

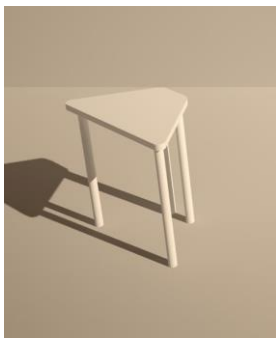



Date: 4 September 2020




REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2020/011 - Manufacturing, delivery and installation of furniture for 13 classrooms in 12 VET institutions

Dear Sir/Madam,




UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Table	<p>[850 x 550] – [1]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	384
2	Wall mounted coat stand and umbrella box	<p>[1800 x 700] - [2]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	13






3	Small shelf	<p>[1400 x 300] - [3]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	52
4	Teacher's desk	<p>[1500x500-1300x400] - [4]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	13
5	Cupboard	<p>[1500x500x900] - [5]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	13



6	Mirror	<p>[1800 x 650] - [6]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	13
7	Big shelf type 1	<p>[4900x2280x450] - [7]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	4
8	Big shelf type 2	<p>[4900x2720x450] - [8]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	4



9	Big shelf type 3	<p>[5340x2720x450] - [9]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	5
10	Puff – cube	<p>[400x400x400] - [10]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	148
11	Bean – bag chairs	<p>[1000x700] - [11]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	52



12	Chairs Deco CL-06	<p>Chairs Deco CL-06 - [12]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	397
13	Chalk, white and magnet board	<p>[3000x1000] - [13]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	13
14	Cork board	<p>[1200 x 900] – [14]</p>  <p>*For the detailed technical specifications see the attached PDF files</p>	Pc.	13

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have the legal capacity to deliver/perform in the Republic of Moldova, or through an authorized representative.



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

Delivery Terms (INCOTERMS 2010)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP
Delivery place	Please see ANNEX II
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Latest Expected Delivery Date	60 calendar days from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation ¹	<input type="checkbox"/> USD <input type="checkbox"/> EUR <input checked="" type="checkbox"/> MDL
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Payment Term	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Warranty	Warranty of Parts and Labor for minimum period of 2 (two) years
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian
Evaluation Criteria	<ol style="list-style-type: none"> 1. Technical responsiveness / Full compliance to requirements and lowest price; 2. Minimum 3 (three) years of experience in the field; 3. Availability of certificates of quality and origin for the offered materials and products; 4. Full acceptance of the PO/ General Conditions of Contracts (ANNEX I); 5. Statement of Satisfactory Performance from the top 3 clients in terms of contract value for the past 3 years.
Conditions for Release of Payment	<ul style="list-style-type: none"> • Delivery and installation completed for all institutions; • Passing inspection (checking compliance according to the technical specifications); • Written acceptance of goods based on full compliance with RFQ requirements.

¹ Other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline



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Annexes to RFQ	ANNEX I: General Conditions of Contracts: De Minimis Contracts; ANNEX II: Delivery and installation of the manufactured furniture to/in all 12 VET (13 classrooms); ANNEX III: Detailed Technical Specifications; ANNEX IV: Price Quotation Form.
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I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Roman Odesschii, Project Administrative and Finance Associate / Procurement Focal Point
Tel N°:	+373 68722482
Email address of contact person:	odesschii@unfpa.org

The deadline for submission of questions is **Monday, 14 September 2020, 16:30 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) **Technical proposal**, in response to the requirements outlined in the specifications should include:
- Company profile (short info up to 3 pages);
 - Copy of Company's Registration Certificate;
 - Detailed technical description of the offered goods, including design;
 - Certificates of quality and origin for the offered materials and accessories (where applicable);
 - Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Materials/Product being supplied;
 - Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);
 - Quality Certificates (ISO, etc.) (if available);
 - Statement of Satisfactory Performance from the top 3 clients in terms of contract value for the past 3 years.



b) **Price quotation in MDL (exclusive of VAT and other indirect taxes), to be submitted strictly in accordance with Price Quotation Form (ANNEX IV).**

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below **no later than: Sunday, 20 September, 23:59 (Moldova local time)**².

Name of contact person at UNFPA:	Irina Dragutanu, Bid Receiver
Email address of contact person:	tender.mda@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line **RFQ N° UNFPA/MDA/RFQ/2020/011 - Furniture for 13 classrooms in 12 VET institutions**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

² <http://www.timeanddate.com/worldclock/city.html?n=69>



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IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representative's agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Nigina Abaszada, UNFPA Representative at abaszade@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

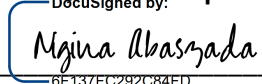
XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Nigina Abaszada, UNFPA Representative

Signature:  _____
DocuSigned by:
6F137FC292C84FD...

