

Date: 25 July 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/LBY/RFQ/24/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the Procurement of Office Furniture.

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 childbirth 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 below-mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II – Detailed Technical Specifications

Item N°	Items	Specifications	Unit of Measure	Quantity (PO)
1	Meeting Room Table (mainly White)	Dimensions: 345/360cm length x 120cm width Table Size: A rectangular table that comfortably fits 12 people would typically be around 360cm in length and 120cm in width. That allows for ample space for each person to have elbow room and comfortably access meeting materials. Cable Management: It should have provisions for cable management of ICT and conferencing equipment, to keep wires and cables organized and out of the way, preferably with grommets or built-in cable trays.	Each	1

2	Meeting Room Chairs (Black)	<p>Weight Capacity: Chair should support a weight capacity suitable for most users (Maximum weight capacity 150 kg).</p> <p>Seat Height: Adjustable seat height (typically between 16 to 21 inches from the floor) to accommodate different desk heights and ensure proper alignment of thighs parallel to the ground.</p> <p>Seat Depth: Adjustable seat depth (typically 15 to 18 inches) to allow for proper support of the thighs without putting pressure on the back of the knees.</p> <p>Armrests: Adjustable armrests that can be raised, lowered, angled, and moved closer or further from the seat to support the arms and shoulders comfortably.</p> <p>Seat Material: Breathable and comfortable seat cushion with adequate padding, typically made of fabric, mesh, or foam.</p> <p>Backrest: Contoured backrest that supports the natural curve of the spine. It should provide ample lumbar support and allow for some degree of recline to relieve pressure while sitting for long periods.</p> <p>Base: Stable five-point base with smooth-rolling casters suitable for the type of flooring in the office (e.g., carpeted or hard floors).</p> <p>Swivel: Chair should swivel easily to allow for freedom of movement without strain.</p>	Each	12
3	Leather Sofa individual	<p>1-seater standard sofa for the office</p> <p>Dimensions: standard as per example photo provided.</p>	Each	2
4	Leather Sofa triplet	<p>3-seater standard sofa for the office</p> <p>Dimensions: standard as per example photo provided.</p>	Each	1
5	Coffee table	<p>A standard coffee table that is suitable for the single and triplet Leather Sofa.</p> <p>Color: white/light color</p>	Each	1
6	Waterproof Outdoor Sofa Set	<p>Waterproof Outdoor Sofa Set ideal for the office outdoor deck with waterproof cushions.</p> <p>Color: preferably Grey/light Brown color or any color that repels heat.</p> <p>Size: standard as per example photo.</p>	Set	1
7	Outdoor Deck Umbrella	<p>Sturdy umbrella suitable for outdoor heat, rain and wind.</p> <p>Color: light grey/light brown/any color that repels heat.</p> <p>Size: standard as per example photo.</p>	Each	1
8	Office Desk Drawers	<p>Wooden under desk storage drawers, mobile cabinet with wheels and 3 drawers, with at least 1 lockable drawer.</p> <p>Color: preferably black and White, White or Grey.</p>		For LTA Award Only
9	Storage Cabinet	<p>Sturdy metal storage, lockable with adjustable shelves, that can handle up to 50kg load per shelf.</p> <p>Dimensions: standard size or not more than 185cm high, 90cm wide and 45cm deep.</p> <p>Color: preferably White, Cream or Grey.</p> <p>Dimensions: standard size.</p>		For LTA Award Only
10	Wooden Office Cupboard	<p>Sturdy 4-shelved office cupboards ideal for storage of stationery and files.</p> <p>Lockable double door with some adjustable shelves.</p> <p>Dimensions: standard size or not more than Height: 198cm; Width 80cm; Depth: 40cm.</p> <p>Color: preferably White or Grey.</p>		For LTA Award Only

11	Wooden Office Book Shelf	High quality wooden office book shelf (4 shelves), ideal for storage of books, files, folders, etc. Shelf thickness: standard or at least 1.8cm. Color: Preferably White or light Grey. Dimensions: standard size, or not more than Height: 180cm; Width: 80cm and Depth:45cm.	For LTA Award Only
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Notes:

1. The Technical Quotation shall be in response to the specifications outlined above with due consideration on the example photos provided in Annex II.
2. The bidders may propose up to 3 options for each of the items.
3. Bidders shall provide photos of the actual products proposed from the above requests.
4. Warranty period of at least 1 year for each item.
5. The bidder must be able to provide technical support on the safe assembly and installation of the items as needed.
6. The bidders are requested to take into consideration the Environmental Standards, and furniture containing hazardous materials and/or material derived from endangered species like tropical hardwood, ivory, etc. must not be proposed.
7. Items 1-7 may be awarded with a Purchase Order (PO) and/or a Long Term Agreement (LTA).

