



REPUBLIC OF KOSOVA
The Kosovo Fund for Energy Efficiency

Request for Quotation (RfQ) - Shopping for Goods

Project Title: Kosovo Energy Efficiency and Renewable Energy Project

Project ID: (P143055)

Source of Funding: Grant Number TF0B1487, Credit Number 5508-XK

Procurement procedure: Office Furniture Supply

RFQ No: KEEF/RFQ/1.3.3/2024

Employer: Kosovo Energy Efficiency Fund (KEEF)

Country: Republic of Kosova

Issued on: March 07, 2024

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following:
Office Furniture Supply, with ref. no: KEEF/RFQ/1.3.3/2024.

Information on technical specifications and required quantities are presented below.

2. You must quote for all items combined under this invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. Your price quotation in the form attached need to be submitted on hand, at the following address:

The Kosovo Fund for Energy Efficiency

Address: Luan Haradinaj, Ex Ljubljana Bank Building, 7th floor, 10000 Prishtinë/Republika e Kosovës

Phone number: +383 38 223 777

Email: prokurimi@fkee-rks.net

4. The deadline for receipt of your quotation (s) by the Purchaser: **18.03/2024 at 14:00** (local time) at the addressed indicated in Paragraph 3.
5. Your quotation in original and one copy, in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in Republic of Kosova.
6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - (i) **PRICES:** The prices should be quoted in Euro for each item at final destinations, which includes installation, transportation and insurance, loading and unloading.
This amount is excluded from VAT based on Kosovo Law for VAT No. 05/L-037, since this project is a grant from EU - Grant No. TF0B1487.

(ii) EVALUATION OF QUOTATIONS:

Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of total price at final destination as per para. (i) above.

In evaluating the quotations, the Purchaser will determine for each bid/lot the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

(iii) AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of forty-five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Invitation to Quote.

7. Further information can be obtained from:

Adem Spahiu

Procurement Specialist

Address: Luan Haradinaj, Ex Ljubljana Bank Building, 7th floor,

10000 Prishtinë/Republika e Kosovës

Phone number: +383 38 223 777, +383 44 153 471

Email: prokurimi@fkee-rks.net

8. Inspections and Audits

8.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

9.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption of the Form of Contract, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

9. Please confirm by e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).

Sincerely,

FORM OF CONTRACT

THIS AGREEMENT Office Furniture Supply, with ref. no: KEEF/RFQ/1.3.3/2024, made on _____, 2024, between:

The Kosovo Fund for Energy Efficiency (hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has Requested quotation for **Office Furniture Supply**. (Description of goods) to be supplied by Supplier (hereinafter called “Contract”) and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Request for Quotation; Term and Conditions of Supply, Technical Specification;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.
4. Termination
 - 4.1 Termination for Default
 - (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted.
 - (ii) if the Supplier fails to perform any other obligation under the Contract; or
 - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 5 below, in competing for or in executing the Contract.
 - (b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
 - 4.2 Termination for Insolvency.
 - (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation

to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

4.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
 - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier

Fraud and Corruption

5. If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days' notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

6. Inspections and Audits

6.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

FOR AND ON BEHALF OF PURCHASER

FOR AND ON BEHALF OF SUPPLIER

Name of Authorized Representative

Name of Authorized Representative

FORM OF QUOTATION

_____ (Date)

To: **The Kosovo Fund for Energy Efficiency**

Attn: Adem Spahiu

Procurement Specialist

Address: Luan Haradinaj, Ex Ljubljana Bank Building, 7th floor,

10000 Prishtinë/Republika e Kosovës

Phone number: +383 38 223 777

Email: prokurimi@fkee-rks.net

We offer to execute the **Office Furniture Supply, with ref. no: KEEF/RFO/1.3.3/2024**, in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency)_____. We propose to complete the delivery of Goods described in the Contract within a period of _____ calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number _____

E-mail Address: _____

Terms and Conditions of Supply

Project Title: Kosovo Energy Efficiency and Renewable Energy Project

Project ID: (P143055)

Source of Funding: Grant Number TF0B1487, Credit Number 5508-XK

Procurement procedure: Office Furniture Supply,

RFQ No: KEEF/RFQ/1.3.3/2024

Employer: Kosovo Energy Efficiency Fund (KEEF)

