

Invitation to bid (ITB) for goods

Purchase of furniture for Subotica
Faculty of Economics Department in
Bujanovac

ITB No. UNOPS-EP-2015-G-017

Date: 14 July 2015

Invitation to bid (goods)
Purchase of furniture for Subotica Faculty of Economics
Department in Bujanovac
ITB No.UNOPS-EP-2015-G-017

Section 1: Bid data

Bid number: ITB-UNOPS-EP-2015-G-017
Project: 00088112 – European PROGRES

Note: There is a possibility that UNOPS and Municipality of Bujanovac will share the costs for procurement of furniture. In that case two separate contracts will be issued and signed. UNOPS is not liable for Municipality of Bujanovac share.

Procurement official's name: Suzana Tanaskovic
Email: suzanat@unops.org
Telephone number: +38111 2445-687
Facsimile: +38111 2445-687
Issue date: 14 July 2015

Pre-bid conference / site visit – NOT APPLICABLE

Requests for clarifications due Requests for clarification from bidders will not be accepted any later than 4 days before the Deadline for Bid Submission.

UNOPS clarifications to bidders due Responses to requests for clarification shall be communicated to bidders by posting responses on UNOPS web site (www.unops.org), LBHT web site (<http://www.sagradimodom.org>) and EUPROGRES website (www.euprogres.org) under ITB Case No. UNOPS-EP-2015-G-017.

Bid due:

Date: 30 July 2015
Time: 12:00 hours CET

Planned award date:

Date: July 2015

Planned contract start date delivery date (on or before)

Date: August 2015

Invitation to bid (goods)**Purchase of furniture for Subotica Faculty of Economics Department
in Bujanovac****ITB No. UNOPS-EP-2015-G-017****Section 2: ITB letter**

UNOPS plans to procure **furniture for the Faculty in Bujanovac** as defined in accordance with these documents. UNOPS now invites sealed bids from qualified bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS at the address specified not later than **12:00 a.m. CET (Serbian time zone UTC+01:00) on 30 July 2015.**

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of five sections and a series of annexes which will be completed by bidders and returned with their bid:

- ITB Section 1: Bid data sheet
- ITB Section 2: ITB letter (this document)
- ITB Section 3: Instructions to bidders
- ITB Section 4: UNOPS technical specifications
- ITB Section 5: UNOPS General Conditions of Contract for Goods

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|---------|---|
| Annex A | Bid/No Bid Confirmation Form |
| Annex B | Check List Form |
| Annex C | Bid Submission, Technical and Price Schedule Offer Form |
| Annex D | UNGM Vendor registration form |

Interested bidders may obtain further information by contacting this email address:
srpc.procurement@unops.org

Pre-cleared by:

Date: 14/07/2015



Bozidar Radivojevic, Procurement Officer**Approved by:**

Date: 14/07/2015



Graeme Tyndall, Programme Manager

**Invitation to bid (goods)
Purchase of furniture for Subotica Faculty of Economics
Department in Bujanovac**

ITB No.UNOPS-EP-2015-G-017

Section 3: Instructions to bidders

1.1. Introduction

UNOPS means the United Nations Office for Project Services, Sumatovacka 59, Belgrade, Serbia, with offices located in more than 80 countries worldwide.

Effective with the release of this ITB, all communications must be directed only to UNOPS Procurement Unit by email at srpc.procurement@unops.org. Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

1.2. Eligibility and pre-qualification criteria

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 invitation to bid.

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](#).

When the bidder is not the manufacturer of the goods, and if so required in the UNOPS technical specifications/statement of work (section 4 of this ITB) the bidder shall be duly authorized by the manufacturer of the goods to submit this bid by completing annex J and returning it with its bid, assuring full guarantee and warranty obligations as per the contract.

The bidder must have the required and relevant experience and financial and production capability necessary to perform the contract as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

1.3. Cost of bid

The bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

1.4. Content of solicitation documents

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in the cover section, invitation to bid.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by

these documents or submission of a bid that does not comply with these documents will be at the bidder's risk and may affect the evaluation of the bid.

1.5. Clarification of solicitation documents

1.5.1. A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing address or email address indicated in the ITB indicated in the ITB. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the solicitation documents.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

1.6. Amendments of solicitation documents

At any time prior to the deadline for submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the solicitation documents by amendment.

All prospective bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

1.7. Language of bids

The bids prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the bidder.

1.8. Documents comprising the bid

Bidders shall not submit more than one bid per bidder in this ITB process, with the exception of alternative offers if so provided for in ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the bidder shall comprise the following components:

ITB submission (on or before bid due date) 12:00 a.m. CET (Serbian time zone UTC+01:00) on 30 July 2015:

As a minimum, bidders shall complete and return the below listed documents (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the below listed documents as part of the bid may result in bid rejection.

Part of bid	Check list form (Annex B hereto)
Part of bid	Signed Bid submission, technical and price schedule offer form (Annex C hereto)

If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission:

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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1.9. Bid prices

The bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods it proposes to supply under the contract.

The price of the goods shall be quoted as per Incoterms mentioned in the Price Schedule Form.

Fixed price: Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

1.10. Bid currencies

All prices shall be quoted in RSD – Republic of Serbia Dinar for domestic companies and in USD (US Dollar) for foreign companies.

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 ITB deadline as stated in the ITB 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.

1.11. Bid security

As a requirement to participate in this solicitation, Bidders shall submit a bid security as part of the bid in the amount of **RSD 350,000.00 (Three Hundred Fifty Thousand Republic of Serbia Dinars)**. Any bid security will be in the same currency as stipulated in clause 10 Bid currencies.

The bid security shall be in the form of a bank guarantee issued by an accredited bank, acceptable to UNOPS, in the form provided in the solicitation documents, or another form acceptable to UNOPS and valid for thirty (30) days beyond the period of bid validity prescribed by UNOPS pursuant to clause 12, Period of Validity of Bids. Any unsecured bid may be rejected by UNOPS.

Unsuccessful Bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by UNOPS pursuant to clause 12, Period of Validity of Bids.

The successful Bidder(s)' bid securities will be discharged/returned upon the Bidder executing the contract, pursuant to clause 25, Signing of Contract.

The bid security may be forfeited:

- a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the bid submission form; or
- b. In the case of the successful Bidder, if the Bidder fails to sign the contract in accordance with clause 25, Signing of Contract.

1.12. Period of validity of bids

Bids shall remain valid for 120 days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security.