DATE: 04-сеп-2020 _____



ANNEX IV: PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/MDA/RFQ/2020/011 - Furniture for 13 classrooms in 12 VET institutions
Currency of quotation:	MDL
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

Price Quotation Form

Note: Must be exclusive of VAT and other indirect taxes

Item	Product Name & Description	UOM	Unit Price, MDL	Number of Units	Total Price, MDL
1	Table [850 x 550] – [1]	Pc.		384	
2	Wall mounted coat stand and umbrella box [1800 x 700] - [2]	Pc.		13	
3	Small shelf [1400 x 300] - [3]	Pc.		52	
4	Teacher's desk [1500x500-1300x400] - [4]	Pc.		13	
5	Cupboard [1500x500x900] - [5]	Pc.		13	
6	Mirror [1800 x 650] - [6]	Pc.		13	
7	Big shelf type 1 [4900x2280x450] - [7]	Pc.		4	
8	Big shelf type 2 [4900x2720x450] - [8]	Pc.		4	
9	Big shelf type 3 [5340x2720x450] - [9]	Pc.		5	
10	Puff – cube [400x400x400] - [10]	Pc.		148	
11	Bean – bag chairs [1000x700] - [11]	Pc.		52	
12	Chairs Deco CL-06 - [12]	Pc.		397	
13	Chalk, white and magnet board [3000x1000] - [13]	Pc.		13	
14	Cork board [1200 x 900] – [14]	Pc.		13	
15	Delivery Charges based on the following 2010 Incoterm, to: Installation of furniture for 13 classrooms in 12 VET institutions.	DAP Each		13	
GRAND TOTAL, MDL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ N° UNFPA/MDA/RFQ/2020/011 - Furniture for 13 classrooms in 12 VET institutions** including all



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annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place



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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)



ANNEX II:

Delivery and installation of the manufactured furniture to/in all 12 VET (13 classrooms).

The company will ensure delivery of manufactured furniture to all schools and its installation as per the approved design of the classroom that will be provided by UNFPA. Please take note of the following requirements and conditions pertaining to the provision of the abovementioned items:

The products are to be delivered in 12 VET institutions with the following location and address:

1. a. CE in Light Industry from Chisinau/Centrul de Excelență în Industria Ușoară (str. George Coșbuc, nr. 5, Chișinău)
b. CE in Light Industry from Chisinau/Centrul de Excelență în Industria Ușoară (str. N. Costin, nr. 55, Chișinău)
2. CE in Informatics and Information Technologies from Chisinau/Centrul de Excelență în Informatică și Tehnologii Informaționale (str. Sarmizegetusa, nr. 48, Chișinău)
3. Pedagogical College "Alexei Mateevici" from Chisinau/Colegiul Pedagogic "Alexei Mateevici" (str. Alexandr Pușkin, nr. 54, Chișinău)
4. Professional school nr. 2 from Chisinau/Ș 2 fr Profesională nr.2, or. Chișinău (str. Ion Creangă, nr. 59, mun. Chișinău)
5. Polytechnic College from Balti/Colegiul Politehnic Bălți (str. Ivan Fraco, nr. 11, or. Bălți)
6. Agro-industrial college from Riscani/Colegiul Agroindustrial din Rîșcani (str. Trandafirilor, nr. 37, or. Rîșcani)
7. CE in Services and Food Processing from Balti/Centrul de Excelență în Servicii și Prelucrarea Alimentelor (str. Decebal, nr. 111, Bălți)
8. College "Iulia Hasdeu" from Cahul/Colegiul "Iulia Hașdeu", or. Cahul (str. Dunării, nr. 36, Cahul)
9. College "Vasile Lupu" from Orhei/Colegiul "Vasile Lupu", or. Orhei (str. Vasile Mahu, nr. 162, Orhei)
10. Professional school from Nisporeni/Școala Profesională or. Nisporeni (str. Suveranității, nr. 12, Nisporeni)
11. Professional school from Rezina/Școala Profesională, or. Rezina (str. Alexandr Matrosov, nr. 6, Rezina)
12. Professional school from Cupcini, Edinet/Școala Profesională Cupcini (str. Chișinăului, nr. 5, MD-4626, satul Cupcini, rn Edineț).