Country: Republic of Kosova

1. Prices and Schedules for Supply

| No | Description of Goods/Services | Unit | Quantity | Unit Price (€) | Total price per item(s) € | Delivery period |
|----|---|------|----------|----------------|---------------------------|-----------------|
| 1. | <p>Office table (Type 1) a) Rectangular suprina b) Hanging backplane c) Metal skeleton a)The top of the table is made of high-quality Melamine, Particle board, with a thickness of 32÷36 mm, L=1400 mm, D= 600 mm, H=700 ÷750 mm. The suprina plane is placed over a metal support frame (dimensions 35x35 mm) placed 15 mm over the leg skeleton to create a suspense effect. The suprina should be one plane panel. The top is connected with the skeleton with small screws from below. b)Hanging backplane is with the same material as the top but thickness 12 mm. The backplane is fixed to the skeleton will screws an L shape accessory prefabricated (or welding process) within the skeleton. c)The legs are made from 2 rectangular metal frames with dimensions of 60 x 20 mm. The joining of the elements of the skeleton is done by invisible welding The skeleton rests on plastic plugs to prevent damage to the floor in case of displacement. Legs: Steel, Frame: Steel. The color of the top will be glossy foam, while the frame will be painted with quality dark gray powder paint. Before production begins, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 27 | | | |
| 2. | <p>Office table (Type 3) a)The top of the table is made of high-quality Melamine, Particle board, with a thickness of 32÷36 mm, L=1800 mm, D=</p> | qty | 1 | | | |

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|----|---|-----|----|--|--|--|
| | <p>800 mm, H=700 ÷750 mm. The suprina plane is placed over a metal support frame (dimensions 35x35 mm) placed 15 mm over the leg skeleton to create a suspense effect. The suprina should be one plane panel. The top is connected with the skeleton with small screws from below.</p> <p>b)Hanging backplane is with the same material as the top but thickness 12 mm. The backplane is fixed to the skeleton will screws an L shape accessory prefabricated (or welding process) within the skeleton.</p> <p>c)The legs are made from 2 rectangular metal frames with dimensions of 60 x 20 mm. The joining of the elements of the skeleton is done by invisible welding The skeleton rests on plastic plugs to prevent damage to the floor in case of displacement. Legs: Steel, Frame: Steel. The color of the top will be glossy foam, while the frame will be painted with quality dark gray paint.</p> <p>b) Office shelf (Type 2)</p> <p>c) Under table drawers</p> <p>b) As for the 10. Office shelf (Type 2) but the hight is same as table (720 mm)</p> <p>c) As for the 20. Under table drawers</p> <p>Before production begins, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> | | | | | |
| 3. | <p>Meeting table</p> <p>a) Rectangular suprina</p> <p>b) Metal skeleton</p> <p>a)The top of the table is made of high-quality Melamine, Particle board, chipboard painted with a thickness of 32÷36 mm, L=2300 mm, D= 1000 mm and h = 700÷750 mm. The suprina plane is placed over a metal support frame (dimensions 20x60mm) The top is connected with the skeleton with small screws from below.</p> <p>b)The legs are made from 3 rectangular metal frames with dimensions of 60 x 20 mm. The joining of the elements of the skeleton is done by invisible welding The skeleton rests on plastic plugs to prevent damage to the floor in case of displacement.</p> <p>The color of the top will be glossy foam, while the frame will be painted with quality dark gray paint. Before production begins, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> | qty | 1 | | | |
| 4. | <p>Office chair (Type 1)</p> <p>High quality product. The product origin should be CE. Primary material: Mesh, Foam, Iron, Plastic, net -- Item Approx</p> | qty | 30 | | | |

