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:

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

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](http://www.unfpa.org/suppliers).

Best regards,

Hamed Rabbani  
Tel. No.0093729261314  
Email: rabbani@unfpa.org

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**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:**

<table>
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<tr>
<th>Item</th>
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<th>Unit Price/AFN</th>
<th>Total Price/AFN</th>
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  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

In your offer, please include:

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

Vendor’s Comments:

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: