

# Request for quotation (RFQ) for goods

Provision of folding beds for Presevo Migration  
Centre

RFQ No: UNOPS-EP-2015-G-030

**Request for quotation (RFQ)  
for Provision of folding beds for Presevo Migration Centre  
RFQ NO. UNOPS-EP-2015-G-030**

Date: 28 August 2015

UNOPS is accepting quotations from suppliers for provision of folding beds for Presevo Migration Centre. 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.

## 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](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: 28 August 2015



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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 folding beds 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-030 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. Comparative data form

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

Item 1: **Folding bed with mattress / Poljski krevet sa dusekom**

Quantity: 200 pieces / Količina: 200 komada

UNOPS minimum technical requirements	Bidders to fill-in
<p><b>Folding bed with mattress</b> Dimensions: width 70-80cm, length 190-200cm, height min. 25 cm, metal portable frame painted with protective paint, with mattress thickness 5-10cm</p> <p><b>Poljski krevet na rasklapanje sa dusekom</b> Dimenzije: sirina 70-80cm, duzina 190-200cm, visina minimum 25cm, metalni rasklopivi okvir lakiran zastitnom bojom, sa dusekom debljine od 5 – 10cm</p>	

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 and Contractor should cover all costs of custom clearance agency if needed: Transport and offloading to Presevo Migration Centre				
<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.	Folding bed with mattress	200		
<b>Bidder's delivery data</b>				
<b>DELIVERY AND OFFLOADING TO PRESEVO MIGRATION CENTRE:</b>				
<b>AS SOON AS POSSIBLE BUT NOT LATER THEN 15 DAYS FROM THE DATE OF ORDER</b>				

 \_\_\_\_\_  
 Date

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

### 3: Previous experience form

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

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Date

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Authorized Signature



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