II. Questions

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

Name of contact person at UNFPA:	<i>Ms. Asma BEN YAHIA</i> <i>Administrative and Logistics Associate</i>
Email address of contact person:	<i>abenyahia@unfpa.org</i>

The deadline for submission of questions is **Monday, August 5, 2024, at 5:00 PM Libya Time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must accept either a check payment or have a bank account that accepts Electronic Bank Transfer Payment (in Libya or international), should the bidder be awarded as a result of this RFQ process.
- A bidder must not have a conflict of interest regarding the solicitation process or with the Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

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

- a) Technical proposal (with detailed specifications and pictures), in response to the requirements outlined in the specifications, in accordance with the technical quotation form provided.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format. The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV 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 Thursday, August 08, 2024 at 5:00 PM Libya Time**

Name of contact person at UNFPA:	<i>Mr. Riadh JABERI</i>
Email address of contact person:	<i>Bids.Libya.Procurement@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/LBY/RFQ/24/001 – Procurement of office Furniture**. 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 acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications, the cost of the individual items and the total cost of the goods (as per 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.

VII. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a **Purchase Order and a 3-year Long Term Agreement** to the lowest priced bidder/s whose bid has been determined to be substantially compliant with the bidding documents. UNFPA reserves the right to make multiple arrangements on the award that serves efficient and of best interest of the organization.

VIII. 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.

IX. Payment Terms

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

X. 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, representatives 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](#).

XI. 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](#).

XII. 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 Mr. Samir Anouti, Representative at anouti@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, Supply Chain Management Unit at supplychain@unfpa.org.

XIII. 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).

TECHNICAL QUOTATION FORM

Item N°	Items	Specifications	Bidder's Proposal Specifications	Photo of the Proposed Product
1	Meeting Room Table (mainly White)	<p>Dimensions: 345/360cm length x 120cm width</p> <p>Table Size: A rectangular table that comfortably fits 12 people would typically be around 360cm in length and 120cm in width. That allows for ample space for each person to have elbow room and comfortably access meeting materials.</p> <p>Cable Management: It should have provisions for cable management of ICT and conferencing equipment, to keep wires and cables organized and out of the way, preferably with grommets or built-in cable trays.</p>		
2	Meeting Room Chairs (Black)	<p>Weight Capacity: Chair should support a weight capacity suitable for most users (Maximum weight capacity 150kg).</p> <p>Seat Height: Adjustable seat height (typically between 16 to 21 inches from the floor) to accommodate different desk heights and ensure proper alignment of thighs parallel to the ground.</p> <p>Seat Depth: Adjustable seat depth (typically 15 to 18 inches) to allow for proper support of the thighs without putting pressure on the back of the knees.</p> <p>Armrests: Adjustable armrests that can be raised, lowered, angled, and moved closer or further from the seat to support the arms and shoulders comfortably.</p> <p>Seat Material: Breathable and comfortable seat cushion with adequate padding, typically made of fabric, mesh, or foam.</p> <p>Backrest: Contoured backrest that supports the natural curve of the spine. It should provide ample lumbar support and allow for some degree of recline to relieve pressure while sitting for long periods.</p> <p>Base: Stable five-point base with smooth-rolling casters suitable for the type of flooring in the office (e.g., carpeted or hard floors).</p> <p>Swivel: Chair should swivel easily to allow for freedom of movement without strain.</p>		
3	Leather Sofa individual	<p>1-seater standard sofa for the office.</p> <p>Dimensions: standard as per example photo provided.</p>		
4	Leather Sofa triplet	<p>3-seater standard sofa for the office.</p> <p>Dimensions: standard as per example photo provided.</p>		
5	Coffee table	<p>A standard coffee table that is suitable for the single and triplet Leather Sofa.</p> <p>Color: White/light color.</p>		
6	Waterproof Outdoor Sofa Set	<p>Waterproof Outdoor Sofa Set ideal for the office outdoor deck with waterproof cushions.</p> <p>Color: preferably Grey/light Brown color or any color that repels heat.</p> <p>Size: standard as per example photo.</p>		
7	Outdoor Deck Umbrella	<p>Sturdy umbrella suitable for outdoor heat, rain and wind.</p> <p>Color: light Grey/light Brown/any color that repels heat.</p> <p>Size: standard as per example photo</p>		

