



United Nations Population Fund,
UNFPA
Afghanistan Country Office
UNOCA, Compound, Kabuljalalabad
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Tel: +93 729 26 13 14
Website: www.unfpa.org

Date: 17/02/2022

Emergency Request for Quotation No. UNFPA/RFQ/AFG/2022/03
Request Form for Purchase of Goods/Services

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the office furniture named below to UNFPA **Kabul, Afghanistan:**

Item	Description	Quantity
1	Ergonomic Office Chair, Revolving, As per the attached pictures, or similar	18
2	Office Desk with movable & lockable three rows drawer ;as per the attached picture or similar Size: Length 120cm x Width 80 cm x Height 70cm Thickness of the wooden board = 3cm	18
3	Filing Cabinet / Cupboard, details as per the attached picture Height 2 x Width 80 cm x Depth 40cm	5

The goods are to be delivered maximum in 3/days upon issuing of PO. The quotation shall be valid at least for 3 months after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the address indicated below:

bidsafg@unfpa.org

Please submit your quotation in **AFN** currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, should be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.



Your earliest response to this query would be highly appreciated, but not later than **21/02/2022, at 03:00 pm Kabul time.**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Hamed Rabbani

Tel. No.0093729261314

Email: rabbani@unfpa.org

Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (*weeks from receipt of order till dispatch*): _____

Expiration of Validity of Quotation (*The quotation shall be valid for a period of at least 3 months after the Closing date.*): _____

Price Schedule:

Item	Description	Quantity	Unit Price/AFN	Total Price/AFN
1	Ergonomic Office Chair, Revolving, As per the attached pictures, or similar	18		
2	Office Desk with movable & lockable three rows drawer ;as per the attached picture or similar Size: Length 120cm x Width 80 cm x Height 70cm Thickness of the wooden board = 3cm	18		
3	Filing Cabinet / Cupboard, details as per the attached picture Height 2 x Width 80 cm x Depth 40cm	5		
Total Cost AFN				



Delivery Term	DDP
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In your offer, please include:

1. Specific technical specifications of products offered
2. Quality standard of the products

<i>Vendor's Comments:</i>

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

Name and title

Date and Place

Contact No:

Email: