



REQUEST FOR QUOTATION (RFQ)

REFERENCE: RFQ/KRT/ESP/09/029	DATE: 29 July 2009
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Dear Sir / Madam:

You are kindly requested to submit your quotation for **Tables and Chairs** in accordance with the minimum technical specifications enclosed by 09 August 2009 at 16:00 hours. Original offers shall be received by email or hand delivery marked **RFQ/KRT/ESP/09/029 Provision of Tables and Chairs** at the following address before the indicated deadline:

Attention: Mr. Marco Moreno, Procurement Specialist
 United Nations Development Programme
 House No. 28, Block 10
 Riyadh
 Khartoum, Sudan
 Email: marco.moreno@undp.org

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	Tables and Chairs, see Annex 1 for Minimum Specifications.	See Annex 1

TERM AND CONDITIONS	
Delivery Term, Place	CIF Khartoum
Payment Terms	Goods and Services will be paid in USD and/or SDG upon delivery, submission of suppliers invoice according to UN General Conditions of Contract for Goods. Note: in cases where works and services are contracted, different payment terms may apply.
Validity of Quotation	60 days from deadline for submission of offers
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
Delivery Date	Please indicate earliest date of availability for requested Goods/Services: _____ Number of days/weeks from notification of award of contract. NOTE: Only offers stating availability date of 3 Weeks or shorter will be considered for evaluation purposes

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Currency of quotations/offers	Offers submitted by national suppliers shall be nominated in Sudanese pounds (SDG)
Request for clarification	Bidders requesting clarification of any of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP office. Only requests for clarification received at least 96 hours prior to the deadline for submission of offers will be entertained. Replies to any requests for clarification will be transmitted to all bidders at www.sd.undp.org/bids.htm .
General Terms and Conditions	This RFQ is subject to UN General Conditions of Contract for Goods available at www.sd.undp.org/bids.htm , which can also be provided upon request.
Evaluation Criteria	Evaluation of offers will be base on the following: <ul style="list-style-type: none"> • Complete submission of the offer including: <ol style="list-style-type: none"> 1. Delivery Time and terms 2. Validity of offer 3. Acceptance of general terms and conditions of the RFQ 4. Conformity to technical specifications • Cost of the quotation

IMPORTANT:

In order to be considered for evaluation purposes, your offer shall include the following information:

- Bidders are requested to clearly indicate the technical characteristics or the description of goods, and services offered.

NOTA BENE: Sudan is under a special commercial restrictions, therefore some brands/makes are not allowed to be imported into the country. Your company must be aware of this restriction and therefore be aware and able to obtain the necessary permits to export/import items into Sudan.

Supporting technical documentation: Bidders are requested to include in their offers all-necessary supporting documentation (i.e. company profile, technical brochures, maintenance program, warranty, etc.) to allow the evaluating committee to identify the quality of the goods/services offered.

NAME: Guillaume Chartres FUNCTIONAL TITLE: Project Manager (SEP)

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Annex 1 (RFQ/KRT/ESP/09/029)

No.	ITEM	DESCRIPTION	SPECIFICATIONS	QTY	UNIT PRICE	TOTAL AMOUNT
1	Folding Tables		Metallic frame and cover plastic, aprox size 120 X 150	63		
2	Chairs		Plastic, stackable with capacity to support 120 Kg	63		
			ESTIMATED TOTAL			\$0

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- Annex 2 (RFQ/KRT/ESP/09/029)

BID/PROPOSAL SUBMISSION FORM

To: The procuring entity

Dear Sir / Madam,

Having examined the RFQ Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer of **Folding Tables and Chairs**, in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the Quotation attached herewith and made part of this Bid.

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the RFQ documents

We agree to abide by this Bid for period of [60] days from the RFQ closing date, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this / / 2009
 Day Month Year

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Signature

.....
[in the capacity of]

Duly authorized to sign the Bid for and on behalf of [Company]