



Date: 29 December 2021

REQUEST FOR QUOTATION
RFQ N° UNFPA/VNM/RFQ/2021/07

Dear Sir/Madam,

We hereby solicit a quotation for the following items:

Package 2 - Office equipment, kitchenware, and others – A Customized List of Items by Components

Item N°	Product Name	Product Description	Unit of Measure	Quantity
I. Office Equipment (*Note: The dimension of furniture products would be accepted within ± 5% of measurement required)				
1	A set of table and Sofa	<ul style="list-style-type: none"> * Three-seater sofa - Size: 2400mm long, 850mm high, 950mm - High quality fabric 3-seater sofa with wood combination. Elasticity and anti-collapse deep, monolithic foam without impurities. - Preferably dark color * Two 1 seater sofa chairs - Size: 450mm x 450mm (same material as above); - Preferably dark color * Tea table: - Size: 1300mm long, 700mm wide, 430mm high - Rectangular, stone top - Preferably wood color 	Set	1
2	A small set of table and sofa	<ul style="list-style-type: none"> * 2-seater sofa: - Size: H:89cm W:167cm D:83cm - Wooden frame, upholstery fabric - Cover can be removed for washing * 1 seater sofa chairs: - Size: 450mm x 450mm (same material as above). * A round table: - Size: 760 mm, 430mm high - MDF wooden-round top 	Set	1

Item N°	Product Name	Product Description	Unit of Measure	Quantity
3	A set of equipment for a workstation: 1 working table with drawers and 1 chair	Desk: Size: W1200mm x D600mm x H750 mm - a wooden computer desk with - Table with hanging wooden box - CPU racks and keyboard trays - CPU racks and keyboard trays - The tabletop has a handy wiring hole Working chair: standard type	Set	5
4	Meeting table with 10 chairs	- Size: L2800mm xW1200mm x H750mm - Oval-shaped tabletops with hole in the middle with laminate wood material - 10 meeting chairs	Set.	1
5	The document cabinet with 2 standing compartments	- Width 800mm x deep 400mm x height 1830mm - Brown melamine plywood material - Preferably wood color	Pc.	4
6	Wall Mounted Whiteboard	Size: 1200mm x 1600mm - White board - easy to write and erase, attract magnets, 5x5cm blurred lines	Pc.	1
7	A working round table + 2 chairs	- Size of a round table: 1.2m. - MDF round table material, wood foot PU paint - 2 chairs. - Preferably wood color	Set	1
8	Table and chairs: 01 table, 2 chairs	- 1 Tea table size 600mm x 600mm x 600mm. 25mm thick, preferably wood color - 2 chairs: size 600mm x610mm x 650mm, preferably wood color - Smili upholstered chair mattress, rubber wood frame	Set	3
9	Wardrobe	Size: Length: 800mm Width: 480mm Height: 1800mm - Material: 2 chambers of industrial wood material; Melamine-coated MFC - PU paint paper Preferably wood color	Pc.	3
10	Bed-side cabinet	Size: D390mm x W47mm x H58mm made from oak veneer / Oak / MDF with 3 drawers, neatly designed Preferably wood color	Pc.	3

Item N°	Product Name	Product Description	Unit of Measure	Quantity
11	Movable whiteboard	<ul style="list-style-type: none"> - Size: 2000mm x1200 mm - Easy to write and erase, attract magnets, 5x5cm blurred lines. - Portable frame with sturdy legs Double-sided marker pen or chalk, can be rotated 360 degrees	Pc.	1
12	Table and chairs set: 1 table + 12 chairs	<ul style="list-style-type: none"> - Size: Length 4800mm x 1200mm x 750mm - Rectangular tabletop, covered with MFC wood, covered with Melamine with moldy scratch resistance - 12 chairs - Preferably wood color 	Set	1
13	Bookshelf	<ul style="list-style-type: none"> - Size: H1200mm x D170mm x W 900mm. - Made from scratch-resistant materials, smooth PU paint - Preferably wood color 	Pc.	3
14	Dining Table & chair set: 01 table and 6 chairs	<ul style="list-style-type: none"> - Table size 160 x width 80 x height 75cm - White stone tabletop color, natural wood for Table & chairs' foot frame. - Natural rubber wood material, MDF wood tabletops, high-quality simili cushioned chairs. - Preferably wood color 	Set	1
II. Kitchenware				
1	Plastic pots, plugs, water containers, drinking cups	A set consist of: <ul style="list-style-type: none"> - 2- washing buckets, heavy duty, Durable plastic bucket made of HDPE (High Density Polyethylene). - a 1-liter water thermos bottle water with stainless steel - one 5-liter portable plastic water container with tap, high quality, made from BPA free, safe materials and are made for drinking water - two- 250ml ceramic cups in which one with lid. 	Set	3
2	A single-kitchen Sink with water tab	Size L820mm x W450mm x H 230mm Non-stick titanium coating surface. Stone Cutting 790mm x420mm	Pc.	1

