

Invitation to Bid (ITB) for goods

Supply and Installation of Office
Furniture for Independent High
Commission of Human Rights
(IHCHR) in Baghdad, Iraq

ITB No. (15-IQOH-ITB-054)

Date: 25 Aug 2015

Invitation To Bid (goods) Supply and Installation of Office Furniture for (IHCHR) ITB No. 15-IQOH-ITB-054

Section 1: Bid data

Bid number: 15-IQOH-ITB-054
Project: (HRC, 87003)
Procurement official's name: Yazan Sabri
Email: YazanM@unops.org
Telephone number: +962 6 590 2104
Issue date: 25 - Aug - 2015

Requests for clarifications due

Date: 30.08.2015
Time: 03.00 p.m. - Amman Time (GMT +3)

UNOPS clarifications to offerors due

Date: 6.09.2015
Time: 03.00 p.m. - Amman time (GMT +3)

Proposal due

OFFERORS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR PROPOSAL.

Proposed due Date: 10.09.2015
Time: 03.00 p.m. - Amman Time (GMT +3)

Planned award date

Date: (15.09.2015)

Invitation To Bid (goods)
Supply and Installation of office Furniture for (IHCHR)
ITB No. 15-IQOH-ITB-054

Section 2: ITB letter

UNOPS plans to procure office Furniture of IHCHR in Baghdad as defined in accordance with these documents. UNOPS now invites sealed bids from qualified Bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS by mail or email at the address specified not later than **03.00 p.m on 10 September 2015 – Amman Time, (GMT +3).**

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances. These can be accessed by the link provided below. For clarification on specific issues, or to learn more details about procurement at UNOPS, Bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of six sections and a series of annexes which will be completed by Bidders and returned with their bid it is mandatory to include documents 1-5 in every ITB for goods; document 6 optional:

ITB Section 1:	Bid data sheet
ITB Section 2:	ITB letter (this document)
ITB Section 3:	Instructions to Bidders
ITB Section 4:	UNOPS technical specifications/statement of work
ITB Section 5:	UNOPS General Conditions of Contract (goods/services/small services)
ITB Section 6:	Special Conditions for Goods

Returnable ITB forms (mandatory): Annexes A - D must be sent as part of every ITB (goods)

Annex A	Bid/No Bid Confirmation Form
Annex B	Check List Form
Annex C	Bid Submission, Technical and Price Schedule Offer Form
Annex D	UNGM Vendor registration form

Interested Bidders may obtain further information by contacting this email address: **YazanM@unops.org**

Pre-cleared by:

Date:

15.8.2015

Nisreen Shunnar
Procurement Specialist
UNOPS Hub in Amman, Jordan

Approved by:

Date:

25/8/2015
[Signature]

Bana Kaloti
Director
UNOPS Hub in Amman, Jordan



Invitation To Bid (goods) Supply and Installation of Office Furniture for (IHCHR) ITB No. 15-IQOH-ITB-054

Section 3: Instructions to Bidders

1. Introduction

UNOPS means the United Nations Office for Project Services, Sub-Regional Operational Hub in Amman, with offices located in more than 80 countries worldwide.

All communications regarding this ITB must be directed only to UNOPS **Procurement and Logistics Assistant, Yazan Sabri** by email at **YazanM@unops.org**. Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

THE BIDDER ASSUMES FULL RESPONSIBILITY FOR THE TIMELY DELIVERY OF THE BID TO THE **DESIGNATED LOCATION:**

Hard Copy to:

DEIR GHBAR, AL-SHAKEREEN ST. P.O. BOX 941655 AMMAN 11194 JORDAN).

Or

E-mail:

IQOCProcurementSecureMail@unops.org

BIDS DELIVERED TO ANY OTHER OFFICE, LOCATION, OR EMAIL ADDRESS MAY BE REJECTED.

2. Eligibility and pre-qualification criteria

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation To Bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

When the Bidder is not the manufacturer of the goods, and if so required in the UNOPS technical specifications/statement of work (section 4 of this ITB) the Bidder shall be duly authorized by the manufacturer of the goods to submit this bid by completing annex J and returning it with its bid, assuring full guarantee and warranty obligations as per the contract.

The Bidder must have the required and relevant experience, financial, and production capability necessary to perform the contract, as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

3. Cost of bid

The Bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

4. Content of solicitation documents

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in Section 2, ITB Letter.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the Bidder's risk and may affect the evaluation of the bid.

5. Amendments of solicitation documents

At any time prior to the deadline for the submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the solicitation documents by amendment.

