

[ENTER YOUR COMPANY'S LETTERHEAD]

ANNEX B
TECHNICAL OFFER FORM

For the supply and delivery Furniture to Damascus and Rural Damascus.

Dear Sir/Madam:

We, the undersigned, offer to provide the goods and/or services for the **Supply and Delivery of furniture for UNHCR** accordance with your Tender **No: RFQ/HCR/SYR/24/385** issued on 21 September **2024**.

"We hereby submit our Technical Offer."

Item no.	REQUIREMENTS (minimum acceptable specifications; bidders may provide similar or higher specifications)	Meets Requirements?		Comments / in addition to confirmation please specify the specs
		Yes	No	
1	Laser Printer			
a	Data Sheet/ Catalogue or pictures Submitted			
d	Please confirm: Specification of the offer comply with required specs in annex A.			
c	Please specify the Brand/model/name of the product.			
d	Please indicate country - city of origin of the product			
e	Please confirm the toner and drum (one piece)			
f	Please specify the number of pages that can be printed per toner cartridge.			
g	Please confirm the Connectivity USB, Ethernet			
h	Please confirm it can use paper size A4-A5- A6- B5			
i	Please confirm the Operating system is Win 7 minimum			
j	please confirm it can print Arabic			
k	Please Confirm you will provide 3 original ink tanks for each device.			
l	Please confirm that each device is provided with a user manual in Arabic.			
m	Please specify the warranty period for the item (at least one year).			
n	Please confirm offered quantity is 4.			
2	Water Cooler			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Data Sheet/ Catalogue or pictures Submitted			
c	Please confirm: Specification of the offer comply with required specs in annex A.			
d	Please specify the Brand/model/name of the product.			
e	Please Confirm you will provide additional water plastic chamber.			
f	Please specify the warranty period for the item (at least one year).			
g	Please confirm offered quantity is 4			
3	File cabinet			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm: Dimensions and materials comply with required specs in annex A.			

c	Please Confirm there is no joining in the same MDF and/or melamine piece.			
d	Please confirm the cabinet consists of four drawers held on rails with rolling's of the best quality available in the local market. and the drawers are equipped with suitable file holders. the cabinet is equipped with top central lock for all drawers, and each drawer is equipped with a suitable handle.			
e	Please confirm the cabinet raise off the ground, with screws and protectors made of anti-humidity plastic or rubber base.			
f	Please confirm all accessories are of the first-class accessories.			
g	Please specify the warranty period for the item (at least one year).			
h	Please specify the available wood colors.			
i	Please confirm offered quantity is 4			
4	Archiving Cupboard			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm: Dimensions and materials comply with required specs in annex A.			
c	Please confirm the cabinet contain at least four wooden doors, with suitable locks.			
d	Please confirm the MDF used one of the first-class MDF, coated with Melamine on both sides. All free edges for the main structure and shelves are covered with beech-wood strips (thickness ≥ 0.8 cm) with the same width of the profile, softened, polished, and sprayed with lacquer.			
e	Please Confirm there is no joining in the same MDF and/or melamine piece.			
f	Please confirm the cabinet raise off the ground, with screws and protectors made of anti-humidity plastic or rubber base.			
g	Please confirm all accessories are of the first-class accessories.			
h	Please specify the available wood colors.			
i	Please specify the warranty period for the item (at least one year).			
k	Please confirm offered quantity is 21			
5	Cupboard for dental instruments			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm: Dimensions and materials comply with required specs in annex A.			
c	Please confirm the main structure made of the cabinet is made of MDF wood, thickness: 18 mm at least.			
d	Please confirm the MDF covered totally with Melamine, all free edges covered with beech-wood strips (thickness: ≥ 1 cm).			
e	Please specify the number of drawers, and their measurements.			
f	Please specify the number and type of cabinet wheels and that they are unbreakable.			
g	Please confirm the beech-wood of first-class kind, dry, well grounded, softened and sprayed with lacquer with all its accessories (basic paint, paste, spray).			
h	Please confirm all accessories are of the first-class accessories.			
i	Please Confirm there is no joining in the same MDF and/or melamine piece.			
j	Please specify the available wood colors.			
k	Please specify the warranty period for the item (at least one year).			
l	Please confirm offered quantity is 4			

6	Assorted waiting chairs			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm: Dimensions and materials comply with required specs in annex A.			
c	Please confirm it is three-seat waiting chair without upholstery.			
d	Please specify the kind of steel metal used in the structure.			
e	Please confirm the seat is made of thermally painted holed steel, surrounded with chrome.			
f	Please confirm the arms and legs are made of chrome.			
g	Please specify the thickness of the holed seat metal.			
h	Please specify the thickness of the beam holding the seats.			
k	Please specify the warranty period for the item (at least one year).			
l	Please confirm offered quantity is 14			
7	visitor chair			
a	Data Sheet/ Catalogue or pictures Submitted.			
b	Please specify the Brand/model/name of the product.			
c	Please indicate country - city of origin of the product.			
d	Please specify the dimensions.			
e	Please confirm it is a fixed chair with arm rests, upholstered with black colored industrial leather (please specify).			
f	Please confirm the chair consists of a seat, backrest, base, and armrests.			
g	Please confirm the chair structure is anti-rust, made of steel, epoxy coated, or chrome painted (Please specify).			
h	Please confirm the chair seat is upholstered with high pressure foam (please specify the thickness).			
i	Please confirm the chair is covered with excellent padded industrial leather (please specify the kind), Cleanable and could be disinfected.			
j	Please confirm the seat back design ensure comfortability of the user, upholstered with same materials of the seat or made of solid material (please specify), break resistant, cleanable and could be disinfected.			
k	Please confirm the armrests are made in a streamlined manner that achieves comfort, aesthetics, balance, and durability to fit the overall shape of the chair. and the armrest is made of material that could be cleaned and disinfected and is resistant to external environmental factors (please specify).			
l	Please confirm the frame and chair design ensures durability and strength.			
m	Clear photos of the chair design are provided.			
n	Please specify the Chair load capacity.			
o	Please confirm it is balanced and stability, secured in all conditions of utilization.			
p	Please specify the warranty period for the item (at least one year)			
q	Please Confirm the Color is black.			
r	Please confirm offered quantity is 36			

