









ANNEX A
Schedule of Requirements

INVITATION TO BID No. UKRDN/ITB/2022/020






**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S)
FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE
FOR THE UNHCR SUB OFFICE IN DNIPRO**

Item no.	MINIMUM ACCEPTABLE SPECIFICATIONS	
	(Bidders may offer items with similar or higher specifications. For items which are no longer being manufactured or are already obsolete, bidders may provide alternative/substitute items)	
A	OFFICE FURNITURE	Indicative Photo
1	<p>Office Desk (rectangular) – Estimated quantity 46 pieces Shape: Rectangular Width: \pm 1200 mm Depth: \pm 600 mm Height: at least 710 mm up to 1210 mm (adjustable height; motorized) Frame/legs: Metal (steel) Tabletop: Chipboard (High quality; machine-pressed); laminated Color: preferably white, beige, wood, or combination</p>	
2	<p>Office Desk (L-shape) – Estimated quantity 3 pieces Shape: L-shape Width: \pm 1200 mm Depth: \pm 600 mm Height: at least 710 mm up to 1210 mm (adjustable height; motorized) Frame/legs: Metal (steel) Tabletop: Chipboard (High quality; machine-pressed); laminated Color: preferably white, beige, wood, or combination</p>	
3	<p>Conference Table – Estimated quantity 12 pieces Design: made up of office tables which can be combined/connected together to form a conference table in different orientations/shapes Width: \pm 1800 mm / table Depth: \pm 600 mm / table Height: \pm 750 mm / table Frame/legs: Metal (steel) Tabletop: Chipboard (High quality; machine-pressed); laminated Color: preferably white, beige, black, wood, or combination</p>	






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4	<p>Pantry Table – Estimated quantity 6 pieces Shape: Rectangular Capacity: can accommodate 4 persons per table Legs/frame: made of robust material (i.e. steel, aluminum, wood) Tabletop: made of hard plastic or any other material that is stain resistant (wipe-to-clean only); Color: preferably black or gray</p>	
5	<p>Coffee/Side Table – Estimated quantity 5 pieces Shape: Circular Diameter: ± 600 mm Height: ± 750 mm Legs/frame: made of robust material (i.e. steel, aluminum or wood) Tabletop: made of hard plastic or any other material that is stain resistant (wipe-to-clean only); Color: preferably white, black or gray</p>	
6	<p>Staff Chair (high back) – Estimated quantity 46 pieces Backrest: ± 660 mm in height, adjustable lumbar support; with tilt function Armrest: adjustable height and can be stowed Headrest: adjustable Seat: adjustable height (gas-lift); 360° rotation Legs: metal (preferably chromed or brushed) Rollers: Heavy-duty rollers Material: mesh design, made of cotton, polyester, nylon or combination; with Memory foam Color: preferably black or gray</p>	
7	<p>Staff Chair (mid back) – for conference table — Estimated quantity 50 pieces Backrest: mid height, with tilt function Armrest: included Seat: adjustable height (gas-lift); 360° rotation Legs: hard plastic (heavy duty) Rollers: durable rollers Material: mesh design made of cotton, polyester, nylon or combination; with durable foam Color: preferably black or gray</p>	
8	<p>Visitor's Chair – Estimated quantity 4 pieces Backrest: low height Armrest: None Legs: metal (steel preferably chromed or brushed) Material: Exterior material made of fabric (cotton, polyester, nylon or combination); with durable foam Color: preferably black or gray</p>	


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9	<p>Swivel Chair – Estimated quantity 4 pieces Leg/Frame: Metal (steel, preferably chromed or brushed) Seat: Material made of fabric (cotton, polyester, nylon or combination); with durable foam Features: adjustable height (gas lift) Color: preferably black or gray</p>	
10	<p>Pantry Chair – Estimated quantity 24 pieces Seat: exterior material made of polyurethane or any other material that is stain resistant (wipe-to-clean only); with cushion made of durable foam Legs/frame: made of light but robust material (i.e. steel, aluminum or wood) Color: preferably black or gray</p>	
11	<p>Bean bags – Estimated quantity 10 pieces Material: exterior cover made of durable textile, nylon or other material which DO NOT absorb water easily (water-repellent) Stuffing: must be made of material which is not harmful to health Shape: round Depth: ± 700 mm Width: ± 700 mm Height: ± 400 mm Color: preferably Green, blue, red</p>	
12	<p>Hanging Chair – Estimated quantity 3 pieces Design: Tear-drop basket chair Frame: Steel or faux rattan Seat/cushion: water resistant fabric Maximum weight capacity: up to 300 pounds</p>	
13	<p>Sofa – Estimated quantity 8 pieces Capacity: 2-seater Frame: wood or metal Material: Exterior material made of polyurethane or fabric; with durable foam</p>	

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14	<p>Mobile Cabinet – Estimated quantity 46 pieces No. of drawers: three (3) Height: ± 620 mm Width: ± 400 mm Depth: ± 420 mm Material: Chipboard (machine-pressed), laminated Rollers: durable rollers Color: preferably white, beige, wood, or combination</p>	
15	<p>Multifunctional Horizontal Cabinet – Estimated quantity 10 pieces Height: ± 670 mm Width: ± 1000 mm Depth: ± 400 mm Storage: open shelves, drawers, shelves with door Material: Chipboard (machine-pressed), laminated Color: preferably white, beige, wood, or combination</p>	
16	<p>Lateral Cabinet (metal) – Estimated quantity 10 pieces Height: ± 900 mm Width: ± 300 mm Depth: ± 450 mm Storage: 3-layer drawers with steel dividers and lock (can accommodate A4 size file organizers) Mechanism: Full extension ball bearing drawer slides Material: metal, powder-coated Color: preferably white, beige, gray, or black</p>	
17	<p>Vertical Cabinet (wood) – Estimated quantity 10 pieces Height: ± 2000 mm Width: ± 800 mm Depth: ± 450 mm Storage: shelves with door lock (can accommodate A4 size file organizers) Material: Chipboard (machine-pressed), laminated Color: preferably white, beige, wood, or combination</p>	
18	<p>Vertical Cabinet (metal) – Estimated quantity 10 pieces Height: ± 2000 mm Width: ± 800 mm Depth: ± 450 mm Storage: interchangeable shelves with door lock (can accommodate A4 size file organizers) Material: metal, powder-coated Color: preferably white, beige, gray, or black</p>	

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19	<p>Open Vertical Shelf – Estimated quantity 10 pieces</p> <p>Height: ± 2000 mm</p> <p>Width: ± 1000 mm</p> <p>Depth: ± 300 mm</p> <p>Legs: Metal (i.e. steel, aluminum, etc.)</p> <p>Shelves: Chipboard (machine-pressed), laminated</p>	
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Item no.	OTHER REQUIREMENTS
B	<p>DELIVERY LOCATIONS</p> <p>Bidders have an option to provide delivery services for <u>both</u> or <u>only one</u> of the delivery locations</p>
1	<p>UNHCR Sub Office Dnipro</p> <p>4th Floor Building 17, Block A-5, Lamana Street, Dnipro, 49044, Ukraine</p>
2	<p>UNHCR Field Unit Poltava</p> <p>UN Office, Fourth Floor, Kotlyarevsky Street 3, Poltava, Ukraine</p>

IMPORTANT: All products must be “assembled” upon delivery.