



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

Date: *June 13th, 2024*

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/24/013

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Office renovation Fit out and Furniture for Country Office Representative

UNFPA Egypt CO is planning to renovate the office space dedicated for the office manager, and the procurement of new office furniture for the Country Office representative workspace.

In this regard UNFPA CO is looking to update the office branding style and furniture in line with the UNFPA branding style and create a comfortable and aesthetically pleasing environment.

To ensure accurate measurements and a thorough understanding of the space, we kindly request that your team conducts a site visit to our office premises. During the visit, we would appreciate if you could assess the existing office design, furniture and evaluate its condition. This will help us determine which items need to be replaced and what new furniture pieces would be most suitable for our requirements.

Additionally, as adherence to the UNFPA branding style is crucial, we would like your team to evaluate the look and feel of our office space and propose furniture options that align with the brand guidelines. This will ensure a cohesive and professional atmosphere in line with our organization's visual identity.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

UNFPA Egypt CO is planning to renovate the office space dedicated for the office manager, and the procurement of new office furniture for the Country Office representative workspace, as well as to update the office branding style and furniture in line with the UNFPA branding style and create a comfortable and aesthetically pleasing environment.

Deliverables:

Office Fit out Work



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

1. **Scope of Work:**
Comprehensive renovation of the office space, including decorations, branding, partitioning, painting, networking, lighting, and electrical work.
2. **Office Layout:**
Enclosed is the office layout plan indicating the dimensions and layout of the space to be renovated.

Office Furniture

1. **Standing Office Type Desk:**

Main Front desk that can accommodate (24” Screen Portrait mode+ 32” Screen landscape mode + Laptop with the docking station) to be adjusted to a standing position. This will provide the Office Representative with the flexibility to work while standing, promoting a healthier and more active work routine.

2. **Normal Desk:**

Standard side desk that provides ample workspace for the Office Representative. It should be of high quality, durable, and ergonomically designed for optimal comfort during long working hours.

3. **Office Sofa Set with Small Table:**

We would like to create a comfortable seating area in the Office Representative workspace. Please provide options for a stylish and comfortable office sofa set, consisting of a sofa and accompanying chairs, along with a small table. The design should align with the UNFPA branding style and provide a welcoming space for informal meetings and discussions.

4. **Large size Map for Egypt** to be hanged on the wall of the office space.

Time Frame: not to exceed 30 calendar days from signing the contract/receiving the purchase order.

Immediate action:

Mandatory site Visit to UNFPA Egypt CO; located at 70A Nahdah St., intersection with 22st., Sarayat Maadi, close to Maadi Grand Mall, to investigate the project location, measurements and/or any other information that will help the bidders to provide detailed comprehensive price offer including 2D or 3D layout .

Site visit is applicable from 09:00-16:00 Sunday to Thursday excluding official holidays.

Site visit booking and arrangements through Eng Sherief Gawish gawish@unfpa.org; Mobile # +201018358747 or Eng. Yousef Rashad rashad@unfpa.org; Mobile # +201003784510

Monitoring & progress control

- All designs and branding to be preapproved in writing by UNFPA management prior to productions.
- Inspection report to be completed by UNFPA team before settling the related payment to ensure that delivered items are function well & in accordance to required specifications and preapproved designs.
- Furniture cloth materials & colors are subject to UNFPA preapproval.

III. Questions



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

Questions or requests for further clarifications should be submitted in writing to the contact person below:

| | |
|----------------------------------|----------------------------|
| Name of contact person at UNFPA: | <i>Noha El Maraghy</i> |
| Email address of contact person: | <i>elmaraghy@unfpa.org</i> |

The deadline for submission of questions is Monday June 24th, 2024 at 14:00pm Cairo time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form (suppliers are allowed to quote in EGP or USD)

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the contact person indicated below no later than: Saturday 29 June 2024 at 23:00pm Cairo time.¹

| | |
|----------------------------------|--------------------------------|
| Name of contact person at UNFPA: | <i>Operations Unit</i> |
| Email address of contact person: | <i>egypt.tenders@unfpa.org</i> |

