



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**RFQ/2023-14/BGR**

**ANNEX B**

**Terms of Reference for purchase of furniture**

**I. FURNITURE SPECIFICATION**

**1. Lot 1 (high tables/boards)**

For further information detailed, you are strongly advised to visit the site, take measurements, and provide your offer.

**- Bar tables/boards x 2 together with protective wall panels**

The tables/boards will be attached to a wall in the office kitchen, and they shall be on the line of the wall: Height of the tables 95 cm.

Length of the wall 3000mm and 2200mm. The boards should be custom made/or if available to fit the provided sizes- fit the length of the walls.

The boards should be simple, term board, MDF or wood material.

The wall panels should be in line with the table/boards and the vendor should propose best solution. The height of the panels should be approximately 25 cm and long same as the board (eg. Glass magnetic board is preferable). The vendors are strongly advised to come to the site/office and take measures before providing the offer.

Please propose color for the boards, (preferably wooden). Please note that the kitchen is white and thus the table and the panel should be different color.

**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## 2. Lot 2 (Highchairs/bar stools)

- **Highchair. Bar stool**, if possible, to be stackable/ Please provide different color options.

The chairs should fit the height of the tables H:95cm. Steel framework, Powder-coated wire steel frame. Number of chairs to be confirmed, approximately 6.

For further information detailed, you are strongly advised to visit the site, take measurements, and provide your offer.

**For all the above items, please suggest a color palette and indicate the materials proposed.**

### **II. Delivery time**

Please indicate time of the delivery.

### **III. Price for delivery and installation**

All furniture must be delivered in Sofia to the address: Positano Square 2,

In your offer, please indicate the conditions and the price for the delivery of the furniture and for installation and the assembly of those that are delivered disassembled, as well as in what time frame the assembly can be carried out.

### **IV. Warranty and out-of-warranty service**

Please indicate the warranty period of each of the offered products, as well as the conditions for out-of-warranty service

**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés


## V. Submitting an Offer

Questions regarding this request for quotations also scheduling a visit, can be sent to

[bombol@unhcr.org](mailto:bombol@unhcr.org) or by phone to Ruzhica Bombol at 0879193788

Please send your offers by email to [bombol@unhcr.org](mailto:bombol@unhcr.org) . All prices must be exclusive of VAT.

Offers must be signed, stamped, dated and valid for at least 30 days.

Prepared by: Ruzhica Bombol, Admin Associate  Date: 28.11.2023

Approved by: Muslim Assaubayev, Admin Officer  Date: 28.11.2023