All prospective Bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

6. Language of Bids

The bids prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in **English**. Supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an appropriate translation of all relevant passages in **English**. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof, shall rest with the Bidder.

7. Documents comprising the bid

Bidders shall not submit more than one bid per Bidder in this ITB process, with the exception of alternative offers if so provided for in the ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the Bidder shall comprise the following components:

ITB Submission (on or before bid due date):

As a minimum, Bidders shall complete and return the documents listed below (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the documents listed below as part of the bid may result in bid rejection.

Part of bid	Check list form (Annex B hereto)
Part of bid	Signed Bid submission, technical and price schedule offer form (Annex C hereto)

If after assessing this opportunity, you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission:

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline, indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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8. Bid Prices

The Bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods it proposes to supply under the contract.

The price of the goods shall be quoted as per Incoterms detailed in the Price Schedule Form.

Fixed Price: Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract, and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9. Bid Currencies

All prices shall be quoted in **USD**.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above, if the Bidder confirms during the clarification of bids (18) in writing that it will accept a contract issued in the mandatory bid currency, and that for conversion, the official United Nations operational rate of exchange of the day of the ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

10. Bid Security

~~As a requirement to participate in this solicitation, Bidders shall submit a bid security as part of the bid in the amount of _____ [insert symbol, figure and words]. Any bid security will be in the same currency as stipulated in clause 10 Bid currencies.~~

~~The bid security shall be in the form of a bid bond, a bank guarantee or irrevocable Letter of Credit issued by an accredited bank, acceptable to UNOPS, in the form provided in the solicitation documents, or another form acceptable to UNOPS and valid for thirty (30) days beyond the period of bid validity prescribed by UNOPS pursuant to clause 12, Period of Validity of Bids. Any unsecured bid may be rejected by UNOPS.~~

~~Unsuccessful Bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by UNOPS pursuant to clause 12, Period of Validity of Bids.~~

~~The successful Bidder(s)' bid securities will be discharged/returned upon the Bidder executing the contract, pursuant to clause 25, Signing of Contract.~~

~~The bid security may be forfeited:~~

- ~~a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the bid submission form; or~~
- ~~b. In the case of the successful Bidder, if the Bidder fails to sign the contract in accordance with clause 25, Signing of Contract.~~

11. Period of Validity of Bids

Bids shall remain valid for sixty 60 days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.

12. Format and Signing of Bids

The bid shall be typed and shall be signed in indelible ink by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

13. Sealing and Marking of Bids

The Bidder shall seal the bid in an envelope and/or send the submission email or emails, subject to size, as detailed below.

- Any envelope should be marked with 15-IQOH-ITB-054 and be addressed as follows for mailing or hand deliveries:

UNOPS
IQOH- Deir Ghbar – Shakereen Street – Building number 2
Amman - Jordan
Attention: Bid Opening Panel

If the envelope is not sealed and marked as per the instructions in this clause, UNOPS does not assume responsibility for the bid's misplacement or premature opening.

- Any email should have the subject line 15-IQOH-ITB-054 and in the email body be addressed as follows:

UNOPS
IQOH
Attention 15-IQOH-ITB-054

IQOCProcurementSecureMail@unops.org

In case of bid submission by email to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox. UNOPS is not responsible for any delays caused by network problems etc. It is the sole responsibility of Bidders to ensure that their bid is received by UNOPS in the dedicated inbox, on or before the prescribed tender deadline.

14. Deadline for Submission of Bids

Bids must be received by UNOPS at the email address/office address specified under clause 14 Sealing and Marking of Bids not later than 03:00 PM, Amman Time on 03-Sep, 2015. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents. In this case, all rights and obligations of UNOPS and Bidders previously subject to the deadline will thereafter be subject to the new deadline as extended.

15. Late Bid

Any bids received by UNOPS after the deadline for the submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", will be rejected. Where a bid security was requested, any such bid security will be returned to the Bidder after the contract award has been made.

16. Modification and Withdrawal of Bids

The Bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for the submission of bids.

The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. No bid may be modified subsequent to the

deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

17. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents, in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

18. Preliminary Screening

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

19. Determination of Compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria, as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents, such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

20. Evaluation steps

All bids found substantially compliant with the formal criteria under 1.19 Preliminary Screening, will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications/statement of work as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

21. Award Criteria

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS technical specifications. The qualifications will be evaluated by UNOPS, and Bidders determined to have met all mandatory requirements, will be considered for award.