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/EGY/RFQ/24/013 – [Company name], Technical Bid
 - UNFPA/EGY/RFQ/24/013- [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **10 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform [Noha El-Maraghy] at: elmaraghy@unfpa.org
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| Criteria | [A] Maximum Points | [B] Points obtained by Bidder | [C] Weight (%) | [B] x [C] = [D] Total Points |
|---|--------------------|-------------------------------|----------------|------------------------------|
| Technical approach, methodology and level of understanding of the objectives of the project | 100 | | 30% | |

| | | | | |
|--|------------|--|-------------|--|
| Production plan/time scales given in the proposal and its adequacy to meet the project timeframe | 100 | | 10% | |
| Designs, quality of proposed product & manufacturer standard | 100 | | 30% | |
| Specific experience and expertise relevant to the assignment | 100 | | 15% | |
| Profile of the company and relevance to the Project & customers feedback | 100 | | 15% | |
| Grand Total All Criteria | 500 | | 100% | |

The following scoring scale will be used to ensure objective evaluation:

| Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted | Points out of 100 |
|---|-------------------|
| Significantly exceeds the requirements | 90 – 100 |
| Exceeds the requirements | 80 – 89 |
| Meets the requirements | 70 – 79 |
| Partially meets the requirements | 1 – 69 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [70] points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (EGP)}}{\text{Quote being scored (EGP)}} \times 100 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.



Total score = [70%] Technical score + [30%] Financial score

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis] to the Bidder(s) that obtain the highest total score.

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

X. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

XI. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XII. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XIII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Ms. Germaine Haddad, Egypt CO Assistant Representative/OIC** at ghaddad@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at procurement@unfpa.org.



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

XIV. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



United Nations Population Fund
 70A Nahda St., Saryat El- Maadi,
 Cairo.
 P.O. 11435, Egypt
 Email: egypt.tenders@unfpa.org
 Website: <http://www.unfpa.org>

PRICE QUOTATION FORM

| | |
|--|---|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N°: | UNFPA/EGY/RFQ/24/013 |
| Currency of quotation: | EGP/USD Suppliers are allowed to quote in USD, payment will be issued in EGP |
| Delivery charges based on the following 2020 Incoterm: | |
| Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i> | |

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

| Item | Description | QTY | Unit Price in EGP/USD | Total Price in EGP/USD | comments |
|--|--|-----|-----------------------|------------------------|----------|
| 1. Professional Fees | | | | | |
| 1 | Office Fit out Work | 1 | | | |
| 2 | Office Furniture - Standing Office Type Desk (Main Desk) | 1 | | | |
| 3 | Office Furniture - (Side Desk) | 1 | | | |
| 4 | Office Furniture - Office Sofa Set with Small Table | 1 | | | |
| 5 | Office Furniture - Large size Map for Egypt | 1 | | | |
| <i>Total Professional Fees</i> | | | | | EGP/\$\$ |
| 2. Out-of-Pocket expenses | | | | | |
| | Design charges | | | | |
| | Installation fees | | | | |
| | Transportation charges to locations | | | | |
| <i>Total Out of Pocket Expenses</i> | | | | | EGP/\$\$ |
| Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i> | | | | | EGP/\$\$ |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/24/013 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further,



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

| | | |
|----------------|-----------------------------|--|
| | Click here to enter a date. | |
| Name and title | Date and place | |



DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

| | | YES | NO |
|----|--|--------------------------|--------------------------|
| 1. | The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | | |
| | a. Fraud; | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Corruption; | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. conduct related to a criminal organization; | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. money laundering or terrorist financing; | <input type="checkbox"/> | <input type="checkbox"/> |
| | e. terrorist offences or offences linked to terrorist activities; | <input type="checkbox"/> | <input type="checkbox"/> |
| | f. sexual exploitation and abuse; | <input type="checkbox"/> | <input type="checkbox"/> |
| | g. child labour, forced labour, human trafficking; or | <input type="checkbox"/> | <input type="checkbox"/> |
| | h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | <input type="checkbox"/> | <input type="checkbox"/> |

² “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



| | | | |
|----|--|--------------------------|--------------------------|
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>). | <input type="checkbox"/> | <input type="checkbox"/> |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

**This Request for Quotation is subject to UNFPA's General Conditions of Contract:
De Minimis
Contracts, which are available in English:
[https://www.unfpa.org/sites/default/files/resource-
pdf/UNFPA%20General%20Conditions%20-
%20Services%20EN.pdf](https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20Services%20EN.pdf)**



United Nations Population Fund
70A Nahda St., Saryat El- Maadi,
Cairo.
P.O. 11435, Egypt
Email: egypt.tenders@unfpa.org
Website: <http://www.unfpa.org>

Annex II
Terms of Reference (ToRs)
Office renovation Fit out and Furniture for Country Office Representative

Request a quotation for the renovation of the office space dedicated for the office manager, and the procurement of new office furniture for our Country Office representative workspace. We are looking to update the office branding style and furniture in line with the UNFPA branding style and create a comfortable and aesthetically pleasing environment.

