

RFQ/CODKN/2024/14

**REQUEST FOR QUOTATION FOR THE SUPPLY AND DELIVERY OF ASSORTED
HOUSEHOLD GOODS UNHCR IN KINSHASA**

OFFERS TO BE RECEIVED NO LATER THAN: 22/03/2024 - 23:59 (Kinshasa time)

1- DESCRIPTION AND REQUIREMENTS

The Representation of the Office of the United Nations High Commissioner for Refugees (UNHCR) in the Democratic Republic of the Congo, Kinshasa office, invites qualified companies to submit their offers for the purchase and delivery of the item below:

N°.	Specifications	UoM	Quantity	Comments
01	Dining Table Set: Metal-Plated Wood (or All Wood) with a Set of 4 Armless Chairs. Maximum Table Size: 115x70x76cm. Chairs have High-Back Seats, Lightweight yet Sturdy and Stable.”	Kit	08	Please insert the picture of the product offered
02	Modular L-Shaped 3-Seater Sofa (Chaise Longue, Single Chair, or Ottoman) for Living Room: Upholstered in light-colored fabric with foam and polyester filling. Overall dimensions: 210x160x90 cm (LWH). Minimum seat length: 180 cm. Minimum seat depth: 60 cm	Set	08	Please insert the picture of the product offered
03	Wooden Two-Level Table: Width: 90 cm, Height: 45 cm, Length: 55 cm (average dimensions ±3 cm)	Piece	12	Please insert the picture of the product offered
04	Single Armchair for Bedroom: Width: 80-90 cm, Seat Depth: 60-80 cm, Height: 80-90 cm. Upholstered with foam and polyester	Piece	04	Please insert the picture of the product offered
05	Plastic Balcony Set: Circular glass-top table with 2 chairs	Set	12	Please insert the picture of the product offered

06	Complete Bedroom Set: Full bed with mattress (160x190 cm) and wooden bedside tables. Mattress thickness: minimum 20 cm, fabric covered. Wardrobe (185-190 cm length) matching the bed. Bedroom vanity table with stool.	set	12	Please insert the picture of the product offered
07	Bed Linens (Set of 2 Sheets): Sized to cover the mattress from item #6	set	24	Please insert the picture of the product offered
08	Duvets (Set of 2): Sized to cover the mattress from item #6	Set	24	Please insert the picture of the product offered
09	6-Piece Cutlery Set: Includes 3 forks, 3 dessert forks, 3 dessert spoons, 3 soup spoons, 3 table knives, and 3 fish knives	set	12	Please insert the picture of the product offered
10	Water Glass Set (Pack of 6)	Pack	10	Please insert the picture of the product offered
11	Juice Glass Set (Pack of 6)	Pack	10	Please insert the picture of the product offered
12	Wooden Dining Table Set with 4 Chairs (for a cafeteria). Maximum Size: 100x86x76 cm. High-back seats without armrests, lightweight yet sturdy and stable. Cafeteria.	Set	08	Please insert the picture of the product offered
13	Complete Dinnerware Set of 32 Pieces for 8 People. Includes Soup Plates, Dinner Plates, Cereal Bowls, and 3 Cups	set	10	Please insert the picture of the product offered
14	Set of 4 Stainless Steel Casseroles with Lids: Suitable for all stovetops, with a total capacity of 7 to 8 liters	Set	06	Please insert the picture of the product offered
15	Kitchen Knife Set (5-Piece Kit): Versatile for both bread and general cooking purposes.	Set	06	Please insert the picture of the product offered
16	Dish Towel Set (Pack of 3): Used for drying dishes.	Set	16	Please insert the picture of the product offered
17	Fiber Foot Wipers (80x40 cm): Designed to keep floors clean.	Piece	10	Please insert the picture of the product offered
18	Rubber Foot Wipers (60x30 cm): Prevent slipping and protect floors.	Piece	20	Please insert the picture of the

				product offered
19	Ironing Tables: Used for ironing clothes.	Piece	03	Please insert the picture of the product offered
20	Plastic Armchair with Armrests for Outdoor Use (Suitable for Tiled Surfaces).	Pièce	25	Please insert the picture of the product offered
21	Rectangular Plastic Table for Outdoor Use.	Piece	05	Please insert the picture of the product offered
22	Circular Flower Pots.	Piece	12	Please insert the picture of the product offered
23	Rectangular Flower Pots.	Piece	12	Please insert the picture of the product offered
24	Wooden Door Lock (2 Strikes).	Piece	40	Please insert the picture of the product offered
25	Metal Door Lock (1 Strike).	Piece	35	Please insert the picture of the product offered

2- THE CONTENT OF YOUR OFFER

Please note that UNHCR has tax and customs duty exemption status. Therefore, your offer should be tax and duty-free and should include the following information:

Currency: USD

Costs, including delivery and all related charges.

Delivery time: to be specified.

FOR International suppliers Incoterms: DAP Offloaded at UNHCR Warehouse in Kinshasa

3- VALIDITY OF OFFERS AND AWARDING CONDITIONS

Your quotation must be valid for at least 90 days. UNHCR's standard payment terms are net 30 days after satisfactory delivery of goods or services and their acceptance by UNHCR.

However, please note that the submission of an offer is considered as full acceptance of UNHCR's general terms and conditions for the provision of goods and services.

The award of this contract will be based on the lowest conforming offer.

UNHCR reserves the right to accept all or part of the offer, or to authorize split or partial awards.

4- SUBMISSION OF OFFERS

Your offer must be received no later than 17/11/2023 at 12:00 (Kinshasa time)

Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR.

The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org> in order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registration for UNHCR applications. One supplier should have only one registered email account in the system. Therefore, the supplier must use only one e-TenderBox account for managing its offers to UNHCR. In case the password is forgotten that account cannot be used anymore, and new registration is required. Registration Guide (Annex G) and Use Manual of e-TenderBox (Annex F) are available at the above URL and attached this cover page.

IMPORTANT: The technical and financial offers shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification. Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded.

The maximum size limit per file is 10MB. Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded

successfully, even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline. Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline. Any bid received after this deadline or sent UNHCR email addresses will be rejected.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid.

Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its Proposal.

5- ACKNOWLEDGMENT OF RECEIPT

We would appreciate it if you could inform us by return email to codkisup@unhcr.org of your confirmation of receipt of this request for quotation and whether you will be submitting an offer or not.

IMPORTANT: Failure to submit the documentation may result in disqualification of the bidder.

6- DOCUMENTATION

Companies (bidders) are requested to provide the following documents when submitting their bids:

- Certificate of Registration Company
- Trade/Export Certificate
- Tax registration Certificate
- Tax compliance Certificate
- Bank Account certificate issued by the hosting bank and

IMPORTANT: Non-submission of the documentation may result in the disqualification of the bidder.

7- ANNEXES

The following annexes are an integral part of the request for quotation:

Annex A: List of household appliances which should be the basis for your pricing offer

Annex B: HCR Supplier Registration Form, which you must complete, sign, and submit with your offer.

Annex C: UNHCR's General Contract Conditions for the provision of services, a copy of which must be attached to your offer, signed, sealed, and endorsed "READ and APPROVED" on the last page.

Annex D: The United Nations Supplier Code of Conduct, a copy of which must also be attached to your offer, signed, sealed, and endorsed "READ and APPROVED" on the last page.

Thank you for your attention and participation.

Amedee Gaetan GAMBENI



Assistant Representative Supply

8 March 2024