

REQUEST FOR QUOTATION (RFQ)

Date: 14-Nov-2011

Dear Sir/Madam,

Subject: Request for Quotation for Procurement of office furniture**Project: 00075632 PROGRES****Case reference: UNOPS-PROGRES-2010-G-041**

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for supply of the goods described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation in a sealed envelope on or before **28-Nov-2011, 24:00h** on address EU PROGRES, Timočka 4, 18400 Prokuplje, to the attention of EU-PROGRES Procurement unit. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:
Contact Person: Procurement Unit
Office: EU-PROGRES
Address: Timocka 4, 18 400 Prokuplje
E-Mail: progres.procurement@unops.org
4. Your quotation shall include the following:
 - Completed Comparative Data Form (see Annex I)
 - Completed Bid Price and Delivery Form (see Annex II)
 - Completed Previous Experience Form (see Annex III)

Prices stated shall be expressed with VAT excluded.

5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
 - (a) Compliance with all requirements as specified in Annex I
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items.



8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract";

- UNOPS General Conditions for Goods

9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:

- (a) Suppliers are already suspended by UNOPS, or,
- (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
- (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

10. **Information regarding Bid Protest can be found at:**

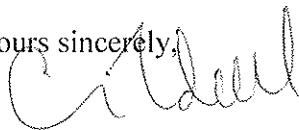
<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,



Graeme Tyndall
Programme Manager
EU-PROGRES

ANNEX I: COMPARATIVE DATA FORM

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

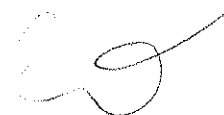
Item	Description	Dimensions	Color	Qty	Description of offered office furniture
1	Office desk	W: 130-140cm; H: 73-78 cm; D: 60-70cm	Wenge	8	
2	Club desk	W: 90-100cm; H: 35-40 cm; D: 50-60cm	Wenge	6	
3	Working chair	W: 50-60cm; H: 90-100 cm; D: 50-60cm	Black	9	
4	Visitor chair	W: 65-70cm; H: 80-85cm ; D: 60-65cm	Brown/Black	10	
5	Cabinet	W: 80cm; H: 200cm; D: 50cm	Wenge	7	
6	Bookshelf	W: 80cm; H: 200cm ; D: 50cm	Wenge	4	
7	Small bookshelf	W: 115cm; H: 150cm ; D: 40cm	Wenge	2	
8	Large office desk	W: 160cm; H: 80cm ; D: 90cm	Dark cherry	2	

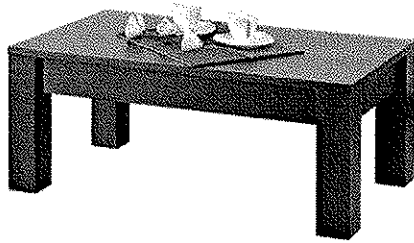
(Photos, catalogue/brochures to be included in the offer)

The furniture is to be similar to pictures below, made out of plywood board, laminated finishing or similar (ABS)

Minimum width of plywood board 18 mm

Pictures :
1) Office desk - 8 psc

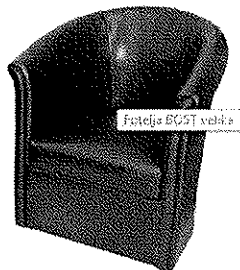




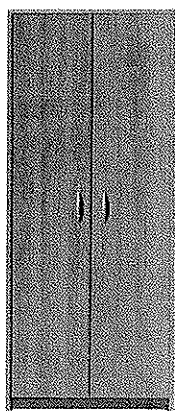
3) Working chair - 7 psc



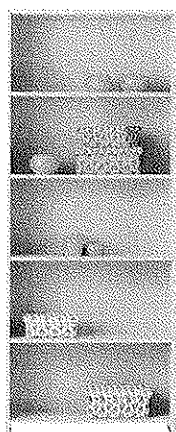
4) Visitor chair – 10 psc



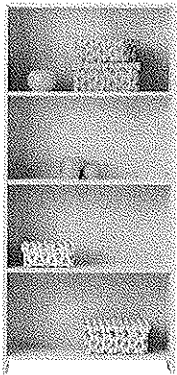
5) Cabinet - 7 psc



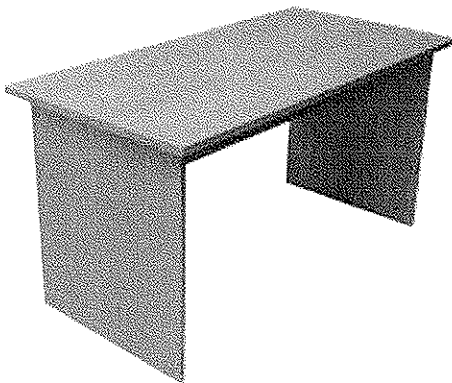
6) Bookshelf – 4 pcs



7) Small bookshelf – 2 psc



8) Desk – 2 pcs



THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS

____ YES

____ NO

ANY DEVIATION MUST BE LISTED BELOW:

Date

Authorized Signature



ANNEX II - : PRICE & DELIVERY FORM

QUOTATION				
BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):				
TOTAL FIRM DDU PRICE - DDU Municipality Raska (Josanicka Banja, Biljanovac, Baljevac, Kopaonik) & PROGRES office Novi Pazar (Timocka 4, 18 400 Prokuplje). Offloading and installation to be included in the offered price.				
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION			Days 120	
BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):				
Item	DESCRIPTION	QTY	CURRENCY: RSD	
			UNIT PRICE	TOTAL PRICE
1	Office desk	8		
2	Club desk	6		
3	Working chair	9		
4	Visitor chair	10		
5	Cabinet with door	7		
6	Bookshelf	4		
7	Small bookshelf	2		
8	Desk	2		

Total price offered: _____

BIDDER'S DELIVERY DATA						
DELIVERY TIME (FROM DATE OF ORDER) (max. 30 calendar days)						
DELIVERY PLACES:						
Item	Josanicka Banja	Biljanovac	Baljevac	Kopaonik	Novi Pazar	
1	2	x	4	4	x	
2	2	1	3	1	x	
3	3	1	3	2	x	
4	2	x	4	4	x	
5	2	1	3	1	x	
6	2	x	x	x	x	
7	x	1	2	1	x	
8	x	x	x	x	2	

Date

Authorized Signature



ANNEX III: PREVIOUS EXPERIENCE FORM

Previous Experience				
Description of services/goods/works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: _____

Date: _____

