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2014

## Request for quotation (RFQ) for goods

Provision of furniture for High School Mladost in  
Petrovac na Mlavi and small enterprises in  
Obrenovac

RFQ No: UNOPS-SFRS-2015-G-056

**Request for quotation (RFQ)  
for Provision of furniture for High School Mladost in Petrovac na Mlavi  
and small enterprises in Obrenovac  
RFQ NO. UNOPS-SFRS-2015-G-056**

Date: 06 August 2015

UNOPS is accepting quotations from suppliers for provision of furniture for High School Mladost in Petrovac na Mlavi 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, 11000 Beograd.

## **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. Minimum three references or contracts on delivery and installation of furniture in the last five years which support the information given in the Previous Experience Form
3. 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-056 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 RSOC,  
Sumatovacka 59, 11000 Beograd  
Tel.: 011/243-5703 or  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)



## 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 31 August 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: 13 August 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: 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: 06 August 2015



Marko Vujacic, UNOPS Serbia National Programme Manager

## 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: School desk one seat / Školska klupa jednosed

Quantity: 150 pieces / Količina: 150 komada

UNOPS minimum technical requirements	Bidders to fill-in
<p><b>School desk one seat</b>            Cantilever type, One seat, Construction: metal welded pipes 2mm wall thick, Epoxy colour RAL 9006, Protection pads, Top: 22mm refined chipboard, beech colour, 2 mm ABS edging, Front panel: 18mm refined chipboard, beech colour, 2mm melamine edging, Under top metal net for luggage, Side hooks for bags, Dimensions: 70x50x76cm</p> <hr/> <p><b>Školska klupa jednosed</b>            Konzolna, Jednosed, Konstrukcija od metalnih varenih cevi debljine zida 2mm, Epoxy boja RAL 9006, Zaštitne gumice, Ploča: 22mm oplemenjena iverica, boja bukva, kantovanje 2mm ABS trakom            Prednja ploča: 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, Mržaste kasete za torbe ispod ploče, Kuke sa stane za torbe, Dimenzije: 70x50x76cm</p>	

### Item 2: Teachers desk / Profesorska klupa (katedra)

Quantity: 5 / Kolicina 5

<p><b>Teacher's desk</b>            Construction: metal welded pipes 2mm wall thick, Epoxy colour RAL 9006, Protection pads, Top: 22mm refined chipboard, beech colour, 2mm ABS edging, Front panel: 18mm refined chipboard, beech colour, melamine edging, Under top shelf for bag, Dimensions: 120x60x76cm.</p> <hr/> <p><b>Profesorska klupa (katedra)</b>            Konstrukcija od metalnih varenih cevi debljine zida 2mm, Epoxy boja RAL 9006, Zaštitne gumice, Ploča: 22mm oplemenjena iverica, boja bukva, kantovanje 2mm ABS trakom, Prednja ploča: 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, Polica ispod ploče za torbu, Dimenzije: 120x60x76 cm</p>	
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Item 3: **Conference table / Konferencijski sto**  
 Quantity: 20 / Kolicina 20

<p><b>Conference table 180 cm</b>                  Top: 25mm refined chipboard, beech colour, 2mm ABS edging, dimensions 180x90cm, Sides: 25mm refined chipboard, beech colour, melamine edging, dimensions 72x50cm, Mid connecting panel: 18mm refined chipboard, beech colour, melamine edging, dimensions 175x55cm</p> <hr/> <p><b>Konferencijski sto 180 cm</b>                  Ploča: 25mm oplemenjena iverica, boja bukva, kantovanje 2mm ABS trakom, dimenzije 180x90cm, Stranice: 25mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, dimenzije 72x50cm, Vezna srednja ploča: 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, dimenzije 175x55cm</p>	
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Item 4: **Office desk / Kancelarijski sto**  
 Quantity: 12 / Kolicina 12

