

Date: 20/September/2021

Emergency Request for Quotation
No. UNFPA/SYR/RFQ/RH/09-2021/24

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Office Furniture for the Midwifery School in Deir E-Zzor Governorate**, as per the following details:

Item	Tech. Specs.	Quantity
1	Wood desk 120cm with (3) draws طاولة مكتب خشبية حجم وسط قياس 120 – 3 دروج	10
2	Wood desk 180cm with (7) draws طاولة مكتب خشبية حجم كبير قياس 180 – 7 دروج	4
3	Wood closet (3) double doors خزانة خشبية ابواب خشبية مزدوجة عدد ثلاثة ابواب	4
4	Wood closet (2) doors each level, two levels خزانة مشالغ خشبية ببابين تعليق ثياب مع بابين علويين	4
5	Wood drawers for hanging files, three drawers خزانة حفظ كلاسور تعليق خشبية ثلاث جرارات	14
6	Wooden file cabinet 80×200, two levels, double transparent glass door for upper level, wooden doors for the lower level خزانة خشبية بابين لحفظ الأضابير 80×200 زجاج سادة مكشوف للبابين العلويين مع بابين مصمتين سفليين	14
7	Waiting visitor chair triple seats كرسي انتظار ثابت ثلاثي	10
8	Swivel leather office chair with back and armrest كرسي مكتبي دوار منجد جلد بمسندين وظهرية	14

The goods are to be delivered immediately upon issuing of PO. The quotation shall be valid at least for 30 days after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached “**Quotation Form**” and deliver it with your technical offer by hand to the “Tender Box” located at UNFPA Damascus Office indicated in below address:

- **UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria.**



United Nations Population Fund,
UNFPA Syria
Website: www.unfpa.org

Or send it by email to the secure email bidsyria@unfpa.org. Offers received after the deadline or at another email address than the one indicated in the above bidsyria@unfpa.org may be disqualified.

Please submit your quotation in SYP or USD currency. Conversion of 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 **16:00 (Damascus time) Wednesday September 22, 2021.**

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

Best regards,

Wesam Naser
Operations Manager

20.9.2021

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

Delivery Location	Midwifery school – Deir Zour, Central Warehouse , Ministry of Health, Damascus - Syria
Currency of Quotation	<u>For International Suppliers: USD</u> <u>Local suppliers can submit their offer in either USD or SYP</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	- Valid Commercial Registration
Period of Validity of Quotes starting the Submission Date	30 days
Contact Person for Inquiries (Written inquiries only)	Iman Alrifai ialrifai@unfpa.org Tel. No. +963-6121659/+963-6113764 Any delay in UNFPA's response shall be not used as a reason for extending the deadline for submission, unless UNFPA determines that such an extension is necessary and communicates a new deadline to the bidders. <u>The above is the only official email to receive clarification. UNFPA is not obliged to answer to any clarifications received by other emails</u>
Partial Quotes	Permitted, the supplier shall advise the quantity of the items with immediate delivery
Payment Terms	<ul style="list-style-type: none"> - 100% upon completion of delivery and acceptance of devices - Local companies will be paid in local currency (SYP) at the offered price (if offered in SYP) or at the UN Exchange rate at the invoice date (if offered in USD) • International companies will be paid in USD or PO currency. <p>N.B:</p>

	<ul style="list-style-type: none"> - Local company is the company legally registered in Syria Arab Republic regardless of the owner(s) nationalities'(s) - International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s)
Evaluation Criteria	<ul style="list-style-type: none"> - Technical responsiveness/Full compliance to requirements and lowest price - Full acceptance of the UNFPA General Terms and Conditions - Delivery period: Immediately (in three working day) upon releasing Purchase Order - Quantities are tentative and can be changed later. - UNFPA reserves the right not to award the contract to lowest price
UNFPA will award to:	One or more than one supplier
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	Written Acceptance of Goods by beneficiary (Midwifery school in DeirEzzour) based on full compliance with RFQ requirements.
Documents to be filled by the bidder:	<ul style="list-style-type: none"> - Quotation Form (Annex- 1): Annex 1 needs to be duly completed and submitted sealed - The supplier shall submit a picture on the offered product
Annexes to this RFQ	<ul style="list-style-type: none"> - Quotation Form (Annex- 1): Annex 1 needs to be duly completed and submitted as the financial offer - UNFPA General Conditions (Annex- 2)

Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (*weeks from receipt of order till dispatch*): _____

Expiration of Validity of Quotation (*The quotation shall be valid for a period of at least (1) months after the Closing date.*): _____

Price Schedule:

Item	Tech. Specs.	Quantity	Available Qty / Immediate delivery	Price/unit	Sub-Total Cost	Delivery (day)
1	Wood desk 120cm with (3) draws طاولة مكتب خشبية حجم وسط قياس 120 – 3 درج	10				
2	Wood desk 180cm with (7) draws طاولة مكتب خشبية حجم كبير قياس 180 – 7 درج	4				
3	Wood closet (3) double doors خزانة خشبية ابواب خشبية مزدوجة عدد ثلاثة ابواب	4				
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7	Waiting visitor chair triple seats كرسي انتظار ثابت ثلاثي	10				
8	Swivel leather office chair with back and armrest كرسي مكتبي دوار منجد جلد بمسندين وظهيرية	14				
9	Transportation to Midwifery school in DeirEzzour أجور شحن و توصيل					
Total Cost to DeirEzzour						

In your offer, please include:

1. Specific technical specifications of products offered and pictures
2. Quality standard of the products

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

Name and title

Date and Place