1.13. Format and signing of bids

The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

1.14. Sealing and marking of bids

The bidder shall seal the bid in an envelope, as detailed below:

Any envelope should be marked with ITB-UNOPS-EP-2015-G-017 and be addressed as follows for mailing or hand deliveries:

*****CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED UNOPS RSOC*****
United Nations Office for Project Services
Sumatovacka 59, 11 000 Belgrade
Republic of Serbia
Att.: Chair Person, Proposal Opening Committee. Case No.: UNOPS-EP-2015-G-017

If the envelope is not sealed and marked as per the instructions in this clause, UNOPS does not assume responsibility for the bid's misplacement or premature opening.

1.15. Deadline for submission of bids

Bids must be received by UNOPS at the email address/office address specified under clause sealing and marking of bids not later than **12:00 a.m. CET (Serbian time zone UTC+01:00) on 30 July 2015**. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents, in which case all rights and obligations of UNOPS and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.16. Late bid

Any bids received by UNOPS after the deadline for submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", will be rejected. Where a bid security was requested any such bid security will be returned to the bidder after contract award has been made.

1.17. Modification and withdrawal of bids

The bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for submission of bids.

The bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

1.18. Clarification of bids

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNOPS Procurement Manual 8.9 Discussions with vendors.

1.19. Preliminary screening

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

1.20. Determination of compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

1.21. Evaluation steps

All bids found substantially compliant with the formal criteria under 1.19 Preliminary screening will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications/statement of work as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

1.22. **Award criteria**

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS technical specifications. The qualifications will be evaluated by UNOPS and bidders determined to have met all mandatory requirements will be considered for award.

UNOPS will award the contract to the best qualified contractor whose bid substantially conforms to the requirements set forth in the solicitation documents and offers the lowest overall cost to UNOPS. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNOPS action.

1.23 **UNOPS right to vary quantities at time of award**

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications/SOW, provided this does not exceed the percentages specified in Section 4, Technical specifications/SOW, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

1.24 **Notification of award**

Prior to the expiration of the period of bid validity, UNOPS will notify the successful bidder in writing by email or letter, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the bidder will be required to complete registration on the UNGM prior to the signature and finalization of the contract.

1.25 **Signing of contract**

At the same time as UNOPS notifies a successful bidder that its bid has been accepted, UNOPS will invite the bidder, provided the bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.

Invitation to bid (goods)
Purchase of furniture for Subotica Faculty of Economics Department in Bujanovac

ITB No.UNOPS-EP-2015-G-017

Section 4: UNOPS technical specifications

A. Summary of requirements

1. List of goods		
Item N°	Description of goods	Quantity
01. FURNISHING THE BUILDING		
1. CUSTOM MADE FURNITURE		
1	Teacher's lounge desk Mark U1 in double square Dimensions 180/450/75 cm	1
2	Three-seat library table Mark U23 in double square Dimensions 300/60/75 cm	7
3	Single-seat office desk Mark U7 in double square dimensions 120/60/75 cm	1
4	Single-seat office desk with extension Mark U8 in double square dimensions 140+80/80/75 cm	2
5	Archive desk Mark U9 in double square dimensions 90/60/75 cm	1
6	Small teacher's desk Mark U18 in double square dimensions 140/80/75 cm	3
7	Amphitheatre teacher's desk Mark U25 in double square dimensions 330/80/75+80/80/150 cm	1
8	desk - one auditorium seating unit length Mark U19 in double square dimensions 720/60/75 cm	25
9	library desk Mark U24 in double square dimensions 90/90/75(120) cm	2
10	amphitheatre tiers Mark U26 in double square	80.4
11	Student service counter Mark U17 in double square dimensions 360/97/75(110) cm	1
12	library reference desk Mark U21 in double square dimensions (140+80)/95/75(110) cm	1
13	Furniture set Mark ST1 in double square	3
14	Wardrobe wall unit Mark G1 in double square dimensions 80/2/215 cm	17

15	narrow closet Mark U2 in double square dimensions 200/35/215 cm	3
16	Trocadero shelving unit Mark U5 in double square dimensions 90/30/180 cm	3
17	Archive shelving unit Mark U11 in double square dimensions (365+596+200+149)/40/215 cm	1
18	Archive shelving unit Mark U12 in double square dimensions 2x(212/40/215) cm	1
19	narrow closet Mark U13 in double square dimensions 140/40/215 cm	6
20	Utility room shelving unit Mark U16 in double square dimensions (75+100+207+114)/40/215 cm	1
21	Library shelving unit Mark U22 in double square dimensions 2x(190/30/215) cm	1
22	Library shelving unit Mark U22* in double square dimensions 2x(190/30/215) cm	1
23	Library shelving unit Mark U22** in double square dimensions 190/30/215 cm	1
24	hallway shelf Mark U20 in double square dimensions 500/35/3 cm	2
25	kitchen–kitchen countertop Mark U14 in double square dimensions 240/60/75 cm	1
26	kitchen –wall unit Mark U15 in double square dimensions 240/40/60 cm	1
27	Sanitation blocks panelling Mark U6 in double square	6
28	Sliding pantry panel Mark U27 in double square dimensions 70/215/3 cm	1
2. READY MADE FURNITURE		
1	Chair - Mark S1 in double square	5
2	Chair - Mark S3 in double square	15
3	Chair - Mark S4 in double square	30
4	Chair - Mark S5 in double square	260
5	Rubbish Bin Mark K1 in double square 15 litres	19
6	Rubbish Bin Mark K2 in double square 18 litres	12
7	Rubbish Bin Mark K3 in double square dimensions 45/45/70 cm	11
8	Rubbish bin with a plastic lid Mark K4 in double square	15