UNOPS will award the contract to the responsible contractor whose bid substantially conforms to the requirements set forth in the solicitation documents, and offers the lowest overall cost to UNOPS. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders, or any obligation to inform the affected Bidder or Bidders of the grounds for UNOPS action.

22. UNOPS right to vary quantities at time of Award

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications/SOW, provided this does not exceed the percentages specified in Section 4, Technical specifications/SOW, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

23. Notification of Award

Prior to the expiration of the period of bid validity, UNOPS will notify the successful Bidder in writing by email or post, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the Bidder, if not already a registered vendor, will be required to complete a vendor registration process on the UNGM prior to the signature and finalization of the contract, if not registered already.

24. Signing of Contract

At the same time as UNOPS notifies a successful Bidder that its bid has been accepted, UNOPS will invite the Bidder, provided the Bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.

Invitation To Bid (goods)

Supply and Installation of Office Furniture for (IHCHR)

ITB No. 15-IQOH-ITB-054

Section 4: UNOPS technical specifications

A. Summary of requirements

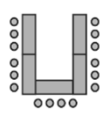
1. List of goods and delivery schedule			
Line item/ lot N°	Description of goods	Quantity	Delivery schedule from date of contract
Lot 1	Press Room		2-3 weeks (Iraq – Baghdad – Green Zone)
	Chairs	6	
	Scaffold	1	
	Lectern/ podium	1	
	Wallpaper display with the IHCHR Commission logo	1	
	Training room		
	Tables	5	
	Chairs	15	
	Ceiling Projector Mount	1	
	Manual pull down screen for Projector	1	
	4 Offices Spaces		
	Office Tables	12	
	Chairs Swivel chair with armrests	12	
	Office Cabinets	6	
	Storage Cabinets	8	
	Meeting room		
	Office Round table	1	
	Chairs	4	
	VIP Room		
	Coach	2	
	Sofa	2	
	Coffee table & side table	1	
	Coffee table & side table	1	
	Mats of office	5	
	Carpet	1	
	Training Centre and library		
	Office desk set of 3 spaces	3	
	Book cases	4	
	Chairs	4	
	Office Round table	1	
	Office partition	1	
	Umbrella for Outdoors (included base)	2	

Consignee address and consignee-wise quantity distribution

Line item/ lot N°	Consignee address	Quantity	Unit
1	IHCHR office in Baghdad (Green Zone) - Iraq	101	101
2	IHCHR office in Baghdad (Red Zone) - Iraq	150	150

B. Detailed technical specifications

Lot 1. Office furniture for Green Zone Building

Press Room		
item	Quantity	Specs
Chairs 	6	Specifications: <i>Chairs to be used in a small press room with the panel on the lateral allowing take notes and write while seating.</i>
Scaffold 	1	Specifications: - Wooden scaffold for a press room - Dimensions: will be determined on the premises approximately 4 meter length x 25 cm high.
Lectern/ podium 	1	Specifications: - Wooden lectern customized with the logo of the IHCHR - Dimension: minimum 42"H (lowered) x 22"W x 17"D
Wallpaper display with the IHCHR Commission logo	1	Specifications: Dimensions will be measure on the facilities but approximately will de length 6 m x 3, 50 m high.
Training room		
Tables 	5	Specifications: Materials and dimension: Wooden surface, to be able to create a U shape - Depth:750mm - Height: min 727mm - Length:1500mm
Chairs 	15	Specifications: Materials: - Leg frame/ Cross rail: Steel, polyester powder coating - Seat/ Backrest: Polypropylene or similar materials depending of the availability on the local market. Dimensions: - Width: 39 cm - Depth: 47 cm - Seat width: 39 cm - Seat depth: 34 cm Seat height: 45 cm Height: 77 cm - Chairs tested to resist a weight of 100 kg