<p><b>Office desk 120 cm</b>                  Top: 22mm refined chipboard, beech colour, 2mm ABS edging, dimensions 120x60cm, Sides: 22mm refined chipboard, beech colour, melamine edging, dimensions 72x50cm, Front connecting panel: 18mm refined chipboard, beech colour, melamine edging, dimensions 115x35cm</p> <hr/> <p><b>Kancelarijski sto 120 cm</b>                  Ploča: 22mm oplemenjena iverica, boja bukva, kantovanje 2mm ABS trakom, dimenzije 120x60cm, Stranice: 22mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, dimenzije 72x50cm, Vezna prednja ploča: 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, dimenzije 115x35cm</p>	
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Item 5: **Drawer cabinet / Fiokar**  
 Quantity: 7 / Kolicina 7

<p><b>Drawer cabinet</b>                  Dimensions: 40-45x70x60cm (LWH), Refined chipboard, beech colour, 2mm ABS edging, Three drawers -- lower deeper (higher) than upper two, Four castors with at least two lockable</p> <hr/> <p><b>Fiokar</b>                  Dimenzije: 40-45x70x60cm (DŠV), Oplemenjena iverica, boja bukva, kantovanje 2mm ABS trakom, tri fioke – donja fijoka dublja od gornjih, 4 tockica minimum 2 sa zaključavanjem</p>	
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**Item 6: School chair / Školska stolica**

Quantity: 150 / Kolicina 150

**School chair**

Cantilever type, Seat and back: beech laminated plywood, ergonomic, 8mm thick, Construction metal welded pipes 1.5mm thick, Epoxy colour RAL 9006, Protection pads, Seat height 46cm

**Školska stolica**

Konzolna, Sedište i naslon bukov lamelirani otpresak, anatomski oblikovan, 8mm debljine, Konstrukcija od metalnih varenih cevi debljine 1.5mm, Epoxy boja RAL 9006, Zaštitne gumice, Visina sedišta 46cm Protection pads, Seat height 46cm

**Item 7: Teachers chair / Stolica za profesora**

Quantity: 43 / Kolicina 43

**Teacher's chair**

Seat and back: upholstered, fabric, colour blue, Construction metal welded pipes 1.5mm thick, Epoxy colour RAL 9006, Protection pads, Seat height 46cm

**Stolica za profesore**

Sedište i naslon tapacirani u plavom štofu, Konstrukcija od metalnih varenih cevi debljine 1.5mm, Epoxy boja RAL 9006, Zaštitne gumice, Visina sedišta 46cm

**Item 8: Office chair / Kancelarijska stolica**

Quantity: 8 / Kolicina 8

**Office chair**

Seat and back: upholstered, fabric, colour blue Adjustable backrest Turning and lifting mechanism, Wheels

**Kancelarijska stolica**

Sedište i naslon tapacirani u plavom štofu, Podesiv naslon, Mehanizam za okretanje i podizanje, Točkići

**Item 9: School board white / Bela školska tabla**

Quantity: 5 / Kolicina 5

**School board**

White magnetic, Tray for markers, Board markers: 5 sets x 4 colours, Cleaning sponge with 250ml cleaning liquid Dimensions: 240x120cm

**Školska tabla**

Bela magnetna, Polica za flomastere, Flomasteri: 5 setova x 4 boje Sunde sa 250ml sredstvom za brisanje Dimenzije: 240x120cm

**Item 10: School board green / Zelena skolska tabla**

Quantity: 5 / Kolicina 5

<p><b>School board green</b> Green board, Tray for chalk, Cleaning sponge, Dimensions: 240x120 cm</p> <hr/> <p><b>Školska tabla</b> Zelena table, Polica za krede, Sunđer za brisanje Dimenzije: 240x120 cm</p>	
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**Item 11: Cabinet for classroom / Orman za ucionicu**