9	Metal jardinières for planting small plants indoors. Mark Z1 in double square dimensions 45/60/100 cm	10
10	Holder Mark D1 in double square dimensions 23/20.5/65 cm	6
11	Holder Mark D2 in double square dimensions 48/9/88 cm	6
12	soap dispenser Mark D3 in double square	20
13	Toilet brushes with holders Mark D4 in double square	17
14	Toilet paper holder Mark D5 in double square	17
15	Towel rack Mark D6 in double square	14
16	Mirrors above bathroom washbasins Mark D7 in double square dimensions 200/90 cm	6
17	Mirrors above bathroom washbasins Mark D7* in double square dimensions 120/90 cm	2
18	Kitchenette coffee table Mark D8 in double square	1
19	Refrigerator Mark F1 in double square dimensions 60/60/85 cm	1
20	Flush-mounted cooker with two rings Mark C1 in double square dimensions 27/4/49 cm	1
21	Mountable vertical blinds Mark ZA1 in double square dimensions 181/183 cm	8
22	Mountable vertical blinds Mark ZA1* in double square dimensions 203/183 cm	1
23	Mountable vertical blinds Mark ZA2 in double square dimensions 136/306 cm	1
24	Mountable vertical blinds Mark ZA3 in double square dimensions 271/306 cm	1
25	Mountable vertical blinds Mark ZA4 in double square dimensions 203/306 cm	4
26	Mountable vertical blinds Mark ZA5 in double square dimensions 400/235+500/235 cm	2
27	Library lamps Mark L1 in double square	21
28	Overhead projector carrier Mark P1 in double square	1
29	Notice board Mark T2 in double square dimensions 76/103 cm	12
30	School board Mark T3 in double square dimensions 250/120 cm	4

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31	Schoolboard Mark T4 in double square dimensions 180/120 cm	1
3. READY MADE FURNITURE		
1	Name plate at the entrance to the building Mark OT1 in double square	1
2	Wall mounted table with the building layout Mark OT2 in double square	1
3	Signs marking entrances to the toilet and the storeroom as well as 'no smoking' signs Mark OP1 in double square Toilets	4
4	Entrance to the Men's room Mark OP2 in double square	4
5	Entrance to the Ladies' room Mark OP3 in double square	4
6	Entrance to the Disabled toilet Mark OP4 in double square	6
7	Entrance to the Trocadero and cleaning room Mark OP 5 in double square	4
8	No Smoking Mark OP 6 in double square	30
9	Room name plates Mark OP Lin double square	30
10	Signposts Mark OP U1 in double square Exit sign, dimensions 10/30cm	6
11	Indoor signpost to various rooms Mark OP U2 in double square 40/50cm	3

NOTE: All items must comply with drawings and requirements laid down in the technical specifications. The required specifications present minimum requirements. Bidders may offer items with more advanced specs and such offers are accepted as appropriate.

Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers' literature and written Bidder specification reasons for that must be explained in the Bidder specifications. Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted for each item offered. The manufacturers' technical literature should be marked in an appropriate manner (i.e. model number).

Bidder warrants that offered equipment is new and unused. Bidder shall further warrant that none of the supplies have any defect arising from design, materials or workmanship.

Where applicable items must be in compliance with the Law on health safety of products for general use Republic of Serbia. Bidder warrants that the furniture is painted with non-toxic colors and is safe for use in households.

Based on Clause 1.23 of the ITB section 3: Instructions to bidders UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications and without any change in the unit prices or other terms and conditions of the bid and the bidding documents. The exact quantity will be determined according to the programme needs. UNOPS reserves the right to make multiple contracts for this purchase.

For the ITB purposes the bidder shall provide the following documentary evidence:

1. Financial capability of the company
 - **Document from Business Registers Agency (APR) not older than 6 months**

- Tax administration receipt that the company paid all local and national taxes (not older than 6 months)
- Financial statements and solvency reports for last 3 years to be provided.
- Bid security in the form of Bank Guarantee in the amount of RSD 350,000.00

2. Experience and technical capacity

- At least 5 similar contracts executed successfully during the last 5 years in the total amount of minimum RSD 5,000,000.00. Reference letters to be provided.
- Bidders shall furnish data to support that they have the production capacity to perform the Contract and complete delivery of the supplies within the stipulated delivery period.
- Bidder should be in continuous business of manufacturing / supplying the specific product during the last 3 (three) years prior to bid opening.
- Bidders shall provide catalogue, brochure or similar document that will prove the required technical characteristics of the product offered.

B. Drawings

The drawings are part of the description and attached to this ITB document.

C. Inspections and tests

There are no specific requirements related to inspections and tests.

D. Manufacturer's authorization form

Manufacturer's authorization is not required.

Invitation to bid (goods)**Purchase of furniture for Subotica Faculty of Economics Department in Bujanovac****ITB No. UNOPS-EP-2015-G-017****Section 5: UNOPS General Conditions of Contract**

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "what we need" > "Information for vendors" > "UNOPS General Conditions of Goods". If your company is unable to access the document, please send an email request to: srpc.procurement@unops.org and the UNOPS General Conditions of Contract will be sent to you electronically.

ANNEX A
Invitation to bid (goods)
Purchase of furniture for Subotica Faculty of Economics Department in Bujanovac
ITB No. UNOPS-EP-2015-G-017
Bid/no bid confirmation form

If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

 To: UNOPS
 Suzana Tanaskovic

 Fax/email +381-11-243-5703
 suzanat@unops.org

 From: _____

Subject ITB-UNOPS-EP-2015-G-017

YES, we intend to submit an offer.

NO, we are unable to submit a bid in response to the above mentioned invitation to bid due to the reason(s) listed below:

- The requested products are not within our range of supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your ITB is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the bids is away from the office
- Other (please provide reasons) _____
- _____
- We would like to receive future ITBs for this type of goods
- We don't want to receive ITBs for this type of goods

If UNOPS has questions to the bidder concerning this NO BID, UNOPS should contact Mr./Ms. (_____), phone/email (_____), who will be able to assist.

ANNEX B

Invitation to bid (goods)

Purchase of furniture for Subotica Faculty of Economics Department in Bujanovac

ITB No. UNOPS-EP-2015-G-017

Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No	Page no. in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to bidders?			
<ul style="list-style-type: none"> • Bid/no bid confirmation 			
<ul style="list-style-type: none"> • Bid submission, technical and price schedule offer form 			
<ul style="list-style-type: none"> • UNGM Vendor registration 			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications/ including:			
<ul style="list-style-type: none"> • Document from Business Registers Agency (APR) not older than 6 months 			
<ul style="list-style-type: none"> • Tax administration receipt that the company paid all local and national taxes (not older than 6 months) 			
<ul style="list-style-type: none"> • Financial statements and solvency reports for last 3 years to be provided 			
<ul style="list-style-type: none"> • 3 reference letters to be provided 			
<ul style="list-style-type: none"> • Confirmation letter that they have the production capacity to perform the Contract and complete delivery of the supplies within the stipulated delivery period 			
<ul style="list-style-type: none"> • Catalogue, brochure or similar document that will prove the required technical characteristics of the product offered 			
<ul style="list-style-type: none"> • Bid security provided 			

ANNEX C

Invitation to bid (goods)

Purchase of furniture for Subotica Faculty of Economics Department in Bujanovac

ITB No. UNOPS-EP-2015-G-017

Bid submission, technical and price schedule offer form Cover page

Bidders are requested to complete this form and return it as part of their bid submission.

