

# **Request for quotation (RFQ) for goods**

Provision of home appliances for eight  
families

RFQ No: **UNOPS-SFRS-2014-G-068**

**Request for quotation (RFQ)  
for Provision of home appliances for eight families  
RFQ NO. UNOPS-SFRS-2014-G-068**

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](mailto:srpc.bids@unops.org) or in a sealed envelope to UNOPS, Sumatovacka 59, 11 000 Beograd

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## 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 [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: 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-068 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](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.

UNOPS minimum technical requirements	Bidders to fill-in
<p><b>Washing machine</b>            Method of loading: Front loading            Energy class: A+            Width: 55-60 cm            Depth: 40-55 cm            Height: 80-90 cm            Spin speed: 800-1000 r/min            Capacity: 6-6.5 kg            Drum volume: 40-45 l            Colour: white            Type of laundry: all            Galvanized or stainless steel drum, corrosion-resistant            The casing is coated with anti-corrosive paint            Two directions drum rotation            Microprocessor or manual operation            Water connectors, hose and water drainage to be included            Plugs: European standard            Voltage: 220-230V            Warranty: min 2 years</p>	
<p><b>Electric stove</b>            Energy class: min A            Electric cooker with 4 plates:            1 hotplate 180 mm - 1500W            1 hotplate 180 mm - 2000W            2 hotplates 140 -145 mm - 1000W            (One express hotplate)            Oven volume: 49 l- 67 l            Conventional Oven with light in the oven            - Upper heater            - Lower heater            Plus:            Stove cover            1 enamelled baking sheet            1 wirework            Colour: white            Dimensions (WxHxD): 55-60 x 85 x 60 - 65cm            Plug: European standard            Voltage: 220-230V            Warranty: min 2 years</p>	
<p><b>Refrigerator with freezer 2 (freezer up)</b>            Combined refrigerator and freezer up            - Energy Class: A / A +            Net capacity fridge: 187 L            Net capacity freezer: 40 l            Characteristics:            - Automatic defrost refrigerator            - Manual defrost freezer            - Lighting the inside            - Shelves in the refrigerator: 3 min            - Adjustable dividers at the door</p>	

<ul style="list-style-type: none"> <li>- Wire shelves in the freezer: 1 minimum</li> <li>- 2 vegetable drawers / 1 box for vegetables</li> <li>- Legs adjustable in height</li> <li>- Left / right door opening</li> <li>- 4 star freezer</li> </ul> <p>Other technical specification:</p> <ul style="list-style-type: none"> <li>- Freezing capacity : min 2 kg / 24 h</li> <li>- Number of compressors: 1</li> </ul> <p>Dimensions (W x H x D): 54 -60x 144-160 x 60-64 cm                  Warranty: min 2 years                  Plug: European standard                  Voltage: 220-230V                  Colour: White</p>	
<p><b>Vacuum cleaner</b></p> <p>Type: Vacuum cleaner with bag                  Power 1600W                  Manage: the button with regulation                  Management Location: On the appliance                  Mobility: Rubber wheels                  Number of wheels: 3                  Cord length: 5 m approximately                  The radius of operation: 14 m approximately                  Other: canvas bags 2.5l - 3.5 l plastic / metal pipes, suction brush, automatic indentation of cable                  Warranty: 2 years min                  Plug: European standard                  Voltage: 220-230V                  Color: optional</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 prices (Price &amp; currency to be entered by bidder):</b>				
TOTAL FIRM DAP PRICE - DAP: Seven family households in Obrenovac and one family household in Krupanj				
<b>Requested offer validity period from the date of offer submission: 60 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.	Washing machine	8		
2.	Electric stove	8		
3.	Refrigerator with freezer up	8		
4.	Vacuum cleaner	8		
<b>Bidder's delivery data</b>				
<b>DELIVERY TIME (DAP FROM DATE OF ORDER) for all items not later than 25 December 2014:</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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