Ceiling Projector Mount 	1	Specifications: - Flushed or extended pole ceiling projector mount, preferable - Adjustable extension pole length from 17" - 25" - Integrated cable management +/- 30-45° and 360° swivel - Able to fit the most common projectors - Aluminum, preferable - Supports projectors up to minimum 7kg
Manual pull down screen for Projector 	1	Specifications: - Preferred Dimensions: Length : 2192.0 mm / Width: 2030.0 mm - Standard 4-side black/ grey/ white masking borders 4K Ultra HD Ready - Materials of screen material expected durable and easy to clean 180° wide viewing angle for different purposes training of conferences. - Screen lanyard needs to be included
4 Offices Spaces		
Office Tables	12	Specifications: - Laminate wooden Table Top Round - Dimensions minimum width 30 inches X depth with capacity to host 4 / 5 places. - Cubic partitions desks / walls will be an asset, allowing individuals have a modular space.
Chairs Swivel chair with armrests 	12	Specifications: Swivel chair with armrests - Width: 74 cm - Depth: 69 cm - Min. height: 102 cm - Max. Height: 114 cm - Seat width: 47 cm - Seat depth: 48 cm - Min. seat height: 47 cm - Max. seat height: 60 cm
Office Cabinets 	6	Specifications: Storage combination of cabinet with filing (preferred) Dimensions - Width: 80 cm - Depth: 45 cm - Height: 160 cm - Max load/shelf: 30 kg
Storage Cabinets	8	Specifications: Materials Frame: Pigmented epoxy/polyester powder coating Main parts: Steel, Pigmented epoxy/polyester powder coating

		Approximately dimension required : - Width: 41 cm - Depth: 50 cm - Height: 104 cm Able to storage files with a minimum size A4 and <u>with locker</u>
Meeting room		
Office Round table 	1	Specifications: - Round table underframe up to 4 /5 seats - Materials :wood or Fiberboard, Melamine foil, Melamine - Dimension: Approximately. length: 166 cm, Diameter: 115 cm, Height: 74 cm
Chairs 	4	Specifications: Materials: - Leg frame/ Cross rail: Steel, polyester powder coating - Seat/ Backrest: Polypropylene or similar materials depending of the availability on the local market. Dimensions: - Width: 39 cm - Depth: 47 cm - Seat width: 39 cm - Seat depth: 34 cm - Seat height: 45 cm - Height: 77 cm - Chairs tested to resist a weight of 100 kg
VIP Room		
Coach	2	Specifications: Materials: Fabric or leather seats for a VIP room for receiving authorities and guest acceptable on Middle East region, style wise.
Sofa	2	Specifications: Materials: Fabric or leather sofas for a VIP room for receiving authorities and guest acceptable on middle east region, style wise. Preferred same style as the two coach: Dimensions: Width: 218 cm Depth: 88 cm Seat depth: 49 cm Seat height: 45 cm Height: 88 cm
Coffee table & side table	1	Specifications: - Material: wood - Dimensions Length: 118 cm, Height: 45 cm, Width: 78 cm

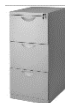
		
Coffee table & side table 	1	Specifications: Round wooden table Dimensions: Diameter:60 cm, Height: 35 cm approximately
Masts of office. 	5	Specifications: - Materials: Wood or brass in gold or silver color with the base in all the cases included. - Recommended Height: 2.20 meters or similar dimensions. - The masts needs to be suitable to be placed in several offices spaces and conference/ press rooms.
Carpet 	1	Specifications: Carpet for a guest room to receive authorities approximately dimensions are: - Length: 400 cm - Width: 200 cm - Area: 6.50 m² approximately
Training Centre and library		
Office desk set of 3 spaces 	3	Specifications: - Materials: Wood or brass in gold or silver color with the base in all the cases included. - Recommended Height: 2.20 meters or similar dimensions. - The masts needs to be suitable to be placed in several offices spaces and conference/ press rooms.
Book cases 	4	Specifications: Frame / composition: Solid wood or metal Stain, Clear acrylic lacquer. Preferred that Shelves are adjustable so can be customized according to the storage needs. Width: 90 cm Depth: 37 cm Height: 197 cm Max load/shelf: at least 40 kg
Chairs	4	Specifications: Materials: - Leg frame/ Cross rail: Steel, polyester powder coating - Seat/ Backrest: Polypropylene or similar materials depending of the availability on the local market.

		Dimensions: - Width: 39 cm - Depth: 47 cm - Seat width: 39 cm - Seat depth: 34 cm - Seat height: 45 cm - Height: 77 cm - Chairs tested to resist a weight of 100 kg
Office Round table 	1	Specifications: - Round table underframe up to 4 /5 seats - Materials :wood or Fiberboard, Melamine foil, Melamine - Dimension: Approximately. Length: 166 cm, Diameter: 115 cm, Height: 74 cm.
Office partition 	1	Office transparent partitions - Supply and install high standard partition comprising of a Single glazed sunk-in partition wall. Anodized extruded aluminum structural section, uncoated, embedded into the floor or counter ceiling. - Either 5+5 mm laminated glass with 0.38 mm PVB interlayer film or 5+5 mm laminated glass with 1.52 mm or similar with door included. - Installation cost of the partitions needs to be included on the price
Umbrella for Outdoors (included base) 	2	Specifications Umbrellas for outdoor space. Preferred the following composition: - Base/ Ribs: Steel, Polyester powder coating - Cord: Polyethylene - Fabric: 100 % polyester - Plastic parts: Polypropylene - Pole: Aluminum, Polyester or similar components.