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3	Double Induction	- Size L736mm x W416mm, stone cutting size 680mm x 390mm - Inverter - electricity saves. - There are safe child locks, which automatically turn off the stove when there is no pot. - Voltage 220-240v/50-60Hz.	Set	1																						
4	Saucepans, pans, frying pan	Set of 4 Stainless Steel Materials: - 28-cm Saucepan - 20-cm pan - 18-cm pan - 20-cm non-stick frying pan	Set	1																						
5	Kitchenware (dishes, spoons, chopsticks, baskets, wooden cutting boards, bowls, knives...)	* A set of dinner table for 10 persons includes: <table border="1" data-bbox="699 1041 1153 1899"> <thead> <tr> <th>Items</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Rice bowls 4.4"</td> <td>10</td> </tr> <tr> <td>Big bowls 7"</td> <td>10</td> </tr> <tr> <td>Flat plates 7</td> <td>3</td> </tr> <tr> <td>Flat plates 8</td> <td>3</td> </tr> <tr> <td>Flanging deep plates 7</td> <td>3</td> </tr> <tr> <td>Flanging deep plates 8</td> <td>3</td> </tr> <tr> <td>Pair chopsticks</td> <td>10</td> </tr> <tr> <td>Soup spoons</td> <td>10</td> </tr> <tr> <td>Small plates to contain spice</td> <td>3</td> </tr> <tr> <td>Small bowl to contain fish sauce</td> <td>3</td> </tr> </tbody> </table> * Other utensil kitchen: - 30-cm Wooden cutting boards	Items	Quantity	Rice bowls 4.4"	10	Big bowls 7"	10	Flat plates 7	3	Flat plates 8	3	Flanging deep plates 7	3	Flanging deep plates 8	3	Pair chopsticks	10	Soup spoons	10	Small plates to contain spice	3	Small bowl to contain fish sauce	3	Set	1
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		- A set of knives with 3 different sizes (Cleaver, santoku and paring knife)						
6	Plastic Basket	- Size 380mm x 290mm x 350mm - PP plastic material	Pc.	3				
7	Plastic trash bin	- 5 liters with lid - PP Plastic materials	Pc.	3				
8	Plastic bucket	- Size 26mm x 21.5mm x height 295mm - 10 litres medical plastic bucket with lid - HDPE plastic material	Pc.	3				
III. Others								
1	School photography lights	Anti-nearsighted LEDs, With four modes.	Pc.	3				
2	Painting 3D frescoes on the wall	Size: (H2000mm x W400mm) - 3D fresco decoration to create a playful atmosphere towards the good things in life	Pc.	3				
3	Fireproof safe	- Outer dimensions: 68 heights - wide deep 52 - Height 52 - wide 38 - deep 38 - Weight 110kg - Electronic lock - 1,000-degree fire resistance within 2 hours	Pc.	1				
4	Curtains	- Size: 190 cm x 150 cm - High-quality sun protection curtains - Polyester material - Preferably dark color	Set	21				
5	School supplies (pen, notebook, paper, marker...)	<table border="1"> <thead> <tr> <th>Items</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1. School notebooks ✓ Size: 170 * 240 (±2mm) ✓ Number of pages: 48 pages excluding cover ✓ Quantity: 100g/m² ✓ Whiteness: 90 - 92%ISO ✓ Produce: Hong Ha, VN</td> <td>50 pc</td> </tr> </tbody> </table>	Items	Quantity	1. School notebooks ✓ Size: 170 * 240 (±2mm) ✓ Number of pages: 48 pages excluding cover ✓ Quantity: 100g/m ² ✓ Whiteness: 90 - 92%ISO ✓ Produce: Hong Ha, VN	50 pc	Set	1
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6	Stories, books, magazines, books teaching life skills	<p>1. 03-05 Bilingual e-book set for children presented in English and Vietnamese - a smart book, a series of bilingual books that tell stories with 2-3 options: book with Piano - the smart book for children as a Piano on children's books - Superhero book without piano and Elsa without piano - an electronic audiobook for children without a piano and a separate addition and subtraction table for babies.</p> <p>2. 03 Fable story book set for Children to Learn to read: The first stories when starting to learn letters, the font size is suitable for children who are just starting to learn to read. (Large print book, vivid illustrations</p> <ul style="list-style-type: none"> - Help children develop language, reading comprehension ability - Help children exercise, memory ability, observation ability, thinking ability => Creating the habit of reading books will help children learn better and smarter <p>3. 05 Set of 4 Life Skills Books for Children: Good Habits, Self-Protection, Good Communication, Self-Extinguishing.</p>	Set	1								
7	Children's Toys	<p>Plastic and wood materials:</p> <ul style="list-style-type: none"> - 01 swinging elephant slide set - molded monolithic of plastic and durable - 01 Children's big kitchen cooking toy set for boys and girls 	Set	2								
8	Children's toy rack	<ul style="list-style-type: none"> - Size: H800mm x D300mm x W800mm - MFC wood grain wood material 	Pc.	1								