This cover page, the specification and the price schedule form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date:

ITB No.: UNOPS-EP-2015-G-017

To: Procurement Unit

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: _____ (Insert the number and issuing date of each amendment);
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in the Schedule of Requirements the following goods and related services _____ (Insert a brief description of the goods and related services);
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: _____ (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. The discounts offered and the methodology for their application are:
Discounts: If our bid is accepted, the following discounts shall apply: _____ (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)
Methodology of application of the discounts: The discounts shall be applied using the following method: _____ (Specify in detail the method that shall be used to apply the discounts);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with Instructions to Bidders Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Clause 44 and GCG Clause 12 for the due performance of the Contract;
- g. We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- h. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to bidders Sub-Clause 4.3;
- i. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

- j. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

Signed: _____ (Insert signature of person whose name and capacity are shown)

In the capacity of _____ (Insert legal capacity of person signing the Bid Submission Form)

Name: _____ (Insert complete name of person signing the Bid Submission Form)

Duly authorized to sign the bid for and on behalf of: _____ (Insert complete name of bidder)

Dated on _____ day of _____, _____ [insert date of signing]

Bid submission, technical and price schedule offer form

Bidders are requested to complete this form and return it as part of their bid submission.

Bidders shall fill in the enclosed forms in accordance with the instructions indicated.

Alternate bids will not be acceptable.

In the event of a supplier submitting more than one bid all bids marked alternative bids will be rejected and only the basic bid will be evaluated.

Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

Comparative data/compliance table

To establish compliance of their bid with the UNOPS technical specifications/statement of work bidders must complete the right column of the below table and the compliance confirmation statement:

UNOPS minimum technical requirements	Bidders to fill-in
CUSTOM MADE FURNITURE	
<p>Note:</p> <p>All furnishings for higher education institutions shall be made of environmentally friendly high-quality materials with no sharp edges and high resistance to wear and tear.</p> <p>The Unit prices of furniture and equipment shall include transportation to the building, unloading and mounting on premises in each of the rooms according to the design (spatial distribution) as well as the connection of technical equipment to electricity and other amenities, i.e. commissioning all furniture and equipment in the Faculty, fully according to the Design.</p> <p>Furniture and equipment descriptions and quantities are provided in this specification. Attached sketches and photographs specify the dimensions and appearance more closely. The quantities in the specification and the descriptions in sketches differ due to existing furniture that will be used to partially refurbish the building.</p> <p>Procurement of materials, manufacture and mounting of desks. The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>A hole shall be made in the middle off the desk top (as provided in the sketch) to mount the desk outlet (subject to it and electricity fittings design) housing the grid and network sockets etc. The outlet shall be coated with chipboard on the actual surface of the desk top.</p> <p>The connection between the desk top and structure shall be made by machine screws and double thread hex nuts.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U1 in double square</p> <p>Teacher's lounge desk</p> <p>Dimensions 180/450/75 cm</p>	
<p>Mark U23 in double square</p> <p>Three-seat library table</p> <p>Dimensions 300/60/75 cm</p>	
<p>Procurement of materials, manufacture and mounting of a computer desk.</p> <p>The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box</p>	

<p>profiles with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>A CPU holder made of 18mm thick chipboard shall be mounted under the righthand side of the desk top. The connection between the desk top and structure shall be made by machine screws and double thread hex nuts. A cable grommet shall be provided on the desk top. The desk shall be equipped with a sliding keyboard tray mounted under the desk top.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U7 in double square</p> <p>Single-seat office desk</p> <p>dimensions 120/60/75 cm</p>	
<p>Mark U8 in double square</p> <p>Single-seat office desk with extension</p> <p>dimensions 140+80/80/75 cm</p>	
<p>Procurement of materials, manufacture and mounting of desks. The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>Three 20cm tall and 30cm wide drawers made of 18mm thick chipboard shall be mounted under the righthand side of the desk top; the drawers shall be fitted with a central lock on the face of the top drawer.</p> <p>The connection between the desk top and structure shall be made by machine screws and double thread hex nuts.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U9 in double square</p> <p>Archive desk</p> <p>dimensions 90/60/75 cm</p>	
<p>Procurement of materials, manufacture and mounting of a small teacher's desk. The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL</p> <p>A hole shall be made in the middle off the desk top (as provided in the sketch) to mount the desk outlet (subject to tt and electricity fittings design) housing the grid and network sockets etc. The outlet shall be coated with chipboard on the actual surface of the desk top.</p> <p>An 18mm thick, 50cm tall chipboard panel shall be mounted under the desk top on three lateral sides (as provided in the sketch).</p> <p>The connection between the desk top and structure shall be made by machine screws and double thread hex nuts.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U18 in double square</p> <p>Small teacher's desk</p> <p>dimensions 140/80/75 cm</p>	

<p>Procurement of materials, manufacture and mounting of the amphitheatre teacher's desk. The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>The connection between the desk top and structure shall be made by machine screws and double thread hex nuts.</p> <p>The lateral sides of the desk shall be closed with 36mm thick chipboard panels.</p> <p>The cathedra by the desk shall be made of 36mm thick chipboard panels, according to dimensions provided in the sketch.</p> <p>A hole shall be made in the middle off the desk and cathedra top (as provided in the sketch) to mount the desk outlet (subject to tt and electricity fittings design) housing the grid and network sockets etc.</p> <p>The outlet shall be coated with chipboard on the actual surface of the desk top.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U25 in double square</p> <p>amphitheatre teacher's desk</p> <p>dimensions 330/80/75+80/80/150 cm</p>	
<p>Procurement of materials, manufacture and mounting of desk, one auditorium seating unit length</p> <p>The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles (made into an I profile) with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>The connection between the desk top and structure shall be made by machine screws and double thread hex nuts.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U19 in double square</p> <p>desk - one auditorium seating unit length</p> <p>dimensions 720/60/75 cm</p>	
<p>Procurement of materials, manufacture and mounting of library desk.</p> <p>The desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>An 18mm thick, 120cm tall chipboard panel shall be mounted under the desk top on three lateral sides (as provided in the sketch).</p> <p>The connection between the desk top and structure shall be made by machine screws and double thread hex nuts.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U24 in double square</p> <p>library desk</p> <p>dimensions 90/90/75(120) cm</p>	