Lot 2. Office furniture for Red Zone Building

Conference / Press Room		
Item	Quantity	Specs
Chairs 	24	Specifications: Materials: - Leg frame/ Cross rail: Steel, polyester powder coating - Seat/ Backrest: Polypropylene or similar materials depending of the availability on the local market. Dimensions: - Width: 39 cm - Depth: 47 cm - Seat width: 39 cm - Seat depth: 34 cm Seat height: 45 cm Height: 77 cm - Chairs tested to resist a weight of 100 kg
Scaffold 	1	Specifications: - Wooden scaffold for a press room - Dimensions: will be determined on the premises approximately 6 meter length x 25 cm high. 2 meter width
Multimedia Lectern/ podium 	1	Specifications: - Wooden lectern customized with the logo of the IHCHR - Wires integrated to be able to plug a computer / laptop for presentations - Dimension: minimum 42"H (lowered) x 22"W x 17"D
Tables	15	Specifications: Materials and dimension: Wooden surface, laminated. - Depth: 750mm - Height: min 727 mm - Length: 1500mm
Ceiling Projector Mount 	1	Specifications: - Flushed or extended pole ceiling projector mount, preferable - Adjustable extension pole length from 17" - 25" - Integrated cable management +/- 30-45° and 360° swivel - Able to fit the most common projectors - Aluminum, preferable - Supports projectors up to minimum 7kg

Manual pull down screen for Projector 	1	Specifications: - Preferred Dimensions: Length more than 3500 mm / Width: 3500mm - Standard 4-side black/ grey/ white masking borders 4K Ultra HD Ready - Materials of screen material expected durable and easy to clean 180° wide viewing angle for different purposes training of conferences. <u>Screen lanyard needs to be included</u>
Wallpaper display with the IHCHR Commission logo	1	Specifications: Dimensions will be measure on the facilities but approximately will de length 6 m x 3, 50 to 4 m high.
Carpet 	1 roll	Specifications: - Carpet to cover a 12 meters long, mainly on the conference rooms stairs and entrance. - Color: Red - Installation: included in the price
Masts of office. 	4	Specifications: - Materials: Wood or brass in gold or silver color with the base in all the cases included. - Recommended Height: 2.20 meters or similar dimensions. - The masts needs to be suitable to be placed in several offices spaces and conference/ press rooms.
5 Offices Spaces		
Offices Tables	12	Specifications: - Laminate wooden Table Top Round - Dimensions minimum width 30 inches X depth
Chairs Swivel chair with armrests 	12	Specifications: Swivel chair with armrests - Width: 74 cm - Depth: 69 cm - Min. height: 102 cm - Max. Height: 114 cm - Seat width: 47 cm - Seat depth: 48 cm - Min. seat height: 47 cm - Max. seat height: 60 cm

Office Cabinets 	10	Specifications: Storage combination of cabinet with filing (preferred) Dimensions - Width: 80 cm - Depth: 45 cm - Height: 160 cm - Max load/shelf: 30 kg
Storage Cabinets 	12	Specifications: Materials Frame: Pigmented epoxy/polyester powder coating Main parts: Steel, Pigmented epoxy/polyester powder coating Approximately dimension required : - Width: 41 cm - Depth: 50 cm - Height: 104 cm Able to storage files with a minimum size A4 and <u>with lock</u>
Training Centre and library		
Office desk set of 3 spaces 	8	Specifications: Materials: Wood or brass in gold or silver color with the base in all the cases included. Recommended Height: 2.20 meters or similar dimensions. The masts needs to be suitable to be placed in several offices spaces and conference/ press rooms.
Book cases 	8	Specifications: Frame / composition: Solid wood or metal Stain, Clear acrylic lacquer. Preferred that Shelves are adjustable so can be customized according to the storage needs. Width: 90 cm Depth: 37 cm Height: 197 cm Max load/shelf: at least 40 kg
Chairs 	4	Specifications: Materials: Leg frame/ Cross rail: Steel, polyester powder coating Seat/ Backrest: Polypropylene or similar materials depending of the availability on the local market. Dimensions: - Width: 39 cm - Depth: 47 cm - Seat width: 39 cm - Seat depth: 34 cm - Seat height: 45 cm

