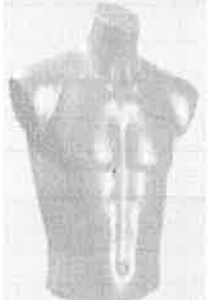
**LOT:3 Showcases and counters**

No.	ITEM	Quantity	Bidders to fill-in
1.	<p>Showcase</p> <p>Cabinet with hinged doors without lighting</p> <p>Dimensions (length, width, height): 400-430 x 370-400 x 1600-1650 mm</p> <p>Features:</p> <ul style="list-style-type: none"> <li>• all glass surfaces (sides, doors, shelves) tempered glass;</li> <li>• upper and lower plates of plywood</li> <li>• minimum 3 glass shelves tempered glass at fixed distance</li> </ul> <p><b>Equal or similar to the drawing</b></p> 	5 pcs.	
2.	<p><b>Sliding door showcase</b></p> <p>The glass case with sliding doors, with lock</p> <p>Dimensions (L x W x H): 1500-1600 x 500-520 x 970 mm</p> <p>lock the sliding door</p> <p>Minimum 2 glass shelves with adjustable height</p> <p>4-wheel height adjustable or plinth 10-15 cm</p> <p>metal frame</p> <p><b>Equal or similar to the drawing</b></p>	1 pcs.	

			
3.	<p><b>The checkout counter</b></p> <p>The checkout counter is made of plywood drawer locks Shelf is adjustable per height dimensions (length, width, height): 500- 520 x 500-520 x 970 mm</p> <p><b>Equal or similar to the drawing</b></p> 	1 pcs.	
4.	<p><b>Table glass case</b></p> <p>The glass case with 1 glass shelf Hinged door with lock Dimensions (height, length, width): 480-500 x 320-340 x 320-340 mm</p> <p><b>Equal or similar to the drawing</b></p> 	2 pcs.	

**LOT4: Equipment for clothing stores**

No.	ITEM	Quantity	Bidders to fill-in
1.	<p><b>Male Mannequin</b></p> <p>Body made of unbreakable plastic with swivelling head. The body of the dolls shatter-resistant plastic. The head is made of elastic PVC with made-up faces and glass eyes. The head can be moved and rotated in several directions. The arms move at the shoulders.  <b>Equal or similar to drawing</b></p> 	4 pcs.	
2.	<p><b>Female Mannequin</b></p> <p>Exhibition PVC doll body of unbreakable plastic with swivelling head. The body of the dolls shatter-resistant plastic. The head is made of elastic PVC with made-up face. The head can be moved and rotated in several directions. The arms move at the shoulders  <b>Equal or similar to drawing</b></p> 	4 pcs.	

<p>3.</p>	<p><b>Plastic bust female</b></p> <p>Plastic 1/2 female bust          Body color          Height: minimum 570cm  <b>Equal or similar to drawing</b></p> 	<p>8 pcs.</p>	
<p>4.</p>	<p><b>Plastic bust male</b></p> <p>Plastic 1/2 male bust          Body color          Height: minimum 490cm  <b>Equal or similar to drawing</b></p> 	<p>10 pcs.</p>	

*Technical specification in Serbian language is attached – Attachment I*

**Bids per LOT are allowed. UNOPS reserves the right to make multiple contracts per LOTs for this purchase.**

**UNOPS reserved the rights to increase or decrease quantity of items.**

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

Yes

No

Any deviation must be listed below:

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\_\_\_\_\_  
Date

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

*Handwritten mark*

## 2. Price & delivery form

Quotation				
<b>Bidder's total price (Price &amp; currency to be entered by bidder): VAT excluded</b>				
TOTAL FIRM DAP PRICE - DAP: All equipment should be delivered to the trade stores 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
	LOT1: Equipment for the stores			
1.	Free standing mirror	5 pcs.		
2.	Fourfold Stander	2 pcs.		
			Subtotal for LOT 1 :	
	LOT2: Exhibition equipment			
1.	Sign board	1 pcs.		
2.	Frame A5 for flyers	10 pcs.		
3.	Wire basket	3 pcs.		
4.	Basket for sales	3 pcs.		
5.	Exhibition trolley	3 pcs.		
			Subtotal for LOT 2 :	
	LOT3: Showcases and counters			
1.	Showcase	5 pcs.		
2.	Sliding door showcase	1 pcs.		
3.	Checkout counter	1 pcs.		
4.	Table glass case	2 pcs.		
			Subtotal for LOT 3 :	
	LOT4: Equipment for clothing stores			
1.	Male Mannequin	4 pcs.		
2.	Female Mannequin	4 pcs.		
3.	Plastic bust female	8 pcs.		
4.	Plastic bust male	10 pcs.		
			Subtotal for LOT 4 :	
			<b>GRAND TOTAL:</b>	

Bidder's delivery data	
<b>DELIVERY AND INSTALLATION TIME in 15 days from the date of order</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



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