<p>Procurement of materials, manufacture and mounting of amphitheatre tiers.</p> <p>One unit of length consists of chairs and desk top. The desk top, seat and back of the chair shall be made of 10mm thick beech wood, varnished, and the seats shall also be upholstered.</p> <p>The element legs shall be made of 76*25*2mm steel pipes welded to a steel footing.</p> <p>Seat bottoms shall lift automatically via a spring. Seat supports shall be made of 4mm thick compressed steel. All metal parts shall be coated in silicate epoxy dust and protected by galvanizing.</p> <p>The wood shall be edged with 2mm ABS edging strip.</p> <p>The total of 134 seats in 8 tiers were designed, as provided in the sketch and based on the second floor furnishings layout.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per m¹ of mounted item.</p> <p>Mark U26 in double square</p> <p>amphitheatre tiers</p>	
<p>Procurement of materials, manufacture and mounting of student service counter</p> <p>The counter top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles (made into an I profile) with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>The counter top is indented for three seats.</p> <p>A CPU holder made of 18mm thick chipboard shall be mounted under the righthand side of the counter top (for all three seats). The connection between the desk top and structure shall be made by machine screws and double thread hex nuts. A cable grommet shall be provided on the desk top. The desk shall be equipped with three sliding keyboard trays mounted under the desk top. The counter top shall be at the height of 110cm and made of 36mm thick chipboard panels, dimensions as in the sketch.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U17 in double square</p> <p>Student service counter</p> <p>dimensions 360/97/75(110) cm</p>	
<p>Procurement of materials, manufacture and mounting of the library reference desk.</p> <p>The reference desk top shall be made of 36mm thick chipboard, smooth edges, ABS edged. The desk structure shall be made of 30x30mm steel box profiles (made into an I profile) with rubber or PVC footings. The profiles shall have a plasticized finish in opaque aluminium colour – 9006 by RAL standard.</p> <p>The reference desk top is indented for one seat with an optional extension in terms of extended desk top.</p> <p>A CPU holder made of 18mm thick chipboard shall be mounted under the lefthand side of the reference desk top and three 20cm tall and 30cm wide drawers made of 18mm thick chipboard under the righthand side, fitted with a central lock on the face of the top drawer. The connection between the desk top and structure shall be made by machine screws and double thread hex nuts. A cable grommet shall be provided on the desk top. The desk shall be equipped with three sliding keyboard trays mounted under the desk top. The reference desk top shall be at the height of 110cm and made of 36mm thick chipboard panels, dimensions as in the sketch.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and</p>	

<p>get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U21 in double square</p> <p>library reference desk</p> <p>dimensions (140+80)/95/75(110) cm</p>	
<p>Procurement of materials, manufacture and mounting of a set consisting of a 80/80/75cm square table and four 45/45/115cm chairs.</p> <p>The pieces shall be made of 18mm thick chipboard, smooth edges, ABS edged.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark ST1 in double square</p>	
<p>Procurement of materials, manufacture and mounting of a wardrobe wall unit.</p> <p>The wardrobe wall unit was designed as a 18mm thick chipboard panel screwed in to the wall and fitted with caps covering the drill holes.</p> <p>The panel shall be edged with ABS edging tape.</p> <p>The panel shall be fitted with stainless steel clothes hooks – inox Č4580 (AISI 304) and a wire mesh basket for umbrellas.</p> <p>The chipboard panel pattern and/or colour shall be as selected by the Designer.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark G1 in double square</p> <p>dimensions 80/2/215 cm</p>	
<p>Procurement of materials, manufacture and mounting of closet & shelving unit made of 18mm thick chipboard.</p> <p>The closet shall consist of several segments: open parts – shelving, drawers and doors according to the layout in the sketch.</p> <p>All elements shall be edged with ABS edge tape.</p> <p>The closet plinth shall be 10cm.</p> <p>The handles shall be made of cast plastic in aluminium colour – matte 9006 according to RAL standard.</p> <p>The chipboard panel colour was provided in the design.</p> <p>The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client.</p> <p>Calculated per piece of mounted item.</p> <p>Mark U2 in double square</p> <p>narrow closet – shelving unit, consisting of three parts – lower and upper with doors and shelving and the middle open from the front with adjustable shelves</p> <p>dimensions 200/35/215 cm</p>	
<p>Mark U5 in double square</p> <p>Trocadero shelving unit, consisting of open parts and a drawer</p> <p>dimensions 90/30/180 cm</p>	
<p>Mark U11 in double square</p> <p>Archive shelving unit, consisting of open parts, shelf</p> <p>dimensions (365+596+200+149)/40/215 cm</p>	

<p>Mark U12 in double square Archive shelving unit, consisting of open parts, shelf dimensions 2x(212/40/215) cm</p>	
<p>Mark U13 in double square narrow closet – shelving unit, consisting of three parts – lower and upper with doors and shelving and the middle open from the front with adjustable shelves dimensions 140/40/215 cm</p>	
<p>Mark U16 in double square Utility room shelving unit, consisting of open parts, shelf dimensions (75+100+207+114)/40/215 cm</p>	
<p>Mark U22 in double square Library shelving unit, consisting of open parts, shelf dimensions 2x(190/30/215) cm</p>	
<p>Mark U22* in double square Library shelving unit, consisting of open parts, shelf dimensions 2x(190/30/215) cm</p>	
<p>Mark U22** in double square Library shelving unit, consisting of open parts, shelf dimensions 190/30/215 cm</p>	
<p>Procurement of materials, manufacture and mounting of hallway shelf. A 500x35x3 cm panel made of 36mm chipboard. The panel shall be fixed to the walls using metal carriers at the height of 110cm from the floor. The chipboard panel colour was provided in the design. The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client. Calculated per piece of mounted item.</p> <p>Mark U20 in double square hallway shelf dimensions 500/35/3 cm</p>	
<p>Procurement of materials, manufacture and mounting of kitchen cupboards. Kitchen cupboards made of 18mm chipboard, consisting of two parts: lower and upper segments, with adjustable doors and shelves. All elements shall be edged using ABS edge strip. The plinth shall be 10cm. The handles shall be made of cast plastic in aluminium colour – matte 9006 according to RAL standard. Since the kitchen sink (part of the water fittings design), refrigerator and cooker were provided for, the designed cupboards must have adequate holes in them to install these separately ordered pieces. The 36mm kitchen top shall be protected with waterproof foil. The chipboard panel colour was provided in the design. The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client. Calculated per piece of mounted item.</p> <p>Mark U14 in double square kitchen–kitchen countertop dimensions 240/60/75 cm</p>	

