



Date: 7 March 2019

## REQUEST FOR QUOTATION RFQ N° UNFPA/THA/RFQ/19/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Provision of Office Furniture Storage Service”**

UNFPA requires the provision of “Provision of Office Furniture Storage Service” as specified in the Terms of Reference (ToR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

#### **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 child birth 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](#)

#### **Objectives and scope of the Services**

UNFPA APRO has surplus office furniture and requires the service of ‘Office Furniture Storage’. The objective of the RFQ is to identify a supplier who can provide UNFPA with ‘Provision of Office Furniture Storage Service’ as indicated in the Term of Reference (TOR). The selected vendor is expected to sign the three-year Long Term Agreement (LTA) with UNFPA APRO to provide the ‘Provision of Office Furniture Storage Service’ to have a standard price list which selected vendor and UNFPA can use the services upon needs and requirement.

#### **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|                                  |                                    |
|----------------------------------|------------------------------------|
| Name of contact person at UNFPA: | <i>Ms. Jarintorn Kiatniyomrung</i> |
| Tel N°:                          | <i>+66 2 687 0159</i>              |
| Email address of contact person: | <i>kiatniyomrung@unfpa.org</i>     |

The deadline for submission of questions is Thursday, 14<sup>th</sup> March 2019 at 15:00 hours, Bangkok time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## II. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

## III. 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, are to be sent by e-mail to the contact person indicated below no later than: **Thursday, 21<sup>st</sup> March 2019 at 15:00 hours, Bangkok time.**

|                                  |                                    |
|----------------------------------|------------------------------------|
| Name of contact person at UNFPA: | <i>Ms. Jarintorn Kiatniyomrung</i> |
| Email address of contact person: | <i>kiatniyomrung@unfpa.org</i>     |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/THA/RFQ/19/001 – “Provision of Office Furniture Storage Service”**. 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.

## IV. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (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.

## V. Award Criteria

UNFPA shall award a **Long Term Agreement with duration of (three (3) years with the possibility to extend for one year and another one year** to the lowest-priced technically acceptable offer.

## VI. 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 services specified in this RFQ without any change in unit prices or other terms and conditions.



## **VII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

## **VIII. 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](#).

## **IX. 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](#).

## **X. 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 - Mr. Björn Andersson, Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at [andersson@unfpa.org](mailto:andersson@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](mailto:procurement@unfpa.org).

## **XI. 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

|   |   |
|---|---|
| <b>Name of Bidder:</b>  |   |
| <b>Date of the quotation:</b>   | <a href="#">Click here to enter a date.</a> |
| <b>Request for quotation №:</b>   | UNFPA/THA/RFQ/19/001                        |
| <b>Currency of quotation:</b>   | THB   |
| <b>Validity of quotation:</b><br><i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i> |   |

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

| Group | Description   | Unit            | Unit Price (THB) |
|-------|---|-----------------|------------------|
| A     | Monthly Storage Fee<br>- Space Storage (Furniture)  | 1 square meters |                  |
| B     | Service Charge<br>- Pick Out  | per Item        |                  |
| C     | Transportation Charge   |                 |                  |
|       | 1. Next Week Delivery (Request before 16.00 hrs. of specific day, Delivery within 16.00 hrs of specific day of next week) |                 |                  |
|       | - Van   | per Van         |                  |
|       | - Truck   | per Truck       |                  |
|       | - Manday  | per Manday      |                  |
|       | 2. Transportation for the first time (Packing and Moving) (Working 1-2 Days)  |                 |                  |
|       |   | per project     |                  |
| D     | Other cost  |                 |                  |
|       |   |                 |                  |

*Vendor's Comments:*



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/THB/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  
Asia and Pacific Regional Office (APRO)  
4th Floor United Nations Service Building  
Bangkok, 10200 Thailand  
E-mail: [kiatniyomrung@unfpa.org](mailto:kiatniyomrung@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.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](#)