8	Swivel desk chair			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please specify the Brand/model/name of the product.			
c	Please indicate country - city of origin of the product.			
d	Please confirm: Dimensions and materials comply with required specs in annex A.			
e	Please confirm the chair consists of a seat, backrest, base, and armrests.			
f	Please confirm the chair is upholstered with high pressure sponge (please specify the thickness) and covered with excellent padded industrial leather cleanable, could be disinfected (please specify).			
g	Please confirm the chair base is made of high-quality chrome-plated metal, heat-coated metal.			
h	Please confirm the bottom base is fitted with replaceable wheels (please specify the diameter and kind).			
i	Please confirm the armrests are made of treated hard plastic in a smooth, comfortable, aesthetic, balanced and durable manner.			
j	Please confirm the chair is equipped with a hydraulic spring high quality available in the local market to lift and lower the seat (please specify).			
k	Please confirm it is balanced and stability, secured in all conditions of utilization.			
l	Please confirm no joining in the same piece either for the metal or leather.			
m	Please specify the Chair load capacity.			
n	Please specify the warranty period for the item (at least one year).			
o	Please Confirm the Color is black.			
p	Please confirm offered quantity is 19			
9	Office desk			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm: Dimensions and materials comply with required specs in annex A.			
c	Please confirm it is a Box-shaped, open from the front and bottom sides, with a set of 3 drawers on the right. It consists of: Table upper part and drawers, and the Structure that holds the upper part and the drawers.			
d	Please confirm the tabletop is made of MDF (Please specify the thickness).			
e	Please confirm the sides, drawers and drawer crate are made of MDF (please specify the thickness).			
f	Please specify the drawer dimensions.			
g	Please confirm the MDF wood is coated with Melamine on both sides (please specify the thickness).			
h	Please confirm all free edges is covered with beech-wood strips (Please specify the thickness), with width similar to that of the profile. Beech wood stripes are softened, polished, and sprayed with lacquer.			

i	Please confirm all drawers must have suitable handles and must be installed on rails with wheels (first level).			
j	Please confirm the structure is made of MDF wood coated with Melamine n shaped. External dimensions: 70x75 cm ±3cm. with a front attaching piece.			
k	Please confirm the structure is provided with four screws with suitable protectors to lift it off the ground.			
l	Please Confirm there is no joining in the same MDF and/or melamine piece.			
m	Please confirm all accessories are of the first-class accessories.			
n	Please specify the available wood colors.			
o	Please specify the warranty period for the item (at least one year).			
p	Please confirm offered quantity is 18			
10	Table multiuse			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm: Dimensions and materials comply with required specs in annex A.			
c	Please confirm the composed of a frame and a top. The frame: is anti-rust, made of steel coated with epoxy, or painted with chrome (please specify).			
d	Please confirm the frame include top holder and four legs, enforced by horizontal bars linking more distant legs			
e	Please confirm the top is made of MDF of the best quality (please specify the thickness), coated with melamine or Formica (specify).			
f	Please confirm the free edges are covered with beech-wood (specify the thickness).			
g	Please Confirm there is no joining in the same MDF and/or melamine and/or Formica piece.			
h	Please confirm it raised off the ground, with screws and protectors made of anti-humidity plastic or rubber base.			
i	Please specify the available Colors.			
k	Please specify the warranty period for the item (at least one year).			
l	Please confirm offered quantity is 9			
11	Waste container			
a	Data Sheet/ Catalogue or pictures Submitted			
b	Please confirm it is a big container made of plastic with a cover tightly closes connected partially to the container and manually controlled.			
c	Please specify the capacity by liters.			
d	Please confirm that inner and outer flat surfaces. Rounded, blunt edges.			
e	Please specify the color of each part of the container.			
f	Please confirm that the first part of the container is written in Arabic (مخصص للنفايات الطبية). The second part of the container is written in Arabic (مخصص للنفايات العادية).			
g	Please confirm that the plastic is of high quality, easy to wash, safe use of disinfectants and chemical sterilization materials.			

h	Please specify the thickness of the plastic in the container.			
i	Please confirm that the supplied with a handle for pushing and a minimum of two wheels for easy movement (please specify the number and wheel dia).			
k	Please confirm that the design ensure stability on the floor.			
l	Please specify the warranty period for the item (at least one year).			
m	Please confirm high quality finishing.			
o	Please confirm offered quantity is 4			

COMPANY INFORMATION	Yes	No
Confirmation on Installation / combination for needed items		
Brand and Information on Country of origin provided		
Items are not produced and/or imported from Turkey or Israel		
Delivery lead time to all items	in days (.....)	
Copy of Valid Business Registration Certificate to be submitted (Yes/No)		
Vendor Registration Form provided (Yes/No)		
By signing this document, we confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Goods and Services (Yes/No)		
By signing this document, we confirm to have read and to acknowledge the UN Supplier Code of Conduct (Yes/No)		

By signing on this document, which I am duly authorized to sign for, I confirm that I have read and understood the technical requirements and this is also to confirm that our company is experienced and capable of providing the required goods and/or services specified in this RFQ.

Submitted by:

Signature:

Full Name:

Position Title:

Date and Place Signed:

STAMP OF THE COMPANY