Mark U15 in double square kitchen –wall unit dimensions 240/40/60 cm	
Procurement of materials, manufacture and mounting of sanitation blocks paneling. The panel shall be made of 36mm thick chipboard, dimensions 60/228/3cm. It shall be fixed between walls using metal carriers. Drilling into the washbasin mounting panel was planned and is treated in the water fittings design. The paneling shall be coated with watertight foil. The chipboard panel colour was provided in the design. The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client. Calculated per piece of mounted item. Mark U6 in double square	
Procurement of materials, manufacture and mounting of sliding pantry panel. Hand-operated sliding door – 36mm thick chipboard panel. The panel shall have a load-bearing structure based on an aluminium profile (main carrier) tightly screwed into the wall. The panel shall be carried by a pair of rail-mount bracket trolleys. The 3 wheels on the trolleys shall be made of polyamide P-60 and a roller bearing compliant with the sliding rail profile. Precision guidance shall be provided by an adjustable wheel securing the trolley against derailing. The chipboard panel colour was provided in the design. The Manufacturer shall be required to develop workshop sketches and get approval for these by the Designer and Client. Calculated per piece of mounted item. Mark U27 in double square dimensions 70/215/3 cm	

READY MADE FURNITURE	
Procurement and transportation of a chair with the computer desk. The chair shall be made of metal, with rubber or PVC footings. The chair shall have adjustable seating height. The seat shall be upholstered in fabric and the back shall be made of plasticized mesh. Colour as selected by the Designer. Calculated per piece. Mark S1 in double square	
Procurement and transportation of chairs in offices. The seat and back of the chairs shall be upholstered in fabric. Chrome plated cross legs. Adjustable height. Colour as selected by the Designer. Calculated per piece. Mark S3 in double square	
Procurement and transportation of computer desk chair.	



<p>The chair shall be made of metal, with rubber or PVC footings. The chair shall have adjustable seating height. The seat shall be upholstered in fabric.</p> <p>Colour as selected by the Designer.</p> <p>Calculated per piece.</p> <p>Mark S4 in double square</p>	
<p>Procurement and transportation of conference chairs with the desk.</p> <p>Black metal plasticized frame, upholstered back and set in black fabric; seat and back foam thickness 30mm; plastic cladding of the lower part of the seat and back in black. Approximate measurements: total height 81cm, seat height 47cm, seat width 48cm, seat depth 43cm.</p> <p>Calculated per piece.</p> <p>Mark S5 in double square</p>	
<p>Procurement and transportation of a rubbish bin.</p> <p>Rubbish bin with a plastic lid.</p> <p>The bin shall be placed in a metal nickel plated container. The bin insert shall be made of durable plastic.</p> <p>The bin shall be equipped with a step-on mechanism.</p> <p>Calculated per piece.</p> <p>Mark K1 in double square</p> <p>Bin height shall be 42cm and volume approximately 15 litres</p>	
<p>Mark K2 in double square</p> <p>Bin height shall be 55cm and volume approximately 18 litres</p>	
<p>Procurement and transportation of a rubbish bin.</p> <p>The bin shall be placed in a metal nickel plated container with wooden elements. The insert shall be made of metal.</p> <p>The bin shall be 70cm tall.</p> <p>Calculated per piece.</p> <p>Mark K3 in double square</p> <p>dimensions 45/45/70 cm</p>	
<p>Procurement and transportation of a rubbish bin.</p> <p>Rubbish bin with a plastic lid.</p> <p>The bin insert shall be made of durable plastic.</p> <p>The bin shall be equipped with a step-on mechanism.</p> <p>Bin height shall be 85cm and volume approximately 18 litres</p> <p>Calculated per piece.</p> <p>Mark K4 in double square</p>	
<p>Procurement and transportation of jardinières.</p> <p>Metal jardinières for planting small plants indoors.</p> <p>Calculated per piece.</p> <p>Mark Z1 in double square</p> <p>dimensions 45/60/100 cm</p>	
<p>Calculated per piece.</p> <p>Mark D1 in double square</p> <p>dimensions 23/20.5/65 cm</p>	
<p>Mark D2 in double square</p> <p>dimensions 48/9/88 cm</p>	

<p>Procurement, transportation and mounting of a soap dispenser.</p> <p>The soap dispenser shall be made of plastic and metal and shall be used to provide an quantity of soap when pressing the adequate mechanism. Mounted on a tiled wall by anchors and according to the manufacturer's instructions.</p> <p>Calculated per piece.</p> <p>Mark D3 in double square</p>	
<p>Procurement, transportation and mounting of toilet brushes with holders.</p> <p>The brush and holder shall be used to maintain hygiene in sanitation blocks. Made of plastic and metal. Mounted on a tiled wall by anchors and according to the manufacturer's instructions.</p> <p>Calculated per piece.</p> <p>Mark D4 in double square</p>	
<p>Procurement, transportation and mounting of toilet paper holder.</p> <p>The toilet paper holder shall be made of plastic and metal. Mounted on a tiled wall by anchors and according to the manufacturer's instructions.</p> <p>Calculated per piece.</p> <p>Mark D5 in double square</p>	
<p>Procurement, transportation and mounting of towel rack.</p> <p>The towel rack shall be made of plastic and metal. Mounted on a tiled wall by anchors and according to the manufacturer's instructions.</p> <p>Calculated per piece.</p> <p>Mark D6 in double square</p>	
<p>Procurement, transportation and mounting of mirrors above bathroom washbasins.</p> <p>Wall mount over 22mm chipboard panels, glued on with construction adhesive.</p> <p>Calculated per piece.</p> <p>Mark D7 in double square dimensions 200/90 cm</p>	
<p>Mark D7* in double square dimensions 120/90 cm</p>	
<p>Procurement and transportation of a kitchenette coffee table.</p> <p>The table construction shall be wooden, made of ash; the table top shall be wooden, 4cm thick and extending over the legs by 3cm. The legs shall have the same diameter throughout and dimensions of 8/8cm. All in natural wood hue and varnished with glossy varnish.</p> <p>Calculated per piece.</p> <p>Mark D8 in double square</p>	
<p>Procurement and transportation of a refrigerator.</p>	