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| | dim. Length: 75cm - Item Width/Depth: 60cm- Item Height: 106cm. The legs should be inox with plastic weels. The hand holder should be connectet with the back (like the photo). Underframe: Die-cast aluminium, polished, chrome plated or powder coated. Before production begins, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement. | | | | | |
| 5. | Office chair meeting (Type 2) High quality product. The product origin should be CE. Approx dim. h=880 mm, d=640 mm w=535mm. Synchronized tilt mechanism + sliding seat. Height adjustable mesh backrest with integrated adjustable lumbar support. Mesh colors: black. Polished aluminum or black nylon base. Nylon self-braking castors. 3-D (Height, width, swivel) or 4-D (+ width adj.) or fixed loop arms w/soft pads or PP fixed arms. Optional adjustable headrest. Visitor cantilever frame with armrests. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement. | qty | 10 | | | |
| 6. | Office chair (Type 3) High quality product. The product origin should be CE. Approx dim. Height: 101,5 - 113,5 cm - Width: 58 cm - Depth: 50÷55 - 73÷75 cm - Seat height: 40 - 52 cm. Backrest and seat: Hopsak (100% polyamide) or leather in various qualities, high frequency welded. Side profiles, brackets, armrests and underframe: Die-cast aluminum, polished, chrome plated or powder coated. Adjustable back tilt mechanism, lockable in the foremost position. Seat height adjustable via pneumatic spring. Conform to: ISO 9001: 2008 (Quality management systems) (Environmental management systems). Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement. | qty | 1 | | | |
| 7. | Wall mounted chairs Approx dim: H=45÷50 cm,L=85÷95 cm when closed in wall. 45÷47 cm open Flex Spring Seat Cantilevers without Hinges Straight or Radius Row Configurations Flat, Sloped or Tiered Installations Textiles: Multiple Fabric or Coated Fabric Options Surfaces: Birch Plywood (natural or stained), Laminate or Veneer The chair is mounted 15÷20 cm off the ground to allow for ease of cleaning and | qty | 5 | | | |

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| | measures less than 10 cm when closed providing for maximum space saving capabilities.Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement. | | | | | |
| 8. | <p>Office shelf (Financial office) MDF Shelf Cabinet Size: H1900-2000 mm * W900 * D400mm Lock: Key Lock in each level (2 keys) The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 3 | | | |
| 9. | <p>Office shelf (Type 1) Shelf Cabinet Size: H1900-2000 mm * W900 * D400mm Lock: Key Lock The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 17 | | | |
| 10. | <p>Office shelf (Type 2) Shelf Cabinet Size: H1100 * W1200 * D400mm The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf has 2 doors and an open shelf as the photo illustrates. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The</p> | qty | 10 | | | |

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| | <p>joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | | | | | |
| 11. | <p>Office shelf (Type 3) Shelf Cabinet Size: H1600 ÷ 1800 * W1300 * D400mm The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf has 3 doors and an open shelf as the photo illustrates. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 3 | | | |
| 12. | <p>Office shelf (Type 4) Shelf Cabinet Size: H1200 * W600 * D400mm The shelf has 1 door and an open shelf as the photo illustrates. This shelf will be placed next to a photocopy/printer machine to store the paper. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 2 | | | |
| 13. | <p>Office shelf (Type 5) Shelf Cabinet Size: H700 * W1200 * D600mm The shelf has 2 drawers and 2 doors as the photo illustrates. This shelf will be placed at the IT office and will be used to store materials aswell to place equipments over it.</p> | qty | 1 | | | |

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| | <p>The shelf is produced with 18 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | | | | | |
| 14. | <p>Office metallic shelf Metal Shelf Cabinet 90*40*190÷210 2 Metal Doors Thick Steel 4 Adjustable Shelves Quick and Easy Assembly 40kg÷50kg Weight Capacity Per Shelf Scratch Resistant Powder-Coat Finish 3 Point with Key Locking System Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 3 | | | |
| 15. | <p>Archive shelf (Type 1) Dim 90*40*200 Series 200A Low Profile Shelving particle board No Nuts, Bolts or Shelf Clips 14 Gauge Post Accessible from all four sides Shelves are adjustable Available with or without Particle Board Decking Gray powder coated finish. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | ml | 7 | | | |
| 16. | <p>Office couch (Type 1) Model by Le Corbusier. Armchair, tubular steel frame high-gloss chrome-plated, loosely inserted seat and side upholstery, cover in leather. Approx Dimensions: L= 1500÷1700 mm, H= 680÷750 mm, D= 750÷950 mm. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 2 | | | |
| 17. | <p>Office couch (Type 2) Armchair, tubular steel frame high-gloss chrome-plated, loosely inserted seat and side upholstery, cover in leather. Approx Dimensions: L= 780÷900 mm, H=</p> | qty | 2 | | | |

