



Date: April 27, 2023

**REQUEST FOR QUOTATION
FURNITURE & EQUIPMENT – SHELTERS
RFQ N° UNFPA/GUY/RFQ/23/001**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Indurma/Frigidaire/Whirlpool Gas Stove	30" 6 burner 2 shelf oven Color - stainless steel Fuel Type - Gas Stove Cover 2 oven racks Warranty - 1 year	each	3
2	Office Chairs	Black with White Stitching Material: Cloth Ergonomic Arms: Yes Adjustable seat Swivel Warranty: 1 year	Each	4
3	Office Desk	Material: Wooden Top of Desk: Laminated Finish: cherry 3 drawer Width: 65" Height: 30" Depth: 30" Warranty – 12 months	Each	4
4	Chest of Drawers	Material: Wooden Finish: cherry 5 drawer Dimensions: 19.38"D x 31.13"W x 48.75"H Warranty – 12 months	each	5



5	Bed	Single/Twin metal frame bed with headboard [with or without partial wood] Colour - black/brown width - 39" height - 75" Warranty – 12 months	each	2
6	Mattress	8" covered mattress for single/twin bed Polyester and Cotton material Back support firm spring filled width - 39" height - 75" Warranty – 12 months	each	2
7	Air Condition Unit	Brand: GREE Capacity: 24000 BTU Colour: white Voltage – 220-50/60 Dimension: 32.95" W x 7.44" D x 11.89" H Inverter Technology Energy Efficient ratio Silent Timer Remote control Automatic Start Other Warranty – 12 months	each	2
8	Metal Filing Cabinet	4 drawer Colour – black Vertical Locks with keys Dimension - 15"D x 25"W x 52"H Warranty – 12 months	Each	3
9	LG/Samsung Television	40" UHD Smart Smart Internet Function HDMI Inputs Wifi Bluetooth Audio Power - 20W USB Port - 1 Refresh Rate [HZ] - 60 Maximum Display - 3840 x 2160 Size - Slim Warranty – 12 months	Each	2



10	Printer	HP Wireless All in one Maximum printing speed – 30 pages per minute Input tray capacity – 260 pages Duty cycle – 2000 pages per month 8.5 x 11” up to 14” paper length	each	2
11	Desktop Computers	HP/DELL Windows 10/11 8GB/1TB RAM Solid State Drive 512/1000 Webcam Keyboard Mouse Warranty – 12 months	Each	5
12	Suite	3-piece [3, 2 and 1 seaters] Colour - Dark grey with decorative cushions Warranty - 1 year	Each	1
13	Whirlpool Refrigerator	Energy Star qualified Capacity - 21.3 Cubit Feet Doors - 2 [top door-freezer and bottom door-refrigerator] Color - Black Humidity Crisper Shelf for Meat Lock 3 shelves refrigerator Storage bins for vegetables Egg container Frost free Voltage 110v/60Hz Width 32.75 x height 65.5 x Depth 34 Door Alarm: Yes Led Lighting Interior Light Door Alarm Warranty - 1 year	each	1



14	Countertop Microwave	Black & Decker or Panasonic with handle Cubit feet - 1 Color –Black Turn table Digital control panel Automatic timers Clock Inverter technology Hob light Warranty – 12 months	Each	1
15	Dining Set	7 piece dining set [1 table, 6 chairs] Wooden - locally made preferable [no plywood] Colour - Espresso Length - 60" Width - 36" Height - 30" Seating cover material - dark cloth Warranty – 12 months	Each	1
16	Freezer	Frigidaire 9 - 14 cubic feet White Energy Star qualified Doors - 1 Color – Black/white Lock Storage bins for meats Frost free [if possible] Voltage 110v/60Hz Door Alarm: Yes Led Lighting Interior Light Warranty – 12 months	Each	1
17	Bunk Beds	Metal frame bed Colour - black/brown Dimension – 56"W x 75"L Warranty – 12 months	Each	2
18	Mattress for Bunk Beds	8" covered mattress for metal bunk bed Polyester and Cotton material Back support firm spring filled Dimension – 56"W x 75"L Warranty – 12 months	Each	2



19	Bed	Queen size metal frame bed with headboard [with or without partial wood] Colour - black/brown Dimension - 79.9"L x 60.2"W x 42.9"H Warranty – 12 months	Each	3
20	Mattress	8" covered mattress for queen size bed Polyester and Cotton material Back support firm spring filled Dimension - 79.9"L x 60.2"W x 42.9"H Warranty – 12 months	Each	3
21	Pump	Water Pump HR50 ½ HP 30 gallon pressure tank Warranty – 12 months [pump] Warranty – 60 months [pressure tank]	Each	1
22	Tanks	Water Tanks 450 gallons Black	Each	4
23	Kettle	1.7 liter capacity and a 1500 watt element for fast heating Hard plastic carafe with stay-cool handle lifts off the base for cordless serving Safety features include auto-shutoff, blue operational lights, and boil dry protection Compact design fits easily on a countertop or shelf Cord-wrap recess for tidy out-of-the-way cord storage Product dimensions: 8.7 x 6.2 x 9.4 inches (LxWxH) 110volts Warranty – 6 months	Each	2



This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

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

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>Nichola Duncan</i>
Tel N°:	<i>592-223-6571 or 225-4334</i>
Email address of contact person:	guyana.office@unfpa.org

The deadline for submission of questions is **Friday, May 8, 2023 at 16:00hrs Guyana time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Delivery of Items

Items must be delivered within **6 weeks** of receipt of Purchase Order.

IV. Content of quotations

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

- a) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

The quotation must be signed by the company's relevant authority and submitted in PDF format.

V. Instructions for submission

Proposals should be prepared along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: **Friday, May 19, 2023 at 16:00hrs Guyana time**.

Name of contact person at UNFPA:	<i>Nichola Duncan</i>
----------------------------------	-----------------------



Email address of contact person: srocprocurement@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/GUY/RFQ/23/001 – Furniture & Equipment- Shelters**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (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

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 the 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, an 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.



United Nations Population Fund
Sub-regional Office for the Caribbean/Guyana
107-108 Duke Street, Kingston, Georgetown (UN House)
E-mail: guyana.office@unfpa.org
Website: www.unfpacaribbean.org

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 Unit Alison Drayton at drayton@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, Procurement Services Branch at procurement@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).



United Nations Population Fund
 Sub-regional Office for the Caribbean/Guyana
 107-108 Duke Street, Kingston, Georgetown (UN House)
 E-mail: guyana.office@unfpa.org
 Website: [www.unfpa.org/caribbean.org](http://www.unfpa.org/caribbean)

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/GUY/RFQ/23/001
Currency of quotation:	GYD
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					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
3					
4					
5	Delivery Charges based on the following 2010 Incoterm, to:	Choose an item.			
	Marmorvej 51, 2100 Copenhagen Denmark	Each		1	
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GUY/RFQ/19/001 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



United Nations Population Fund
Sub-regional Office for the Caribbean/Guyana
107-108 Duke Street, Kingston, Georgetown (UN House)
E-mail: guyana.office@unfpa.org
Website: www.unfpacaribbean.org

**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](#)