

Request for quotation (RFQ) for goods

Provision of pillows, blankets and sets of linen for
Presevo Migration Centre

RFQ No: UNOPS-EP-2015-G-029

**Request for quotation (RFQ)
for Provision of pillows, blankets and sets of linen for Presevo Migration
Centre
RFQ NO. UNOPS-EP-2015-G-029**

Date: 28 August 2015

UNOPS is accepting quotations from suppliers for provision of pillows, blankets and sets of linen for Presevo Migration Centre. All interested parties must complete and return the attached price sheet to the following email address: srpc.bids@unops.org or in a sealed envelope to UNOPS, Sumatovacka 59, 11000 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 AS SOON AS POSSIBLE to Presevo Migration Centre.

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: 03 September 2015

Time: 12:00h CET

Address: Sumatovacka 59, 11000 Beograd

Or to E-mail: srpc.bids@unops.org

Contact person: Suzana Tanaskovic

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

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

8 UNOPS General Conditions of Contract

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

9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address srpc.procurement@unops.org 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 August 2015



Graeme Tyndall, UNOPS RSOC 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. Minimum three references or contracts on delivery of linen 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 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-029 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

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: **Pillow / Jastuk**

Quantity: 350 pieces / Količina: 350 komada

UNOPS minimum technical requirements	Bidders to fill-in
<p>Pillow Dimensions: 50cm x70cm, casing made of quilted microfiber, polyester 100%, 140 g/m2, white colour, silicon filling 700g, linen cotton 100%, washable on temperatures to 60°C</p> <hr/> <p>Jastuk Dimenzije: 50cm x 70cm, navlaka od stepanog mikrofibera Polyester 100%, 140g/m2, bela boja, silikonsko punjenje 700g, platno pamuk 100% , pranje na temperaturama do 60°C</p>	

Item 2: **Blanket / Cebe**

Quantity: 900 pieces / Količina: 900 komada

UNOPS minimum technical requirements	Bidders to fill-in
<p>Blanket Composition: 86% acrylic, 7% cotton, 7% polyester, Dimensions: 140cm x 200cm +/-5% Weight: 700g/m2 +/-3%, Color: darker (not bright colors) Shrinking: 3% (width and length) at 40°C washing temperature and machine drying temperature 125°C</p> <hr/> <p>Cebe Sirovniski sastav: 86% akril, 7% pamuk, 7% polyester, Dimenzije: 140cm x 200cm +/-5% Tezina: 700g/m2 +/-3% Boja: zagasiti tonovi Skupljanje po sirini i duzini do 3% pri pranju na temperaturi do 40°C i masinskom susenju do 125°C</p>	

Item 3: Bed linen set / Komplet posteljine

Quantity: 700 pieces / Količina: 700 komada

UNOPS minimum technical requirements	Bidders to fill-in
<p>Bed linen set</p> <ul style="list-style-type: none"> - Bed sheet for mattress, dimensions 140cm x 220cm, - Duvet cover, dimensions 140cm x 220cm, - Pillow case, dimensions 50cm x 70cm, <p>Composition: bed linen cotton 100%, 140g/m2, colour: white Washable on temperatures to 95°C , allowed usage of perichlorine-ethylene, ironing on temperatures to 220°C, centrifuge, dewatering and drying</p> <hr/> <p>Komplet posteljine</p> <ul style="list-style-type: none"> - carsav za dusek, dimenzija 140x220cm - navlaka za jorgan (cebe) 140x220cm - jastucnica dimenzija 50x70cm <p>Sastav: pamucno posteljno platno, pamuk 100%, 140g/m2, bela boja</p> <p>Pranje na temperaturama do 95°C, dozvoljeno tretiranje perihloretilenom, peglanje na temperaturama do 220°C, dozvoljeno centrifugiranje, cedjenje i susenje</p>	

The products offered are in accordance with the specifications and requirements

Yes
 No

Any deviation must be listed below:

Date

Authorized Signature

2. Price & delivery form

Quotation				
Bidder's total price (Price & currency to be entered by bidder) VAT excluded:				
TOTAL FIRM DAP PRICE – DAP and the Contractor should cover all costs of custom clearance agency if needed: Delivery place is Presevo Migration Centre				
Requested offer validity period from the date of offer submission: 90 Days				
BIDDER'S UNIT PRICES (price & currency to be entered by bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	Pillow	350		
2.	Blanket	900		
3.	Bed linen set	700		
Bidder's delivery data				
DELIVERY AND OFFLOADING TO PRESEVO MIGRATION CENTRE, 17523 PRESEVO:				
<u>AS SOON AS POSSIBLE</u> BUT NOT LATER THEN 15 DAYS FROM THE DATE OF ORDER				

 Date

 Authorized Signature

3: Previous experience form

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

Date

Authorized Signature



UNOPS Headquarters
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