Item N°	Product Name	Product Description	Unit of Measure	Quantity
9	Bean bag chair	- Size: 1120mm x 1040mm x 740mm - There is foam wrapped in fabric, safe for young children to easily move	Pc.	6
10	Blankets, pillows, sheets (2 sets of changes each). <i>Note: Bed 1m2x1.9m</i>	A set includes: - a cotton blanket size 1500 mm x 2000mm - a cotton filled pillow size 450mm x 650mm - a cotton sheet – for <i>Bed 1m2x1.9m</i>	Set	12
11	Bed mattress	- Size: L1200mm x L1900mm - Pressed cotton mattress	Pc	6
12	Simili carpet	- Size L 2m x 25m/pc, 1,2mm thick - Hard, heat resistant, good flame retardant - Preferably wood color	Pc	11

Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation

Language of the Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid shall be written in English

Validity of Bid:

Quotations shall be valid at least for 90 days after the closing date. A bid valid for a shorter period shall be rejected by UNFPA.

Partial Bids

Partial bids are allowed for a given component of this tender. UNFPA reserves the right to select and accept a part of parts of any bid.

All prices must be inclusive of all taxes (if any)

Quoted prices should include transportation to the place as nominated by UNFPA and unloading fees.

Delivery Time/Place

Delivery Time: The maximum allowed delivery time is 2 weeks upon issuing of purchase order (PO).

Delivery place: **Thanh Hoa Social Work Center, 313 Ba Trieu st, Ham Rong Ward, Thanh Hoa city, Thanh Hoa province**

Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and proof of related documents for the order.



United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi - Viet Nam
Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>
www.facebook.com/unfpa.vietnam

Instructions for quotation submission:

If you are interested in submitting a quotation for these items, kindly send the followings by email to the UNFPA Viet Nam's secured email address vbdtender@unfpa.org no later than **17h00 (Ha Noi Time, GMT+7) on 6 January 2022.**

- A filled, signed and stamped Quotation Form
- A filled Product Overview Form
- Pictures of the quoted items
- Your company's registration papers
- A signed and stamped Vendor Form along with a bank account certificate

Please submit your quotation in Viet Nam Dong (VND) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Under no circumstances shall UNFPA be required to accept any goods that do not conform to the specifications or requirements of the Contract. In no case shall UNFPA be obligated to accept any goods unless and until UNFPA has had a reasonable opportunity to inspect the goods following delivery. The goods shall not be deemed accepted unless and until UNFPA in fact provides such written acceptance. In no case shall payment by UNFPA in and of itself constitute acceptance of the goods.

Guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/VNM/RFQ/2021/07**
- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Sending the Bid to any others email address, including a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

Contract Award

UNFPA shall award the contract to one or multiple suppliers with the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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 goods specified in this RFQ without any change in unit prices or other terms and conditions.

Your earliest response to this RFQ would be highly appreciated

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,
Nguyen Minh Ha
Tel No, +84-24-38500 328; Email: mnguyen@unfpa.org

PRICE QUOTATION FORM

Name of Bidder:	_____
Date of the quotation:	_____
Request for quotation N°:	_____
Currency of quotation:	_____
Delivery terms (<i>specify mode of transportation and the route</i>)	_____
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	_____

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific case.

