

Date: 18/01/2021

Request for Quotation No. UNFPA/SYR/RFQ/Admin/1-2021/04

Dear Sir/Madam,

We hereby solicit your quotation for the Provision of **Office Furniture detailed in the below table** for UNFPA Damascus Office and Deir Ez-Zor Filed Office, as per the following details:

| # | Item | Specifications | Qty. | Remarks |
|---|---------------------------------|--|------|---|
| 1 | Round Table | MDF covered by 25mm melamine layer from both sides plain white color matt/gloss finishing. Diameter 90cm with four chrome finishing legs. | 2 | Item to be delivered to Deir Ez-Zor Field Office. Color may change |
| 2 | Staff Swivel Chair | Mobile office chair, mesh adjustable backrest, adjustable arms and chrome base/black steel and wheels, adjustable head rest. Black colour. | 15 | (4) Unit to be delivered to Deir Ez-Zor Field Office. The rest to Damascus Office. |
| 3 | Drawers set-(3) drawers | Wood side desk mobile cabinet with three drawers and central lock. MDF 20mm covered by melamine layer plain white color matt/gloss finishing. 45cmx39cm, 60cm height. Drawers height 2x 12cm + 1x 29cm. European metal handles and accessories. | 9 | (4) Unit to be delivered to Deir Ez-Zor Field Office. The rest to Damascus Office. Color may change |
| 4 | Side Storage | MDF covered by 25mm. melamine layer from both sides plain white color matt/gloss finishing. Dimension 90cmx45cm, 76cm height, with two sliding doors, one shelf inside and European lock and handles. | 7 | (1)Unit to be delivered to Deir Ez-Zor Field Office. The rest to Damascus Office. Color may change |
| 5 | Workstation Desk | Supply and Install workstation desk type panel leg. MDF 25mm covered with melamine layer plain white color matt/gloss finishing. Front side size (160x60cm, height 76cm). 50 mm round hole with plastic cover for electrical wiring. Cover panel board for legs full height. Desk mounted pin board thickness 25mm consisting of MDF board covered by cork 15mm with related cover orange color textile and aluminum smooth edge profile, fixed and flashed on the edge of countertop size 160x40cm. | 1 | Item to be delivered to Deir Ez-Zor Field Office. Color may change |
| 6 | Wall mounted cabinet | Supply and install wall mounted cabinet in the meeting room under the TV for the speakers and laptop. MDF 25mm covered with melamine layer from both sides. Plain white color matt/gloss finishing with one shelf and lockable glass doors. Dimension 170x70cm, 35cm depth. | 1 | Item to be delivered to Deir Ez-Zor Field Office. Color may change |
| 7 | Side Swivel Cabinet for Printer | Wood mobile cabinet with one lockable storage space. MDF 20mm covered by melamine layer plain white color matt/gloss finishing. Dimension 45cmx45cm, 55cm height. European metal handle and accessories | 3 | Item to be delivered to Damascus Office. Color may change |
| 8 | Stand | Crafted by wood and wood composite. Height is | 3 | Item to be delivered to |

| | | | | |
|----|---|---|---|---|
| | Wooden Hanger for Cloths | 70 inch. Plain white color matt/gloss finishing | | Deir Ez-Zor Field Office. Color may change |
| 9 | Visitor Chair | Waiting chair. Stackable. Black Steel. Base Capacity: 100kgs, Mechanism Type: Simple Fixed Type. No arms. Padding backrest and seat. Fabric sheet in blue/navy color | 4 | Item to be delivered to Deir Ez-Zor Field Office. |
| 10 | Laptop cooling pad | Quiet Cooling with silent fan, Ultra Slim Profile. Superior Airflow with perforated metal mesh surface, Adjustable Height, USB power connector. | 4 | Item to be delivered to Deir Ez-Zor Field Office. |
| 11 | Water Filtration Dispenser (Water Cooler) | Hot and cold pure filtered water with fridge, Premium quality (8) stage KDF Carbon Mineral Water Filter, Stainless steel bowl, hot water (>92°C) & cold (<04°C), with Hot water safety lock, digital display, Cooler dimensions are 36cm x 31cm x 181cm including bottle set. | 3 | Item to be delivered to Deir Ez-Zor Field Office. |
| 12 | Shredder | Paper Shredder 19 or 20L. Mini (8) sheets (80g) capacity/time. Mini speed 0.06m/second. | 1 | Item to be delivered to Deir Ez-Zor Field Office |
| 13 | UNFPA Wall Logo | Plexi material. 36x125cm. Wall mounted. PNG letter printing. | 1 | Item to be delivered to Deir Ez-Zor Field Office |
| 14 | Room Tag | Plexi room door tag. Standard size. | 3 | Item to be delivered to Deir Ez-Zor Field Office |

