Request for Quotation No. UNFPA/IRQ/RFQ/16/008
Procurement of furniture and non-medical supplies

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the items named below and their delivery to different locations in Iraq, as specified in Annex 1.

**Delivery time:** The goods are to be delivered in 7 - 15 days upon issuing of PO.

**Validity of quotes:** The quotation shall be valid at least for 6 month 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:

bid.iraq@unfpa.org

Include the Request for Quotation number in the Subject: **UNFPA/IRQ/RFQ/16/008**

Please submit your quotation in USD currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall 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 **11/07/2016, 17:00 (Iraq time)**.

Name of Contact Person in UNFPA: Mr. Zaid Al-Haddad
Tel. No.: +964 0771 114 4135
Email: al-haddad@unfpa.org

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: [http://www.unfpa.org/suppliers](http://www.unfpa.org/suppliers).
# 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 6 months after the Closing date.)*: 

**Price Schedule:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Number of Units</th>
<th>Total (USD)</th>
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<td><strong>GRAND TOTAL</strong></td>
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</table>

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/suppliers)* and we will abide by this quotation until it expires.

_________________________  ___________________________

Name and title  Date and Place