

Date: 19th July 2024

(The bid submission deadline was extended on 23rd July 2024)

REQUEST FOR QUOTATION RFQ N° UNFPA/MNG/RFQ/24/013

Dear Sir/Madam,

We hereby solicit your quotation for the supply of below items to UNFPA's named warehouse in Ulaanbaatar.

№	Name	Description	Quantity	Sample (Samples are shown only for reference and not a preference of specific brands)
1	Sofa	<ul style="list-style-type: none"> - Sofa with 2 seaters. - Efficient modern design. - Back and seat materials: Fabric Upholstery or enhanced leather. - Cushion material: High-density foam. - Spring: Zig Zag Spring is preferred - Frame (Carcass): Sawn Laminated Board or more durable material. - Size: minimum Lenth 160cm x Height 70cm x Depth 70cm - Color: Modest color such as beige, brown, dark blue, dark green, or grey is preferred. White, black or red color is not acceptable. 	8	
2	Bean bag	<ul style="list-style-type: none"> - Bean bag in round and teardrop shape. Free standing and multiple shape seating - Sweating Proof Material, - Outer cover is removable and washable. - Double stitched. - Dimension: minimum Depth 110 x Width 110 x Height 80cm - The zipper is installed on bottom. - The bottom materiel must be thick - Color: Modest color such as beige, brown, dark blue, dark green, or grey is preferred. White, black or red color is not acceptable. 	16	
3	Journal table	<ul style="list-style-type: none"> - Round or oval shaped coffee table. - Modern design - Wooden top and solid metal legs - No sharp edge. - Size: minimum Height 70cm x Length 50cm x Width 50cm 	8	

		<ul style="list-style-type: none"> - Color: Wooden, black, or white is preferred 		
4	Foldable or stackable chair	<ul style="list-style-type: none"> - Ergonomic folding or stackable office chair - Preferred to have wheels - Padded seat - Material: High Density Seat Cushion, high quality plastic or iron body - Color: white, black frame with any color of cushion is preferred. - Size: Minimum Length/Width/Height: 60*55*80cm - Capacity: to bear at least 120 kg 	40	
5	Shelves for clothes	<ul style="list-style-type: none"> - Shelves - Good quality wooden board. - Dimension: approx. Height 180cm x Width 80cm x Depth 40cm. (± 5cm variation is acceptable) - Two have at least 3 compartments divided by 2 shelves inside. The top compartment is for hat, The middle compartment is to hang clothes on clothes rails. The lower compartment is for footwear. - 2 doors. - There is a long cross hanger for hanging clothes in the middle part. - Color: White color - The door has a locker. 	8	
6	Shelves for cap and coffee	<ul style="list-style-type: none"> - Material: High quality wooden board. - Size: approx. Height 80cm x Width 80cm x Depth 40cm.. (± 5cm variation is acceptable) - 2 doors with 1 divider inside. - Door should have locker - Color: White color 	8	

7	Shelves for book	<ul style="list-style-type: none"> - Material: Good quality wooden board. - Size: approx Height 160cm x Width 80cm x Depth 40cm. (± 5cm variation is acceptable) - 5-6 compartments for books. - Without door. - Color: White, light wood, beige or grey etc any of the modest color. 	8	
8	Coffee maker	<ul style="list-style-type: none"> - Drip Coffee Machine - Filter type: reusable is preferred - Function: fully automatic is preferred - Auto shut-Off function - Made from food grade plastic - Capacity: minimum 1,2 liter glass carafe, approx. 10 cups - Wattage: 1000W - Washable brew basket - Warranty: minimum 6 months 	8	
9	Electric kettle	<ul style="list-style-type: none"> - Electric kettle - Durable, BPA-free, food-grade stainless steel interior. - Capacity: minimum 1.6 Liters - Power: minimum 1500 watts - Built in water level indicator - To have boil dry protection and automatic shut-off function - Electricity: 220V - Warranty: minimum 6 months 	8	
10	Air humidifier	<ul style="list-style-type: none"> - Mist type: Cool mist. - Tank capacity Minimum 0.5 liter - To have aroma tray - To have night light - Covering area: minimum 20m² - Control: Has self-timer - Stand-alone on desk. - Silent operation - Warranty: minimum 6 months 	8	

11	Vacuum cleaner	<ul style="list-style-type: none"> - Electric, indoor vacuum cleaner - Automatic Cord Rewind, - Bagless, Lightweight, Compact, - Cord length: Minimum 5 meters - Washable Filter - Multi-Surface Brush, Crevice Tool - Dirt cup capacity: minimum 1.5 liters - Power: minimum 2000W - Hose length: minimum 1.4 meters - Noise level: Maximum 84 dB - Controller type: Push Button - Portable - Warranty: minimum 12 months 	8	
12	Wall clock	<ul style="list-style-type: none"> - Analog wall mount clock - Silent operation - Round shaped, - Size: 25-35 cm in diameter. - Numbers are clear and bold - Plastic - Battery powered - 1x Battery should be included 	8	
13	Carpet	<ul style="list-style-type: none"> - Carpet made from wool. - Rectangular size: minimum 290cm x 390cm. - Odor free - Thickness: approx. 1cm - Color: Soft, relaxing pattern and color is preferred. Solid colors such as black, red and white, yellow, etc is not acceptable. 	8	
14	Teacup set	<ul style="list-style-type: none"> - Teacup sets including 6 teacups and 6 plates - Shape: Round - Age range: for all age - Cups with handle - Material: Durable porcelain - Volume: 150-200 ml. - Standard Packaging for long distance local transportation 	8	
15	Multi plug extension cord	<ul style="list-style-type: none"> - Minimum 6 universal sockets - 3-5 meters extension cord - Voltage: 220V - Power: minimum 2500 watt - Metal or high-quality durable plastic body 	8	

