

Request for quotation (RFQ) for goods

Provision of home furniture for eight
families

RFQ No: **UNOPS-SFRS-2014-G-067**

**Request for quotation (RFQ)
for Provision of home furniture for eight families
RFQ NO. UNOPS-SFRS-2014-G-067**

Date: 09 December 2014

UNOPS is accepting quotations from suppliers for provision of home furniture for eight families in Obrenovac and Krupanj. 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, 11 000 Beograd

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods)

All items shall be delivered by 25 December 2014 and shipped DAP.

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 at the email address stated below no later than:

Date: 15 December 2014
Time: 12:00 CET
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 srcp.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: 09 December 2014



Graeme Tyndall, Programme 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

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-2014-G-067 set out in the attached document, here by offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel. no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

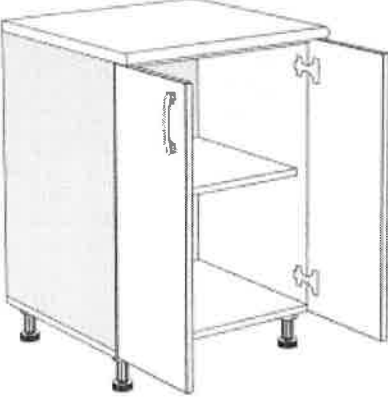
Currency of offer: _____

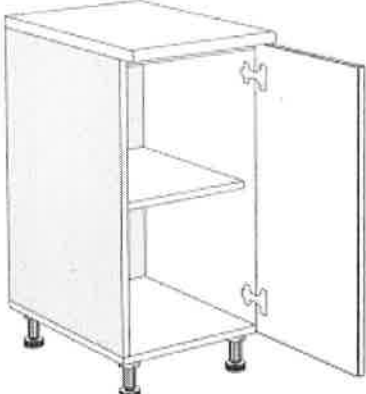
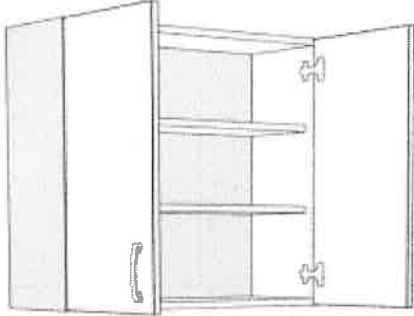
Payment terms 30 days accepted:

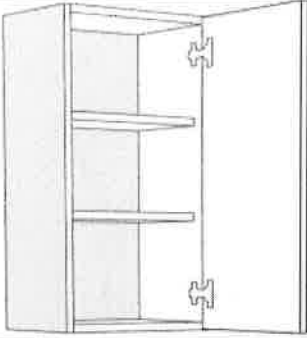


Quotation to be addressed to: UNOPS,
Sumatovacka 59, 11000 Beograd
Tel.: 011/243-5703 or
E-mail: srpc.bids@unops.org

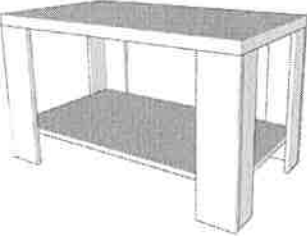

1. Comparative data form

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

UNOPS minimum technical requirements	Bidders to fill-in
<p>Two-door- kitchen base cabinet with worktop Frame: 18 mm refined chipboard, beech colour, ABS edging 2mm 2 doors. 18 mm refined chipboard, beech colour, ABS edging 2mm Handles Shelf in the middle 4 adjustable legs Worktop 2.8 cm Design front: cherry “Back” - HDF panel Dimensions: 60x60x85cm (WxDxH) Equal or similar per drawing</p> 	
<p>One-door- kitchen base cabinet with worktop Frame: 18 mm refined chipboard, beech colour, ABS edging 2mm 1 doors. 18 mm refined chipboard, beech colour, ABS edging 2mm, opening to the right Handle Shelf in the middle 4 adjustable legs Worktop 2.8 cm Design front: cherry “Back” - HDF panel Dimensions: 40x60x85cm (WxDxH) Equal or similar per drawing</p>	

	
<p>Two-door- kitchen cupboard Frame: 18 mm refined chipboard, beech colour, ABS edging 2mm 2 doors. 18 mm refined chipboard, beech colour, ABS edging 2mm Handles 2 Shelves Design front: cherry "Back" - HDF panel Dimensions: 40x30x72cm (WxDxH) Equal or similar per drawing</p> 	
<p>One-door-kitchen cupboard Frame: 18 mm refined chipboard, beech colour, ABS edging 2mm 1doors. 18 mm refined chipboard, beech colour, ABS edging 2mm, opening to the right Handle 2 shelves Design front: cherry "Back" - HDF panel Dimensions: 40x30x72cm (WxDxH) Equal or similar per drawing</p>	