Quantity: 16 / Kolicina 16

<p><b>Cabinet for classroom</b> Top part: 2 doors, 2 adjustable shelves, Dimensions: 80x40x95cm Bottom part: 2 doors, 2 adjustable shelves, Dimensions: 80x40x95cm, Frame: 18 mm refined chipboard, beech colour, melamine edging, Doors: 18mm refined chipboard, light grey colour, 2mm ABS edging, Complete with lock and handles Plinth: 10cm</p> <hr/> <p><b>Orman za učionicu</b> Gornji deo: 2 vrata, 2 police prilagodljive visine, Dimenzije: 80x40x95 cm, Donji deo: 2 vrata, 2 police prilagodljive visine Dimenzije: 80x40x95cm, Korpus: 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, Vrata: 18mm, oplemenjena iverica, boja svetlo siva, kantovanje 2mm ABS trakom Ručice sa bravicom, Cokla: 10cm</p>	
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**Item 12: Book cabinet / Orman za knjige**

Quantity: 4 / Kolicina 4

<p><b>Book cabinet</b> Top part: 2 doors, Glass 5mm with 8cm width frame, Dimensions: 80x40x125cm, Bottom part: 2 doors, 2 adjustable shelves, Dimensions: 80x40x65cm, Plinth: 10cm, Frame: 18mm refined chipboard, beech colour, melamine edging, Doors: 18mm refined chipboard, light grey colour, 2mm ABS edging, Complete with lock and handles, Overall dimensions: 80x40x200cm</p> <hr/> <p><b>Orman za knjige</b> Gornji deo: 2 vrata, Staklo 5 mm sa 8cm širokim ramom, Dimenzije: 80x40x125cm, Donji deo: 2 vrata, 2 police prilagodljive visine Dimenzije: 80x40x65cm, Cokla: 10cm, Korpus: 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, Vrata: 18mm oplemenjena iverica, boja svetlo siva, kantovanje 2mm ABS trakom Ručice sa bravicom, Ukupne dimenzije: 80x40x200 cm</p>	
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**Item 13: Cabinet open / Orman za ucionicu**

Quantity: 11 / Kolicina 11

<p><b>Cabinet open</b> 5 adjustable shelves, 18mm refined chipboard, beech colour, melamine edging, Plinth: 10cm, Dimensions: 80x40x200cm</p> <hr/> <p><b>Orman otvoren</b> 5 polica prilagodljive visine, 18mm oplemenjena iverica, boja bukva, kantovanje melaminskom trakom, Cokla:10cm, Dimenzije: 80x40x200 cm</p>	
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**Item 14: Wardrobe panel / Garderobni pano**

Quantity: 19 / Kolicina 19

<p><b>Wardrobe panel</b> 7 double metal hooks, Frame: 4x2cm, laminate - nature beech Panel: MDF, light grey colour, Dimensions: 90x120x2cm</p> <hr/> <p><b>Garderobni pano</b> 7 duplih metalnih kuka, Ram: 4x2cm, lamelirano drvo natur bukva Ploča: medijapan, boja svetlo siva, Dimenzije: 90x120x2 cm</p>	
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**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 \_\_\_\_\_

## 2. Price & delivery form

<b>Quotation</b>				
<b>Bidder's total price (Price &amp; currency to be entered by bidder) VAT excluded:</b>				
TOTAL FIRM DAP PRICE - DAP: High School Mladost Petrovac na Mlavi and 14 small enterprises in Obrenovac as per attached distribution list				
<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.	School desk one seat	150		
2.	Teacher's desk	5		
3.	Conference table 180 cm	20		
4.	Office desk 120 cm	12		
5.	Drawer cabinet	7		
6.	School chair	150		
7.	Teacher's chair	43		
8.	Office chair	8		
9.	School board white	5		
10.	School board green	5		
11.	Cabinet for classroom	16		
12.	Book cabinet	4		
13.	Cabinet open	11		
14.	Wardrobe panel	19		
<b>Bidder's delivery data</b>				
<b>DELIVERY AND INSTALLATION TIME NOT LATER THAN 31 AUGUST 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 \_\_\_\_\_

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