The quotation shall be valid at least for (30) day after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the secure address: bidsyria@unfpa.org or via sealed envelopes to the tender box located at our office, UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria. The deadline for the submission of the offers is **Monday 25th of Jan 2021 at 14:00 PM (Damascus time)**. Offers received after the deadline, or at another email address other than the one indicated in the above bidsyria@unfpa.org will be automatically **DISQUALIFIED**.

Please submit your quotation in USD or SYP currency or any other preferable currency. The conversion of the currency into the UNFPA preferred currency-if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than is **Monday 25th of Jan 2021 at 14:00 PM (Damascus time)**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Name of Contact Person in UNFPA:

Ms. Maisa Al Arab (alarab@unfpa.org)

Tel. No. +963-011-6121659/+963-011-6113764

Remark:

No bid to be submitted to any email address other than the secure email bidsyria@unfpa.org

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract>. Non-acceptance of the

terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

| | |
|---|--|
| Delivery Terms [INCOTERMS 2010] | DAP |
| Customs clearance, if needed, shall be done by: | UNFPA/Supplier (To be determined) |
| Delivery Location | UNFPA Office - Damascus, Syria and Deir Ez-Zor field Office |
| Currency of Quotation | USD/SYP or any other preferable currency |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English |
| Documents to be submitted in One Envelope Bid: | <ul style="list-style-type: none"> - Technical Offer: Stating the detailed technical specification, the time line of the delivery of the requested goods and services. In addition to, layouts and pictures, drawing and/or samples of each requested item. Catalogue/brochure (if any). - Samples: Samples for raw materials and accessories are mandatory, any offer without sample will be disqualified. - Changes from Specification: Wherever items offered are not in compliance with minimum specifications indicated by UNFPA, or wherever alternatives are offered, it is the Bidders responsibility to provide the Bid fully descriptive specification and documentation of such items. In such instances the item or items must be clearly marked as an alternate and not being in compliance with specification. - Country of Origin: The country of origin for each product shall be clearly stated in the Technical Offer and Packing Information - Warranty Requirements: Bidder must submit Product Warranty Certificate valid at least for One Year from the date of Purchase Order at the time of delivery. - Storage Conditions: Particular storage conditions (temperature, pressure, humidity, etc.) shall be clearly stated in the Technical Offer. - Special Conditions: Brand name, country of origin, contents and specifications of each item shall be clearly marked on each item. Language of such information shall be English and/or Arabic. |
| Period of Validity of Quotes as of the | (90) days |

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|--|---|
| Submission Date | |
| Partial Quotes | Not Permitted |
| Partial Delivery of the quantity per each item | <u>NOT Permitted</u> |
| Payment Terms | <p>100% upon complete successful delivery.</p> <ul style="list-style-type: none"> • <u>Payment in USD will only be applicable to International companies to their international bank account.</u> • <u>Payment to local companies will only be made in SYP to their local bank accounts per the UN Operational Exchange rate at the date of the transaction.</u> |
| Evaluation Criteria | <ul style="list-style-type: none"> - Technical responsiveness/Full compliance to requirements with consideration to the shortest lead time and the lowest price - Full acceptance of the UNFPA General Terms and Conditions - Maxi accepted lead time is (30) days upon Purchase Order - Quantities are tentative and can be CHANGED later by %20±. |
| UNFPA will award to: | One or more supplier (UNFPA reserving the rights to split contract award for the sake of mitigating delivery risks.) |
| Type of Contract to be Signed | Purchase Order |
| Conditions to Release the Payment | <ul style="list-style-type: none"> - Dully signed Acceptance of goods and services to the beneficiary based on full compliance with RFQ requirements, the submitted Offer and PO conditions. - Qualified signed and stamped Invoice matching the PO terms and conditions and in-line with the successful delivery. |
| Annexes to this RFQ | <ul style="list-style-type: none"> - Annex 1- Quotation Form <p>Annex 1 need to be completed, duly signed and submitted along with the bid</p> <ul style="list-style-type: none"> - Annex 2 - UNFPA General Conditions |

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