		Height: 77 cm Chairs tested to resist a weight of 100 kg
Office Round table 	1	Specifications: - Round table underframe up to 4 /5 seats - Materials :wood or Fiberboard, Melamine foil, Melamine - Dimension: Approximately. length: 166 cm, Diameter: 115 cm, Height: 74 cm
Office partitions 	3	Office transparent partitions - Supply and install high standard partition comprising of a Single glazed sunk-in partition wall. Anodized extruded aluminum structural section, uncoated, embedded into the floor or counter ceiling. - Either 5+5 mm laminated glass with 0.38 mm PVB interlayer film or 5+5 mm laminated glass with 1.52 mm or similar with door included. Installation cost of the partitions needs to be included on the price
IT room & storage		
Storage cases for different items (IT equipment, stationery etc.). 	10	Specifications Materials: Galvanized steel or similar material for storing different type of items like wires, stationery, boxes, etc. Width: 60 cm Depth: 27 cm Height: 140 cm Preferred load capacity of load/shelf: minimum 30 kg
Office Cabinets 	6	Specifications Storage combination of cabinet with filing (preferred) Dimensions - Width: 80 cm - Depth: 45 cm - Height: 160 cm - Max load/shelf: 30 kg
Trash bins	15	Specifications Materials: Steel or similar components preferred - Width: min 25 cm - Height: min 60 cm) - Color: silver

WHEREAS

We [insert complete name of manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and or brief description of the goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 13 of the General Conditions for Goods, with respect to the goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the manufacturer]

Title: [insert title]

Dated on _____ day of _____, _____ [insert date of signing]

Invitation To Bid (goods)
Supply and Installation Office Furniture for (IHCHR)
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Section 5: UNOPS General Conditions of Contract

In the event of an order, the following contract will apply:

- [UNOPS General Conditions of Contract for goods](#)

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

**Invitation To Bid (goods)
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Section 6: UNOPS Special Conditions for Goods

The following Special Conditions for Goods (SCG) shall supplement and/or amend the General Conditions for Goods (GCG).

Whenever there is a conflict, the provisions in the GCG shall prevail.

Invitation To Bid (goods) Supply and Installation Office Furniture for (IHCHR) ITB No. 15-IQOH-ITB-054

Section 7: UNOPS Contract/Purchase Order form



UN Office For Project Services

Marmorvej 51
Copenhagen
Denmark
Tel: +
Fax: +

Vendor:

Purchase Order

Dispatch via Print

Respatch via Print			
PO Number	Date	Revision	Page
UNOPS-0000			
Payment Terms	Freight / INCOTERMS		Ship Via
Buyer	Phone	Currency	
	Tel : Fax :		
Approver			

Ship To:

Bill To:

1-1	OPS151015	Description	Due Date	1.00 EA	Amount	Amount
			Total PO Amount Currency		Amount	

This Purchase Order can only be accepted by the Vendor returning an Acknowledgement of this Order or by timely delivery of the goods as herein specified. Acceptance of this Purchase Order shall effect a contract between the parties with the rights and obligations of each party governed solely by the terms of this Purchase Order, including all specifications and any special conditions, together with the UNOPS General Conditions, hereby incorporated by reference and available at WWW.UNOPS.ORG or upon request. No additional or different provisions proposed by the Vendor shall bind UNOPS unless agreed to in writing by a duly authorized official of UNOPS.

Important: All shipments, Invoices and correspondence must show Purchase Order and Project Numbers.

Please acknowledge receipt of this Purchase Order, acceptance of the Terms and Conditions, and delivery date by signing below.

Acknowledgement:

Vendor signature and date

Authorized Signature

ANNEX A**Invitation To Bid (goods)
Supply and Installation Office Furniture for (IHCHR)
ITB No. 15-IQOH-ITB-054****Bid/No Bid confirmation form**

If after assessing this opportunity you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS
(Insert name and office of contact person)
From: _____
Subject 15-IQOH-ITB-054

Fax/email Yazan Sabri
Yazanm@UNOPS.ORG

YES, we intend to submit an offer.