		<ul style="list-style-type: none"> - Capacity: Minimum 20 ampere - Surge protector reset and switch On/Off power and 20A Circuit Breaker, Overload protection. 		
16	Lamp /standalone floor lamp/	<ul style="list-style-type: none"> - Floor type stand-alone lamp - Metal frame - Shade material: Acrylic - Modern & minimalist design - Easy and safe Assembly - Power source: corded electric, 220V - Height: 160-180cm - Included: 1x User manual, 1x led light bulb 	8	
17	Trash can	<ul style="list-style-type: none"> - Pedal type trash bin - Material: Stainless steel - Volume 10-15 liters. - Odor seal - Removable inner can for easy removing of trash - Cylindrical shape 	8	
18	Door matt	<ul style="list-style-type: none"> - Door matt to be used indoor at home entrance - Size: approx. 40*60 cm /rectangular/ - Heavy duty durable rubber waterproof material - Low pile - Color: dark solid. - Non-Slip back dirt trapper 	8	
19	Container (box) for first aid kit	<ul style="list-style-type: none"> - Plastic box with visible marking of first aid kit - Size: approx. Width 40cm x Height 30cm x Depth 30cm - With handle - Durable PVC material or tick fabric material - Any color but visible First aid kit's standard marking 	8	
20	Fire extinguisher	<ul style="list-style-type: none"> - Fire Extinguisher, DCP Powder Type (Stored Pressure) - BC Classes uses & DCP Type Fire Extinguisher - Capacity-4 Kg. - ISO & CE Certified - Useful for Class A and B i.e Oil, Petrol, Gases and Electric, DCP, BC Type fire extinguisher. 	8	



		- Includes: 1 Fire Extinguisher, 1 Wall Hook, 1 Discharge Pipe		
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A. Schedule of Requirements:

Award: UNFPA has the right to place an order for all or some of the items.

Partial bid: Partial bid is allowed. The Bidder shall **not be** required to quote for all items. However, Bidders are encouraged to quote for as many items as possible.

Delivery time: Fourteen (14) calendar days upon approval of the order.

Incoterms 2020: DAP, Ulaanbaatar, UN House

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](#)

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>Procurement Officer</i>
Tel N°:	976-11-353503, ext 3355
Email address of contact person:	Batsuuri@unfpa.org

The deadline for submission of questions is Wednesday, 24th July 2024, 6:00pm (GMT +8). 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 not have a conflict of interest regarding the solicitation process or with the TORs / 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 should contain:



- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
 - Offered item overview form showing the technical specifications relevant to the UNFPA requirement, brand name, model ID, actual photo of items offered.
 - Detailed time schedule for each item as per price form
 - Bidder's previous experience relevant to the current bidding. List of contracts etc.
- 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.
 - The quotation shall be valid at least for (90) days after the closing date.
 - The bid price should be DAP Ulaanbaatar, UN House

All forms must be parts of the quotation must be signed by the company's relevant authority and submitted in PDF format!

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 address indicated below no later than: **Monday, 29th July 2024, at 10:00 AM Ulaanbaatar Time**¹.

Name of contact person at UNFPA:	Procurement Officer
Official Email address:	procurement@unfpa.org.mn

Please note the following guidelines for electronic submissions to UNFPA Mongolia's secured email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MNG/RFQ/24/013 – Safe space items**. Proposals, including both technical and financial 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a carbon copy (CC) or blind carbon copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Procurement official at: batsuuri@unfpa.org.
- 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 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

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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 Office, Khalid Sharifi at ksharifi@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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MNG/RFQ/24/013
Currency of quotation:	
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

№	Product Name & Description	Unit Price (DAP)	Unit of measure	Quantity	Total price (DAP)	Delivery schedule
1	Sofa		Each	8		
2	Bean bag		Each	16		
3	Journal table		Each	8		
4	Foldable or stackable chair		Each	40		
5	Shelves for clothes		Each	8		
6	Shelves for cap and coffee		Each	8		
7	Shelves for book		Each	8		
8	Coffee maker		Each	8		
9	Electric kettle		Each	8		
10	Air humidifier		Each	8		
11	Vacuum cleaner		Each	8		
12	Wall clock		Each	8		
13	Carpet		Each	8		
14	Teacup set		Each	8		
15	Multi plug extension cord		Each	8		
16	Lamp /standalone floor lamp/		Each	8		
17	Trash can		Each	8		
18	Door matt		Each	8		
19	Container (box) for first aid kit		Each	8		
20	Fire extinguisher		Each	8		
	Grand total					

- DAP point: UN House, Ulaanbaatar.
- For local suppliers, please indicate in the *Vendor's comment* section below if the unit price includes the **Value Added Tax (VAT)**. Otherwise, no indication will be understood as the unit price are exclusive of VAT.

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MNG/RFQ/24/013 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

UNFPA.MNG.RFQ.24.013

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

		YES	NO
1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:		
	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"/>
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"/>

² "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.



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](#)

Please note that a PDF version of the applicable General Conditions of Contracts must be provided.