REQUEST FOR QUOTATION
FURNITURE & EQUIPMENT – SHELTERS
RFQ Nº UNFPA/GUY/RFQ/23/001

Date: April 27, 2023

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Product Name</th>
<th>Product Description</th>
<th>Unit of Measure</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indurma/Frigidaire/Whirlpool Gas Stove</td>
<td>30&quot; 6 burner 2 shelf oven Color - stainless steel Fuel Type - Gas Stove Cover 2 oven racks Warranty - 1 year</td>
<td>each</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Office Chairs</td>
<td>Black with White Stitching Material: Cloth Ergonomic Arms: Yes Adjustable seat Swivel Warranty: 1 year</td>
<td>Each</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Office Desk</td>
<td>Material: Wooden Top of Desk: Laminated Finish: cherry 3 drawer Width: 65&quot; Height: 30&quot; Depth: 30&quot; Warranty – 12 months</td>
<td>Each</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Chest of Drawers</td>
<td>Material: Wooden Finish: cherry 5 drawer Dimensions: 19.38&quot;D x 31.13&quot;W x 48.75&quot;H Warranty – 12 months</td>
<td>each</td>
<td>5</td>
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</tbody>
</table>
| **5** | **Bed** | Single/Twin metal frame bed with headboard [with or without partial wood]  
Colour - black/brown  
width - 39”  
height - 75”  
Warranty – 12 months |
| **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 |
| **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 |
| **8** | **Metal Filing Cabinet** | 4 drawer  
Colour – black  
Vertical  
Locks with keys  
Dimension - 15”D x 25”W x 52”H  
Warranty – 12 months |
| **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 |
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Details</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Printer</td>
<td>HP Wireless&lt;br&gt;All in one&lt;br&gt;Maximum printing speed – 30 pages per minute&lt;br&gt;Input tray capacity – 260 pages&lt;br&gt;Duty cycle – 2000 pages per month&lt;br&gt;8.5 x 11” up to 14” paper length</td>
<td>each 2</td>
</tr>
<tr>
<td>11</td>
<td>Desktop Computers</td>
<td>HP/DELL&lt;br&gt;Windows 10/11&lt;br&gt;8GB/1TB RAM&lt;br&gt;Solid State Drive 512/1000&lt;br&gt;Webcam&lt;br&gt;Keyboard&lt;br&gt;Mouse&lt;br&gt;Warranty – 12 months</td>
<td>Each 5</td>
</tr>
<tr>
<td>12</td>
<td>Suite</td>
<td>3-piece [3, 2 and 1 seaters]&lt;br&gt;Colour - Dark grey with decorative cushions&lt;br&gt;Warranty - 1 year</td>
<td>Each 1</td>
</tr>
<tr>
<td>13</td>
<td>Whirlpool Refrigerator</td>
<td>Energy Star qualified&lt;br&gt;Capacity - 21.3 Cubit Feet&lt;br&gt;Doors - 2 [top door-freezer and bottom door-refrigerator]&lt;br&gt;Color - Black&lt;br&gt;Humidity Crisper&lt;br&gt;Shelf for Meat&lt;br&gt;Lock&lt;br&gt;3 shelves refrigerator&lt;br&gt;Storage bins for vegetables&lt;br&gt;Egg container&lt;br&gt;Frost free&lt;br&gt;Voltage 110v/60Hz&lt;br&gt;Width 32.75 x height 65.5 x Depth 34&lt;br&gt;Door Alarm: Yes&lt;br&gt;LED Lighting&lt;br&gt;Interior Light&lt;br&gt;Door Alarm&lt;br&gt;Warranty - 1 year</td>
<td>each 1</td>
</tr>
</tbody>
</table>
|   | 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 |
|---|---|---|---|---|
| 14 | 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 |
| 15 | 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 |
| 16 | Bunk Beds | Metal frame bed  
Colour - black/brown  
Dimension – 56”W x 75”L  
Warranty – 12 months | Each | 2 |
| 17 | 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 |
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>19</td>
<td>Bed</td>
<td>Queen size metal frame bed with headboard [with or without partial wood]</td>
<td>3</td>
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<td></td>
<td></td>
<td>Colour - black/brown</td>
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<td></td>
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<td>Dimension - 79.9&quot;L x 60.2&quot;W x 42.9&quot;H</td>
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<tr>
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<td>Warranty – 12 months</td>
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<tr>
<td>20</td>
<td>Mattress</td>
<td>8&quot; covered mattress for queen size bed</td>
<td>3</td>
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<td></td>
<td></td>
<td>Polyester and Cotton material</td>
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<td>Back support firm spring filled</td>
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<tr>
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<td>Dimension - 79.9&quot;L x 60.2&quot;W x 42.9&quot;H</td>
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<td></td>
<td></td>
<td>Warranty – 12 months</td>
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<tr>
<td>21</td>
<td>Pump</td>
<td>Water Pump HR50</td>
<td>1</td>
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<td></td>
<td></td>
<td>½ HP</td>
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<td></td>
<td></td>
<td>30 gallon pressure tank</td>
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<td>Warranty – 12 months [pump]</td>
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<td></td>
<td></td>
<td>Warranty – 60 months [pressure tank]</td>
<td></td>
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<tr>
<td>22</td>
<td>Tanks</td>
<td>Water Tanks 450 gallons</td>
<td>4</td>
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<tr>
<td>23</td>
<td>Kettle</td>
<td>1.7 liter capacity and a 1500 watt element for fast heating</td>
<td>2</td>
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<td>Hard plastic carafe with stay-cool handle lifts off the base for cordless</td>
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<td>serving</td>
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<td>Safety features include auto-shutoff, blue operational lights, and boil dry</td>
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<td></td>
<td>protection</td>
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<td>Compact design fits easily on a countertop or shelf</td>
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<td>Cord-wrap recess for tidy out-of-the-way cord storage</td>
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<td>Product dimensions: 8.7 x 6.2 x 9.4 inches (LxWxH)</td>
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<td></td>
<td></td>
<td>110volts</td>
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<td></td>
<td></td>
<td>Warranty – 6 months</td>
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</table>
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:

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Nichola Duncan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nº:</td>
<td>592-223-6571 or 225-4334</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:guyana.office@unfpa.org">guyana.office@unfpa.org</a></td>
</tr>
</tbody>
</table>

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: | Nichola Duncan |
Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ Nº 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.
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).
**PRICE QUOTATION FORM**

**Name of Bidder:**

**Date of the quotation:** [Click here to enter a date.]

**Request for quotation Nº:** UNFPA/GUY/RFQ/23/001

**Currency of quotation:** GYD

**Validity of quotation:**
*(The quotation shall be valid for a period of at least 3 months after the submission deadline.)*

### Price Quotation Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Number of Units</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td>2</td>
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<td>3</td>
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<td>4</td>
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<tr>
<td>5</td>
<td>Delivery Charges based on the following 2010 Incoterm, to:</td>
<td>Choose an item.</td>
<td>Each</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marmorvej 51, 2100 Copenhagen, Denmark</td>
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</tbody>
</table>

**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**
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.