<p>The refrigerator shall be 85cm tall, with volume up to 100 litres. The refrigerator shall be self-thawing, complete with an ice chamber and three adjustable shelves.</p> <p>Colour – aluminium gray.</p> <p>Calculated per piece.</p> <p>Mark F1 in double square</p> <p>dimensions 60/60/85 cm</p>	
<p>Procurement and transportation of flush-mounted cooker with two rings, made of glass-ceramics.</p> <p>Calculated per piece.</p> <p>Mark C1 in double square</p> <p>dimensions 27/4/49 cm</p>	
<p>Procurement and transportation of mountable vertical blinds.</p> <p>Vertical blinds with a rail slider and a cover strip.</p> <p>Made of high-quality plasticized material with anti-static properties and odourless, suitable for public areas use.</p> <p>12.7cm slats connected with a plastic cord on the lower end.</p> <p>Mechanism to move the blinds.</p> <p>The rail slider cover strip shall be plastic, made of durable plastic in aluminium colour, 10cm wide and apart from the ceiling plane.</p> <p>The rail shall be fixed to the window lintel according to the manufacturer's instructions; the rail shall be suitable in size for the load of the blinds.</p> <p>Calculated per piece.</p> <p>Mark ZA1 in double square</p> <p>dimensions 181/183 cm</p>	
<p>Mark ZA1* in double square</p> <p>dimensions 203/183 cm</p>	
<p>Mark ZA2 in double square</p> <p>dimensions 136/306 cm</p>	
<p>Mark ZA3 in double square</p> <p>dimensions 271/306 cm</p>	
<p>Mark ZA4 in double square</p> <p>dimensions 203/306 cm</p>	
<p>Mark ZA5 in double square</p> <p>dimensions 400/235+500/235 cm</p>	
<p>Procurement and transportation of library lamps.</p> <p>Desk lamp for the library tables. Desk top mounted and plugged into a socket in the desktop outlet.</p> <p>Calculated per piece.</p> <p>Mark L1 in double square</p>	

<p>Procurement, transportation and mounting of overhead projector carrier. Ceiling mount OHP carrier. 360° turn and 30° inclination. Projector dimensions shall be 182*156*182mm, weight 1.4kg. note: *a hole for the pipe shall be left in the suspended ceiling prior to mounting the OHP carrier at the place designed for it. Calculated per piece. Mark P1 in double square</p>	
<p>Procurement and transportation of a notice board. The notice board for posting competitions and information. The board shall have a stainless steel frame in the colour of matte aluminium 9006 according to RAL standard, with a glass door and a locking system. The table shall be wall mount so that the upper edge is 215cm above the floor at the place specified in the basics. Calculated per piece. Mark T2 in double square dimensions 76/103 cm</p>	
<p>Procurement and transportation of a schoolboard. A school whiteboard. Wall mount, fully according to the manufacturer's instructions. Calculated per piece. Mark T3 in double square dimensions 250/120 cm</p>	
<p>Mark T4 in double square dimensions 180/120 cm</p>	

BUILDING SIGNPOSTING	
<p>Procurement, transportation and mounting of a name plate at the entrance to the building. The notice board on the building – containing the name of the building, located on the façade near the main entrance. The plate shall be made of nickel or chrome plated high-polish brass. CNC engraving with brass fittings. Plate dimensions 40/60 cm, thickness 1.5mm. Calculated per piece. Mark OT1 in double square</p>	
<p>Procurement, transportation and mounting of a wall mounted table with the building layout. Clirite notice- i.e. building layout board. The board shall be in a stainless steel frame in matte aluminium colour 9006 according to RAL standard. The table shall be wall mounted, 15cm above the floor, at the place specified in the basics. Board dimensions 100/200cm. Calculated per piece.</p>	

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Mark OT2 in double square	
Procurement, transportation and mounting of signs marking entrances to the toilet and the storeroom as well as 'no smoking' signs. The material the signs shall be made of is 0.8mm thick GRAVOPLY. Sign dimensions P=10cm. Calculated per piece. Mark OP1 in double square Toilets	
Mark OP2 in double square Entrance to the Men's room	
Mark OP3 in double square Entrance to the Ladies' room	
Mark OP4 in double square Entrance to the Disabled toilet	
Mark OP 5 in double square Entrance to the Trocadero and cleaning room	
Mark OP 6 in double square No Smoking	
Procurement, transportation and mounting of room name plates. Custom cut profiles with Inox caps, covered in AP foil and double adhesive tape on the back. note: room name plates shall be mounted on the doors of most rooms in the building – a list of rooms was provided in the technical description attached to the Main Furnishing Design. Calculated per piece. Mark OP Lin double square	
Procurement, transportation and mounting of signposts. Custom cut profiles, upper and lower lid from anodized aluminium, alucobond plate. Calculated per piece. Mark OP U1 in double square Exit sign, dimensions 10/30cm	
Mark OP U2 in double square Indoor signpost to various rooms, dimensions 40/50cm	

Technical specification in Serbian language is attached – Attachment I

Technical Drawings are attached – Attachment II

The offered products are in accordance with the required specifications and technical requirements:

YES NO

Any deviations must be listed below:

Bid prices

Bidders to submit their financial bid by completing the price schedules
 Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods specified by UNOPS in the technical specifications.