8	Office Desk Drawers	Wooden under desk storage drawers, mobile cabinet with wheels and 3 drawers, with at least 1 lockable drawer. Color: preferably Black and w\White, White or Grey.		
9	Storage Cabinet	Sturdy metal storage, lockable with adjustable shelves, that can handle up to 50kg load per shelf. Dimensions: standard size or not more than 185cm high, 90cm wide and 45cm deep. Color: preferably White, Cream or Grey Dimensions: standard size.		
10	Wooden Office Cupboard	Sturdy 4-shelved office cupboards ideal for storage of stationery and files. Lockable double door with some adjustable shelves. Dimensions: standard size or not more than Heigh: 198cm; Width 80cm; Depth: 40cm. Color: preferrably Wwhite or Grey.		
11	Wooden Office Book Shelf	High quality wooden office book shelf (4 shelves), ideal for storage of books, files, folders, etc. Shelf thickness: standard or at least 1.8cm Color: Preferrably White or light Grey Dimensions: standard size, or not more than Height: 180cm; Width: 80cm and Depth:45cm.		

Notes:

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3. Bidders shall provide photos of the actual products proposed from the above requests.
4. Warranty period of at least 1 year for each item.
5. The bidder must be able to provide technical support on the safe assembly and installation of the items as needed.
6. The bidders are requested to take into consideration the Environmental Standards, and furniture containing hazardous materials and/or material derived from endangered species like tropical hardwood, ivory, etc. must not be proposed.

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/LBY/RFQ/24/001
Currency of quotation:	USD
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form (for PO)

Item N°	Items	Unit of Measure	Quantity (PO)	Unit Price (USD)	Total Price (USD)
1	Meeting Room Table (mainly White)	Each	1	\$	\$
2	Meeting Room Chairs (black)	Each	12	\$	\$
3	Leather Sofa -individual	Each	2	\$	\$
4	Leather Sofa -triplet	Each	1	\$	\$
5	Coffee table	Each	1	\$	\$
6	Waterproof Outdoor Sofa Set	Set	1	\$	\$
7	Outdoor Deck Umbrella	Each	1	\$	\$
	Cost of Delivery to UNFPA Libya in Tripoli (Incoterms 2020 DDP)	Lumpsum for the above items	1		\$
	Cost of Assembly and Installation at UNFPA Libya's office	Lumpsum for the above items	1		\$

Overall Total Cost for the above potential Order

\$ _____ -

Price Quotation Form (for LTA)

Item N°	Items	Unit of Measure	Quantity (for LTA)	Unit Price (USD)
1	Meeting Room Table (mainly White)	Each	1	\$
2	Meeting Room Chairs (Black)	Each	1	\$
3	Leather Sofa -individual	Each	1	\$
4	Leather Sofa -triplet	Each	1	\$
5	Coffee table	Each	1	\$
6	Waterproof Outdoor Sofa Set	Set	1	\$
7	Outdoor Deck Umbrella	Each	1	\$
8	Office Desk drawers	Each	1	\$
9	Storage Cabinet	Each	1	\$

10	Wooden Office Cupboard	Each	1	\$
11	Wooden Office Book Shelf	Each	1	\$
	Cost of Delivery to UNFPA Libya in Tripoli (Incoterms 2020 DDP)	Each	2	\$
	Cost of Assembly and Installation at UNFPA Libya's office	Each	3	\$

Note: The UN Operational Rates of Exchange: <https://treasury.un.org/operationalrates/OperationalRates.php>