To ensure accurate measurements and a thorough understanding of the space, we kindly request that your team conducts a site visit to our office premises. During the visit, we would appreciate if you could assess the existing office design, furniture and evaluate its condition. This will help us determine which items need to be replaced and what new furniture pieces would be most suitable for our requirements.

Additionally, as adherence to the UNFPA branding style is crucial, we would like your team to evaluate the look and feel of our office space and propose furniture options that align with the brand guidelines. This will ensure a cohesive and professional atmosphere in line with our organization's visual identity.

Deliverables:

Office Fit out Work

1. Scope of Work: We require a comprehensive renovation of the office space, including decorations, branding, partitioning, painting, networking, lighting, and electrical work.
2. Office Layout: Enclosed is the office layout plan indicating the dimensions and layout of the space to be renovated.

Office Furniture

3. Standing Office Type Desk: We need a main Front desk that can accommodate (24" Screen Portrait mode+ 32" Screen landscape mode + Laptop with the docking station) to be adjusted to a standing position. This will provide the Office Representative with the flexibility to work while standing, promoting a healthier and more active work routine.
4. Normal Desk: We also require a standard side desk that provides ample workspace for the Office Representative. It should be of high quality, durable, and ergonomically designed for optimal comfort during long working hours.
5. Office Sofa Set with Small Table: We would like to create a comfortable seating area in the Office Representative workspace. Please provide options for a stylish and comfortable office sofa set, consisting of a sofa and accompanying chairs, along with a small table. The design should align with the UNFPA branding style and provide a welcoming space for informal meetings and discussions.
6. Large size Map for Egypt to be hanged on the wall of the office space.

Please provide us with a detailed quotation that includes the following information:

1. Quotation: Provide a detailed quotation outlining the cost breakdown for each component of the project, including labor, materials, and any additional expenses.



2. Cost estimates for the recommended office furniture items, including desks, chairs, storage units, and any other relevant items.
3. Timeline: Include an estimated project timeline, including start and completion dates for both the office fit out work and the delivery/installation of office furniture.
4. References: Furnish at least three references from previous clients for whom you have completed similar office renovation projects.
5. Certifications: Please provide copies of any relevant certifications, licenses, or accreditations that demonstrate your expertise and compliance with industry standards.
6. Warranty: Specify the warranty period offered for the office furniture and any warranty provisions for the renovation work.
7. Terms and Conditions: Include any terms and conditions that may apply to the project, such as payment terms, cancellation policies, and dispute resolution procedures.
8. Any additional services or options offered by your company that might be beneficial for our needs.

Evaluation Criteria:

The evaluation of the submitted quotations will be based on the following criteria:

| | |
|--|-----|
| Technical approach, methodology and level of understanding of the objectives of the project | 30% |
| Production plan/time scales given in the proposal and its adequacy to meet the project timeframe | 10% |
| Designs, quality of proposed product & manufacturer standard | 30% |
| Specific experience and expertise relevant to the assignment | 15% |
| Profile of the company and relevance to the Project & customers feedback | 15% |

Quotation should be comprehensive and itemized to facilitate our evaluation and comparison of different proposals.

Mandatory site Visit to UNFPA Egypt CO; located at 70A Nahdah St., intersection with 22st., Sarayat Maadi, close to Maadi Grand Mall, to investigate the project location, measurements and/or any other information that will help the bidders to provide detailed comprehensive price offer including 2D or 3D layout .

Site visit is applicable from 09:00-16:00 Sunday to Thursday excluding official holidays.

Site visit booking and arrangements through Eng Sherief Gawish gawish@unfpa.org; Mobile # +201018358747 or Eng. Yousef Rashad rashad@unfpa.org; Mobile # +201003784510