Bidder's prices for goods (price without VAT to be entered by bidder):				
	Description	Qty	Currency:	
			Unit price DAP (b)	Total price DAP (a)x(b)
	CUSTOM MADE FURNITURE			
1.	Teacher's lounge desk Mark U1 in double square Dimensions 180/450/75 cm	1		
2.	Three-seat library table Mark U23 in double square Dimensions 300/60/75 cm	7		
3.	Single-seat office desk Mark U7 in double square dimensions 120/60/75 cm	1		
4.	Single-seat office desk with extension Mark U8 in double square dimensions 140+80/80/75 cm	2		
5.	Archive desk Mark U9 in double square dimensions 90/60/75 cm	1		
6.	Small teacher's desk Mark U18 in double square dimensions 140/80/75 cm	3		
7.	Amphitheatre teacher's desk Mark U25 in double square dimensions 330/80/75+80/80/150 cm	1		
8.	desk - one auditorium seating unit length Mark U19 in double square dimensions 720/60/75 cm	25		
9.	library desk Mark U24 in double square dimensions 90/90/75(120) cm	2		
10.	amphitheatre tiers Mark U26 in double square	80.4		
11.	Student service counter Mark U17 in double square dimensions 360/97/75(110) cm	1		
12.	library reference desk Mark U21 in double square dimensions (140+80)/95/75(110) cm	1		
13.	Furniture set Mark ST1 in double square	3		

14.	Wardrobe wall unit Mark G1 in double square dimensions 80/2/215 cm	17		
15.	narrow closet Mark U2 in double square dimensions 200/35/215 cm	3		
16.	Trocadero shelving unit Mark U5 in double square dimensions 90/30/180 cm	3		
17.	Archive shelving unit Mark U11 in double square dimensions (365+596+200+149)/40/215 cm	1		
18.	Archive shelving unit Mark U12 in double square dimensions 2x(212/40/215) cm	1		
19.	narrow closet Mark U13 in double square dimensions 140/40/215 cm	6		
20.	Utility room shelving unit Mark U16 in double square dimensions (75+100+207+114)/40/215 cm	1		
21.	Library shelving unit Mark U22 in double square dimensions 2x(190/30/215) cm	1		
22.	Library shelving unit Mark U22* in double square dimensions 2x(190/30/215) cm	1		
23.	Library shelving unit Mark U22** in double square dimensions 190/30/215 cm	1		
24.	hallway shelf Mark U20 in double square dimensions 500/35/3 cm	2		
25.	kitchen-kitchen countertop Mark U14 in double square dimensions 240/60/75 cm	1		
26.	kitchen -wall unit Mark U15 in double square dimensions 240/40/60 cm	1		
27.	Sanitation blocks panelling Mark U6 in double square	6		
28.	Sliding pantry panel Mark U27 in double square dimensions 70/215/3 cm	1		
Sub-total:				

READY MADE FURNITURE				
1.	Chair - Mark S1 in double square	5		
2.	Chair - Mark S3 in double square	15		

3.	Chair - Mark S4 in double square	30		
4.	Chair - Mark S5 in double square	260		
5.	Rubbish Bin Mark K1 in double square 15 litres	19		
6.	Rubbish Bin Mark K2 in double square 18 litres	12		
7.	Rubbish Bin Mark K3 in double square dimensions 45/45/70 cm	11		
8.	Rubbish bin with a plastic lid Mark K4 in double square	15		
9.	Metal jardinières for planting small plants indoors. Mark Z1 in double square dimensions 45/60/100 cm	10		
10.	Holder Mark D1 in double square dimensions 23/20.5/65 cm	6		
11.	Holder Mark D2 in double square dimensions 48/9/88 cm	6		
12.	soap dispenser Mark D3 in double square	20		
13.	Toilet brushes with holders Mark D4 in double square	17		
14.	Toilet paper holder Mark D5 in double square	17		
15.	Towel rack Mark D6 in double square	14		
16.	Mirrors above bathroom washbasins Mark D7 in double square dimensions 200/90 cm	6		
17.	Mirrors above bathroom washbasins Mark D7* in double square dimensions 120/90 cm	2		
18.	Kitchenette coffee table Mark D8 in double square	1		
19.	Refrigerator Mark F1 in double square dimensions 60/60/85 cm	1		
20.	Flush-mounted cooker with two rings Mark C1 in double square dimensions 27/4/49 cm	1		
21.	Mountable vertical blinds Mark ZA1 in double square dimensions 181/183 cm	8		
22.	Mountable vertical blinds Mark ZA1* in double square dimensions 203/183 cm	1		

23.	Mountable vertical blinds Mark ZA2 in double square dimensions 136/306 cm	1		
24.	Mountable vertical blinds Mark ZA3 in double square dimensions 271/306 cm	1		
25.	Mountable vertical blinds Mark ZA4 in double square dimensions 203/306 cm	4		
26.	Mountable vertical blinds Mark ZA5 in double square dimensions 400/235+500/235 cm	2		
27.	Library lamps Mark L1 in double square	21		
28.	Overhead projector carrier Mark P1 in double square	1		
29.	Notice board Mark T2 in double square dimensions 76/103 cm	12		
30.	School board Mark T3 in double square dimensions 250/120 cm	4		
31.	Schoolboard Mark T4 in double square dimensions 180/120 cm	1		
Sub-total:				

READY MADE FURNITURE				
1.	Name plate at the entrance to the building Mark OT1 in double square	1		
2.	Wall mounted table with the building layout Mark OT2 in double square	1		
3.	Signs marking entrances to the toilet and the storeroom as well as 'no smoking' signs Mark OP1 in double square Toilets	4		
4.	Entrance to the Men's room Mark OP2 in double square	4		
5.	Entrance to the Ladies' room Mark OP3 in double square	4		
6.	Entrance to the Disabled toilet Mark OP4 in double square	6		
7.	Entrance to the Trocadero and cleaning room Mark OP 5 in double square	4		
8.	No Smoking Mark OP 6 in double square	30		
9.	Room name plates Mark OP Lin double square	30		

10.	Signposts Mark OP U1 in double square Exit sign, dimensions 10/30cm	6		
11.	Indoor signpost to various rooms Mark OP U2 in double square 40/50cm	3		
Sub-total:				
GRAND TOTAL:				

Bid summary

Total firm DAP price - All items are to be delivered to Bujanovac department of the Subotica faculty of Economics (location: centre of town, across the Health Centre, next to Lagado factory in Bujanovac). Transport, offloading and installation to be included in price.

Bidder's delivery data		
Delivery time (DAP from the date of order) for all items		
As soon as possible (maximum 35 calendar days upon signing the contract)	All items	
Warranty period (standard warranty applies – minimum one year warranty period)	All items	

ANNEX D

Invitation to bid (goods) Purchase of furniture for Subotica Faculty of Economics Department in Bujanovac

ITB No. UNOPS-EP-2015-G-017

UNGM vendor registration form

As part of the bid, it is desired that the bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the bidder is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.

Bidders need to familiarize themselves with the United Nations Supplier Code of Conduct. UNOPS encourages all suppliers to subscribe to the United Nations Global Compact.

The bidder may still bid even if not registered with the UNGM. However, if the bidder is selected for contract award, the bidder must register on the UNGM prior to contract signature.



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