NO, we are unable to submit a bid in response to the above mentioned Invitation To Bid due to the reason(s) listed below:

- ☐ The requested products are not within our range of supply
- ☐ We are unable to submit a competitive offer for the requested products at the moment
- ☐ The requested products are not available at the moment
- ☐ We cannot meet the requested specifications
- ☐ We cannot offer the requested type of packing
- ☐ We can only offer FCA prices
- ☐ The information provided for quotation purposes is insufficient
- ☐ Your ITB is too complicated
- ☐ Insufficient time is allowed to prepare a bid
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ We do not export
- ☐ Our production capacity is currently full
- ☐ We are closed during the holiday season
- ☐ We had to give priority to other clients' requests
- ☐ We do not sell directly but through distributors
- ☐ We have no after-sales service available
- ☐ The person handling the bids is away from the office
- ☐ Other (please provide reasons) _____
- ☐ We would like to receive future ITBs for this type of goods
- ☐ We don't want to receive ITBs for this type of goods

If UNOPS has questions to the Bidder concerning this NO BID, UNOPS should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

ANNEX B

Invitation To Bid (goods) Supply and Installation Office Furniture for (IHCHR) ITB No. 15-IQOH-ITB-054

Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No/NA	Page # in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to Bidders?			
• Bid/no bid confirmation			
• Bid submission, technical and price schedule offer form			
• UNGM Vendor registration (desired, not required)			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications? Including:			
• Financial capability related documents			
• Experience and technical capacity related documents			

ANNEX C

Invitation To Bid (goods) Supply and Installation Office Furniture for (IHCHR) ITB No. 15-IQOH-ITB-054

Bid submission, technical and price schedule offer form Cover page

Bidders must complete this form and return it as part of their bid submission.

This cover page, the specification/statement of work form, and the price schedule, form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: (Insert date (as day, month and year) of bid submission)
ITB No.: 15-IQOH-ITB-054

To: (Insert complete name of procurement official)

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: (Insert the number and issuing date of each amendment);
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in the Schedule of Requirements the following goods and related services (Insert a brief description of the goods and related services);
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. The discounts offered and the methodology for their application are:
Discounts: If our bid is accepted, the following discounts shall apply. (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)
Methodology of application of the discounts: The discounts shall be applied using the following method: (Specify in detail the method that shall be used to apply the discounts);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 12 Period of Validity of Bids, from the date fixed for the bid submission deadline as set out in the Invitation To Bid Section 1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Sub-Clause 11 Bid Security and Terms and Conditions of the Contract;
- g. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- h. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- i. We embrace the principles of the [United Nations Supplier Code of Conduct](#) and adhere to the principles of the [United Nations Global Compact](#);

- j. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to Bidders Sub-Clause 2, Eligibility;
- k. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- l. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official) _____, certify that I am
_____ (position) _____ of _____ (legal name of company) _____; that by
signing this ITB for and on behalf of _____ (legal name of company) _____ I am certifying that
all information contained herein is accurate and truthful and that the signing of this bid is within the scope
of my powers.

(Signature) _____ (Name) _____ (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ (date) _____ Must be at least ☒ (X) days

Currency of offer: (state currency) Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: _____

Bid submission, technical and price schedule offer form

This form must be completed and returned as part of their bid submission.

The Bidder assumes full responsibility for the timely delivery to the Iraq-Baghdad-. Bids delivered to any other office, location, or email address will not be considered.

Contractor agrees to supply all goods and/or perform all work as specified in this bid, and in accordance with the terms and conditions of this bid at the prices quoted on this form.

Bidders shall fill in the enclosed forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules**, shall reflect the list of goods and related services specified by UNOPS in the technical specifications/statement of work.

The Bidder shall indicate in the Price Schedule Form the unit prices and total bid prices of the goods it proposes to supply under the contract. To this end, Bidders may submit bids for any one or more lots specified in UNOPS technical specifications, and to offer discounts for combined lots. However, Bidders shall quote for the complete requirement of goods and services specified under each lot on a single responsibility basis, failing which such bids will not be taken into account for evaluation and will not be considered for award.