Price Schedule:

Item	Product Name and Description	Unit	Unit Price	Quantity	Transportation cost to Destination	Total DAP (VND) (Destination)	Delivery Schedule (days upon order)
1							
2							
3							
Sub-total (VND)							
VAT (VND)							
GRAND TOTAL (including VAT):							

In your offer, please include:

1. Specific technical specifications of products offered
2. Quality standard of the products

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, Accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

_____	_____
Name and title	Date and place

PRODUCT OVERVIEW FORM

Name of Bidder:

Package 2 - Office equipment, kitchenware and others – A Customized List of Items

Note: The dimension of furniture products would be accepted within ± 5% of measurement required

Item	Product Name	Description and minimum/mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
I. Office equipment				
1	A set of table and Sofa	* Three-seater sofa - Size: 2400mm long, 850mm high, 950mm - High quality fabric 3-seater sofa with wood combination. Elasticity and anti-collapse deep, monolithic foam without impurities. - Preferably dark color * Two 1 seater sofa chairs - Size: 450mm x 450mm (same material as above). - Preferably dark color * Tea table: - Size: 1300mm long, 700mm wide, 430mm high - Rectangular, stone top - Preferably wood color		
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3	A set of equipment for a workstation: 1 working table with drawers and 1 chair	Desk: Size: W1200mm x D600mm x H750 mm - a wooden computer desk with - Table with hanging wooden box - CPU racks and keyboard trays - CPU racks and keyboard trays - The tabletop has a handy wiring hole Working chair: standard type		
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14	Dining Table & chair set: 01 table and 6 chairs	- Table size 160 x width 80 x height 75cm - White stone tabletop color, natural wood for Table & chairs' foot frame. - Natural rubber wood material, MDF wood tabletops, high-quality simili cushioned chairs. - Preferably wood color		
II. Kitchenware				
1	Plastic pots, plugs, water containers, drinking cups	A set consist of: - 2- washing buckets, heavy duty, Durable plastic bucket made of HDPE (High Density Polyethylene). - a 1-liter water thermos bottle water with stainless steel - one 5-liter portable plastic water container		

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6	Stories, books, magazines, books teaching life skills	1. 03-05 Bilingual e-book set for children presented in English and Vietnamese - a smart book, a series of bilingual books that tell stories with 2-3 options: book with Piano - the smart book for children as a														

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		<p>Piano on children's books - Superhero book without piano and Elsa without piano - an electronic audiobook for children without a piano and a separate addition and subtraction table for babies.</p> <p>2. 03 Fable story book set for Children to Learn to read: The first stories when starting to learn letters, the font size is suitable for children who are just starting to learn to read. (Large print book, vivid illustrations - Help children develop language, reading comprehension ability - Help children exercise, memory ability, observation ability, thinking ability => Creating the habit of reading books will help children learn better and smarter</p> <p>3. 05 Set of 4 Life Skills Books for Children: Good Habits, Self-Protection, Good Communication, Self-Extinguishing.</p>		
7	Children's Toys	<p>Plastic and wood materials:</p> <ul style="list-style-type: none"> - 01 swinging elephant slide set - molded monolithic of plastic and durable - 01 Children's big kitchen cooking toy set for boys and girls 		
8	Children's toy rack	<ul style="list-style-type: none"> - Size: H800mm x D300mm x W800mm - MFC wood grain wood material 		
9	Bean bag chair	<ul style="list-style-type: none"> - Size: 1120mm x 1040mm x 740mm - There is foam wrapped in fabric, safe for young children to easily move 		
10	Blankets, pillows, sheets (2 sets of changes each). <i>Note: Bed 1m2x1.9m</i>	<p>A set includes:</p> <ul style="list-style-type: none"> - a cotton blanket size 1500 mm x 2000mm - a cotton filled pillow size 450mm x 650mm - a cotton sheet – for <i>Bed 1m2x1.9m</i> 		
11	Bed mattress	<ul style="list-style-type: none"> - Size: L1200mm x L1900mm - Pressed cotton mattress 		
12	Simili carpet	<ul style="list-style-type: none"> - Size L 2m x 25m/pc, 1,2mm thick - Hard, heat resistant, good flame retardant - Preferably wood color 		