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LBY/RFQ/24/001 including all 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

DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ¹ have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

¹ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:

UNGM N°:

Postal Address:

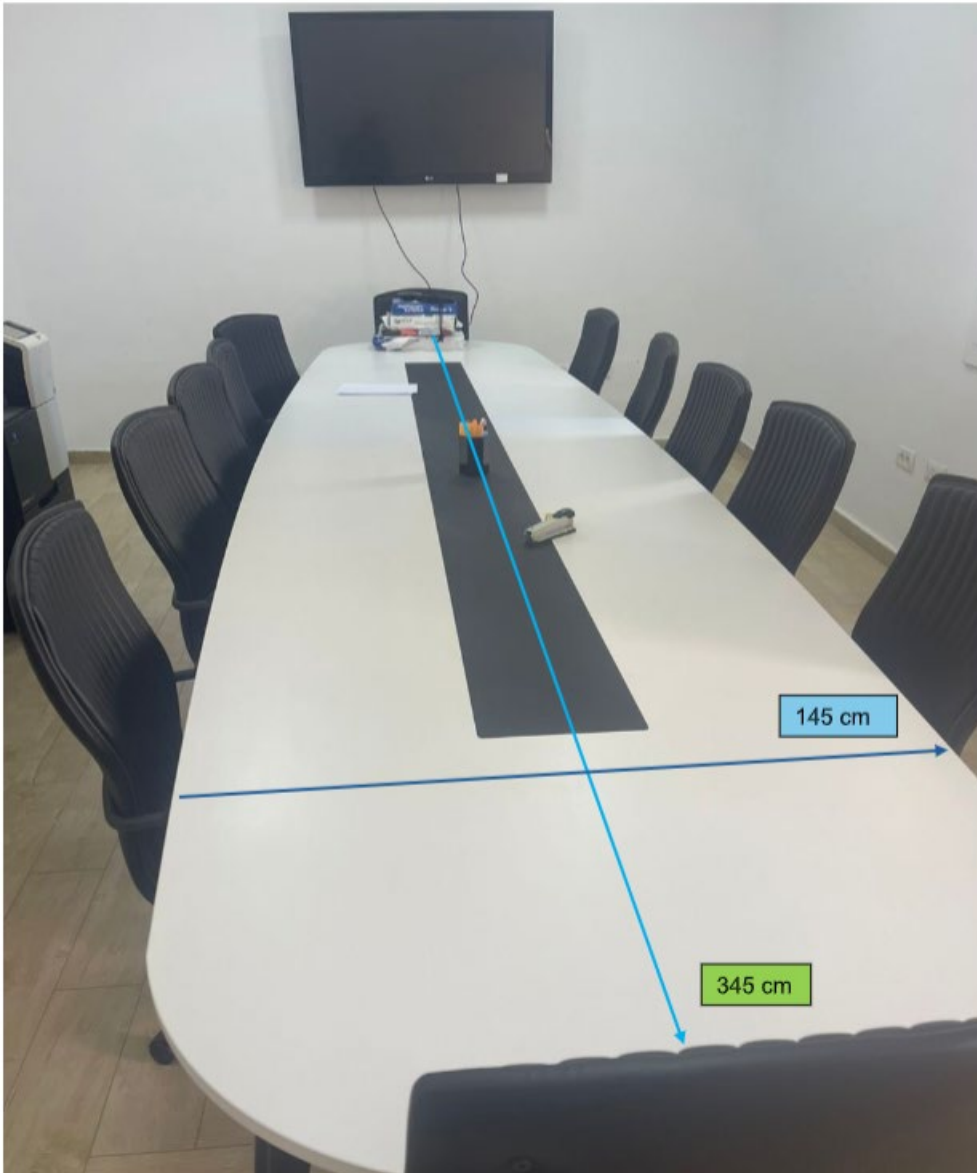
Email:

**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: Example Photos

Meeting Room Table with Chairs



Leather Sofa (Individual and Triplet) and Coffee Table



Waterproof Outdoor Sofa Set and Outdoor Umbrella



Office Desk Drawer



Storage Cabinet



Wooden Office Cupboard



Wooden Office Book Shelf