Alternate bids will not be acceptable. In the event of a supplier submitting more than one bid:

- a. All bids marked alternative bids will be rejected and only the basic bid will be evaluated

Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

Comparative data/compliance table

To establish compliance of their bid with the UNOPS technical specifications, Bidders must complete the right column of the below table and the compliance confirmation statement:

Item No / Lot No 1: Office Furniture offices in Green Zone

UNOPS minimum technical requirements		UNOPS Quantity	Bidders to fill-in
Lot 1	Press Room		
	Chairs	6	
	Scaffold	1	
	Lectern/ podium	1	
	Wallpaper display with the IHCHR Commission logo	1	
	Training room		
	Tables	5	
	Chairs	15	
	Ceiling Projector Mount	1	
	Manual pull down screen for Projector	1	
	4 Offices Spaces		
	Office Tables	12	
	Chairs Swivel chair with armrests	12	
	Office Cabinets	6	
	Storage Cabinets	8	
	Meeting room		
	Office Round table	1	
	Chairs	4	
	VIP Room		
	Coach	2	
	Sofa	2	
	Coffee table & side table	1	
	Coffee table & side table	1	
	Masts of office	5	
	Carpet	1	
	Training Centre and library		
	Office desk set of 3 spaces	3	
	Book cases	4	
	Chairs	4	
	Office Round table	1	
	Office partition	1	
	Umbrella for Outdoors (included base)	2	
Office Furniture in Red Zone			
Lot 2	Conference / Press Room		
	Chairs	24	
	Scaffold	1	
	Multimedia Lectern/ podium	1	

Tables	15
Ceiling Projector Mount	1
Manual pull down screen for Projector	1
Wallpaper display with the IHCHR Commission logo	1
Carpet	1 roll
Masts of office.	4
5 Offices Spaces	
Offices Tables	12
Chairs Swivel chair with armrests	12
Office Cabinets	10
Storage Cabinets	12
Training Centre and library	
Office desk set of 3 spaces	8
Book cases	8
Chairs	4
Office Round table	1
Office partitions	3
IT room & storage	
Storage cases for different items (IT equipment, stationery etc.).	10
Office Cabinets	6
Trash bins	15

The offered products are in accordance with the required specifications and technical requirements:

YES

NO

Any deviations must be listed below:

Bid prices

Bidders to submit their financial bid by completing the price schedules.

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by UNOPS in the technical specifications/statement of work.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

Bidder's prices for goods (price to be entered by Bidder):				
Item/ lot	Description	Qty (a).	Currency: USD	
			Unit price DAP	Total price DAP
Lot 1 IHCHR office in Baghdad (Green Zone) - Iraq	Press Room			
	Chairs	6		
	Scaffold	1		
	Lectern/ podium	1		
	Wallpaper display with the IHCHR Commission logo	1		
	Training room			
	Tables	5		
	Chairs	15		
	Ceiling Projector Mount	1		
	Manual pull down screen for Projector	1		
	4 Offices Spaces			
	Office Tables	12		
	Chairs Swivel chair with armrests	12		
	Office Cabinets	6		
	Storage Cabinets	8		
	Meeting room			
	Office Round table	1		

	Chairs	4		
	VIP Room			
	Coach	2		
	Sofa	2		
	Coffee table & side table	1		
	Coffee table & side table	1		
	Masts of office	5		
	Carpet	1		
	Training Centre and library			
	Office desk set of 3 spaces	3		
	Book cases	4		
	Chairs	4		
	Office Round table	1		
	Office partition	1		
	Umbrella for Outdoors (included base)	2		
Lot 2 IHCHR office in Baghdad (Red Zone) - Iraq	Conference / Press Room			
	Chairs	24		
	Scaffold	1		
	Multimedia Lectern/ podium	1		
	Tables	15		
	Ceiling Projector Mount	1		
	Manual pull down screen for Projector	1		
	Wallpaper display with the IHCHR Commission logo	1		
	Carpet	1 roll		
	Masts of office.	4		

	5 Offices Spaces			
	Offices Tables	12		
	Chairs Swivel chair with armrests	12		
	Office Cabinets	10		
	Storage Cabinets	12		
	Training Centre and library			
	Office desk set of 3 spaces	8		
	Book cases	8		
	Chairs	4		
	Office Round table	1		
	Office partitions	3		
	IT room & storage			
	Storage cases for different items (IT equipment, stationery etc.).	10		
	Office Cabinets	6		
	Trash bins	15		

Bid summary

	Bidder's total prices (price entered by Bidder): USD	
Total Price DAP for Lot 1 IHCHR office in Baghdad (Green Zone) - Iraq		
Total Price DAP for Lot IHCHR office in Baghdad (Red Zone) - Iraq		
Total firm DAP price for both lots		

ANNEX D

Invitation To Bid (goods) Supply and Installation Office Furniture for (IHCHR) ITB No. 15-IQOH-ITB-054

UNGM vendor registration form

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Bidder is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.

The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

All suppliers are required to adhere to the principles of the [United Nations Supplier Code of Conduct](#). UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and strongly encourages them to subscribe to it.



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