

Terms of Reference – Provision of Office Furniture and related items

UNHCR/MDACH/2022/RFQ/203

UNHCR Moldova is seeking to establish Framework Agreement(s) for the purchase of office furniture and other items, related to office, school or other official use. It is the intention of UNHCR to establish various Framework Agreements (FWAs) with suppliers and to request for quotations from the Framework Agreement holders each time furniture requirements are arising.

Upon need, UNHCR will issue a mini competition between the FWA holders, describing the exact requirements and quantities. Incoming offers will be evaluated and UNHCR will award the Purchase Order to the FWA holder offering best value for money.

The Framework Agreements shall have a duration of 1 year with a possible extension of another year (2 years maximum in total).

Suppliers who sign the Framework Agreements shall always adhere to the terms and conditions of the Framework Agreement and to offer the warranty and service specified in the Agreement.

Suppliers are requested to send their product catalogues to UNHCR. UNHCR shall be entitled to order any items from the product catalogue based on its requirements.

Suppliers shall comply with the following minimum requirements:

- Minimum turnover of 2 million MDL/year in the last 3 financial years
- A minimum of 3 references of delivering office furniture to clients with a minimum contract value of 300,000 MDL
- Proof of Quality Assurance certification (ISO 9000 or equivalent)
- minimum warranty period of 12 months offered for all items

Preferably, suppliers shall have:

- ISO 14000 certification of environmental management
- Production facilities within Moldova
- Proof of delivery capacity of office furniture
- Extended warranty for the offered items

With regards to the items required, UNHCR shall order the following main product categories:

1. Office desks
2. Office cabinets, open shelves for books, documents and folders
3. Office Chairs
4. Meeting room furniture (e.g.: large tables, meeting room chairs, etc.)
5. Executive furniture (for high level officials)
6. Other office storage items, e.g.: large cabinets with doors, clothes cabinets, storage cabinets
7. Office accessories (e.g.: coat hangers, trash bins, footrests, office lamps, etc.)

For standard office furniture, standard grade (MDF) or high density (HDF) materials shall be used. For the executive furniture, high density MDF, veneer board or plywood may be offered.