	
<p>Dining table smaller Frame: 25 mm refined chipboard, beech colour, ABS edging 2mm- 4 legs width 12,5 x 10 cm Panel: 25 mm refined chipboard, beech colour, 2 mm ABS edging Connection sides under the panel: 25 mm refined chipboard, beech colour, 2 mm ABS edging- width 10 cm minimum Dimensions: 110x70x72cm minimum Equal or similar per drawing</p> 	
<p>Dining chair Seat and back: upholstered, fabric, colour beige Construction: beech wood, beech colour Seat height 46 cm minimum Chair height 95 or 100 cm Equal or similar per drawing</p> 	
<p>Bed three sitter (sofa) Description: Sofa provides the possibility of extending the surface to sleep (190x150 minimum) by pulling out sitting part and overthrowing of the backrest Without sides (armrests)</p>	

<p>Colour: gray Material: fabric Dimensions: 200x105x80cm(WxDxH)minimum</p>	
<p>Living room table- club table Frame: 25 mm refined chipboard, beech colour, ABS edging 2mm- 4 legs width 12,5 x 10 cm Top panel: 25 mm refined chipboard, beech colour, 2 mm ABS edging Bottom panel: 18 mm refined chipboard, beech colour, 2 mm ABS edging- 10 cm Dimensions: 92x50x45cm (WxDxH) minimum Equal or similar per drawing</p> 	
<p>Single bed with mattress Standard single bed Beech wood, natur Base for the mattress: beech slats connected Dimensions: 206-208x95x60-66 Mattress with spring wire core Dimensions: 200x90 Equal or similar per drawing</p> 	

Wardrobe two-door

Type: Vertical wardrobe, 2 doors

Inside space:

Top shelf and 1 metal bar for coat hangers

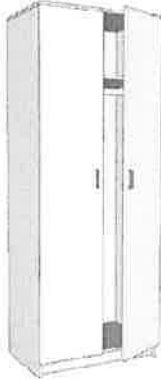
Frame: 18mm refined chipboard, beech colour, 2mm ABS edging

Doors: 18mm refined chipboard, beech colour, 2mm ABS edging with metal handles

"Back" - HDF panel

Dimensions: minimum 80x52-57x205cm, Plinth 10cm

Equal or similar per drawing


Wardrobe three-door

Type: Vertical wardrobe, 3 doors

Inside space:

Right part:

3 adjustable shelves

Left part:

Top shelf and 1 metal bar for coat hangers

Frame: 18mm refined chipboard, beech colour, ABS edging

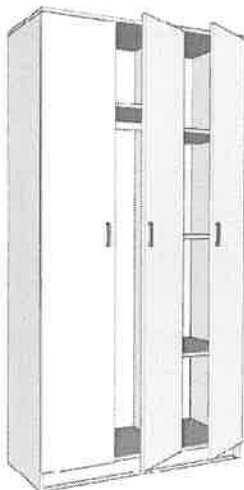
Doors: 18mm refined chipboard, beech colour, 2mm ABS edging with metal handles


Plinth 10cm

"Back" - HDF panel

Dimensions: minimum 120x52x205cm

Equal or similar per drawing



<p>Hall unit Dimensions: minimum 40x35x190cm (WxDxH) Refined chipboard 18mm, beech colour, ABS edging, 2 double metal hooks 1 Shelf above metal hooks Shelves for shoes 2 minimum Equal or similar per drawing</p> 	
<p>Tabouret Tabouret round Eco leather, sponge Diameter 33cm minimum Height 45cm minimum Color: Gray</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 prices (Price & currency to be entered by bidder):				
TOTAL FIRM DAP PRICE - DAP: Seven family households in Obrenovac and one family household in Krupanj				
Requested offer validity period from the date of offer submission: 60 Days				
BIDDER'S UNIT PRICES (price & currency to be entered by bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1.	Two-door kitchen base cabinet with worktop	8		
2.	One-door kitchen base cabinet with worktop	4		
3.	Two-door kitchen cupboard	16		
4.	One-door kitchen cupboard	4		
5.	Dining table smaller	8		
6.	Dining chair	32		
7.	Bed three sitter (sofa)	12		
8.	Living room table- club table	8		
9.	Single bed with mattress	13		
10.	Wardrobe two -door	11		
11.	Wardrobe three- door	4		
12.	Hall unit	8		
13.	Tabouret	8		
Bidder's delivery data				
DELIVERY TIME (DAP FROM DATE OF ORDER) for all items not later than 25 December 2014:				

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



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