

Date: 28/04/2022

Request for Quotation No. UNFPA-SYR-RFQ-RH-04-2022-11

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Furniture** for Zahi Azraq hospital in Hmemeh and Khfsha in Rural Aleppo s as per the following details:

#	Item	Description	Unit of Measurement	Quantity
1	<u>Chair</u>	The chair is made of metal rods (ironclad with chrome or aluminum) with assembly parts and assembly screws at the bottom and seat adjusted caliber screws, the back is upholstered in artificial leather with a pressure sponge and movable cushion of MDF coated in melamine on both sides with edges of 18 cm thickness	Each	65
2	<u>Electronic Sorting Device</u>	<ul style="list-style-type: none"> • Speeds: Achieve scan speeds up to 25 pages per minute, 50 images per minute and 3000 pages per day with single-pass, two-sided scanning to help automate workflows. • Auto document feeder: Load up to 50 pages for fast, unattended scanning • Software features: Automatic crop, exposure, orient, plus background cleanup & removal, blank pages & hole removal, edge erase, merge pages, straighten content, color drop out • Scan to: Use scan profiles for recurring jobs or send directly to email, Drop box, Google Drive, network, local drive, multiple destinations. • Paper sizes supported: Letter, legal, executive, business cards, 4x6, 6x8,7x10; handles paper sizes up to 122 inches; Every minimized chance of misfeed • Paper types; paper (banner, inkjet, photo, plain), envelopes labels, cards (greeting, 	Each	2



		<p>index, business)</p> <ul style="list-style-type: none"> • Warranty: one-year limited hardware warranty; phone and 24/7 Web support included • Save time: Create up to seven one button scan profiles for recurring tasks from LCD and control panel 		
3	<u>Wall Fan</u>	A 16-inch wall fan with 3 copper blades, 3 speeds of the first type, a remote control, and all the necessary accessories and connections.	Each	15
4	<u>Heater</u>	High quality diesel heater (cage) has 4 good quality tubes and 3 reversed	Each	15
5	<u>Triple Waiting Room Chairs</u>	It consists of a metal structure of profile sections with standard dimensions. The metal structure rests on metal legs on both sides, coated with nickel. The metal structure painted with thermal spraying. The 3 seats and armrests are made of MDF wood and the opposite of an appropriate thickness with high pressure sponge upholstery and good quality leather that can be cleaned and the back is covered with reinforced plastic.	Each	12
6	<u>Water Cooler</u>	It is equipped with 2 taps for cold water and hot water, and a digital screen to show the temperature of heating and cooling. It is equipped with a filter water basin and an internal cooling chamber. It contains a small cooling room from the bottom with a shelf and a door that can be opened and closed by pressure	Each	2
7	<u>Advertising Panel</u>	It consists of a brown aluminum frame, a background of wood covered with velvet, a facade of glass (two pieces of rails) with fixing angles, screws and accessories, with dimensions of 120 cm and 100 cm	Each	4
8	<u>Dixon Shelves</u>	92 Cm* 30Cm	Each	40
9	<u>Wooden Palette</u>	size standard; 100Cm*120Cm*15Cm	Each	20
10	<u>Chair for Blood sampling</u>	Wide with movable arm for sampling withdrawal Seat height: 22" Seat dimensions: 18.5"Wx18.5"D Overall height: 37.5" Overall width: 28.5" Armrest adjustment height: 27"-36" Overall depth: 29"	Each	2

Please note that quantities are tentative and can be changed later.

The quotation shall be valid at least for **90 Days** after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Annex-1 Quotation Form and send by email to the secure address: bidsyria@unfpa.org The deadline for the submission of the offers is Thursday 12th of May, 2022 at 12.00 PM (Damascus time). Offers received after the deadline, or at another email address than the one indicated in the above (bidsyria@unfpa.org) will be automatically disqualified.

Please submit your quotation in USD or SYP currency. The evaluation shall be based on USD. All prices will be converted to USD using the UN Operational Exchange Rate prevailing at the time of RFQ deadline.

Your earliest response to this query would be highly appreciated, but not later than **12th of May, 2022 at 12.00 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: Maisa Al Arab (alarab@unfpa.org)

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

Bids to be submitted at: 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.

Best regards



Bobir Djuraev
International Operations Manager



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:	Awarded supplier
Delivery Location	Zahi Azraq hospital in Hmemeh and Khfsha in Rural Aleppo
Currency of Quotation	Syrian bidders who do not have a registered foreign bank account can quote in USD/ SYP taking into account the currency fluctuations, and the payment will be processed in SYP at the UN operational exchange rate at the payment date. International bidder who have a registered foreign bank account can quote and paid in USD.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> - Pictures samples are mandatory - Changes from Specification: Wherever items offered are not in compliance with 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 starting the Submission Date	90 days
Partial Quotes	Permitted
Partial Delivery	NOT Permitted
Payment Terms	<ul style="list-style-type: none"> - 100% upon complete delivery of goods • 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 - Shortest lead time - Quantities are tentative and can be changed later.
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 for Release of Payment	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements.
Annexes to this RFQ	<ul style="list-style-type: none"> - Quotation Form (Annex 1) <p>Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</p> <ul style="list-style-type: none"> - UNFPA General Conditions (Annex 2)

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