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| | 680÷750 mm, D= 750÷950 mm. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement. | | | | |
| 18. | <p>Middle table Product Dimensions 40D x 100W x 45H Centimetres Colour Black Shape Rectangular Brand soges Table design End Table Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 1 | | |
| 19. | <p>Under table drawers Mobile pedestal with 3drawers with one key. 18mm construction White E1 grade board Gang-locks all drawers Keyed alike or unique Ball bearing extension Arrives flat-packed, ready to be assembled Measurements: 650mm H x 470mm W x 450÷500mm D Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | qty | 27 | | |
| 20. | <p>Office coat stand Product Approx. Dimensions ~38 x 38 x 170 cm Finish - Polished Material - Metal, Marble Special Features - With Umbrella Holder Included Components Coat rack Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> | | 13 | | |
| 21. | <p>Curtains Material:100% polyester. Instruction: Can be spot cleaned with water. Approx dim. Size-Width:~ 120 cm, Height:~ 170 cm. Size incl brackets: Yes. Type of operation: Bead chain. Operation side: Reversible. Tube: 25 mm. Bottom rail: Plastic rail in channel. Weight :~170 g/m². Feature: Blackout, With bracket for wall and ceiling installation, With clamp bracket. Clamping bracket range:17-22 mm. Screws and wall plugs: Trimming: Width can be trimmed. Wash: No. Bleaching: Do not bleach type. Tumble-</p> | m² | 100 | | |

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| dry: Do not tumble dry type. Ironing: Do not iron type. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement. | | | | | |
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| Price in EURO | |
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| Total Value at final destination in EURO | |
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| (This amount is excluded from VAT based on Kosovo Law for VAT No. 05/L-037, since this project is a grant from EU - Grant No. TF0B1487.) | |
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{Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail }

2. **Fixed Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser reserves the right at the time of contract finalization to increase or decrease by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.
4. **Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding **30 calendar days** from the contract signature.
5. **Insurance:** The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage, and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from «Warehouse» to «Warehouse» on an «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.
6. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
7. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the country's procedures.
8. **Delivery and Documents:** Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by e-mail or in hand, the full details of shipment, including purchase order number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) copies of the packing list identifying contents of each package;
 - (iii) manufacturer's or supplier's warranty certificate;
 - (iv) certificate of origin;
 - (v) certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the - place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

9. Payment for your invoice will be made as follows: payment will be made 100% within thirty (30) days after the date of the Technical acceptance of the goods and installation for the respective delivery issued by the Purchaser.
10. Warranty: Goods offered should be covered by manufacturer's warranty for at **least 36 months** from the date of delivery/installation to the Purchaser. Please specify warranty period and terms in detail.
11. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
12. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:
Address _____
13. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.
For purposes of this clause, "Force-Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.
14. Required Technical Specifications
- (i) General Description
 - (ii) Specific details and technical standards
 - (iii) Performance Parameters

Supplier confirms compliance with above specifications (*In case of deviations supplier to list all such deviations*).

15. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods and services, in accordance with the above terms and conditions, in spite of a 21 day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER _____



Authorized Signature _____




Place:



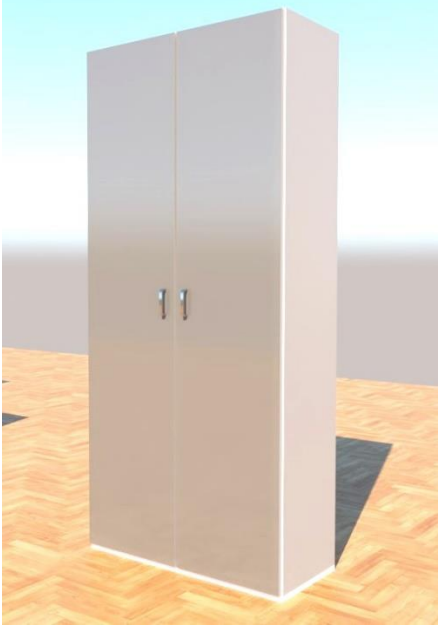
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Technical Specifications

Office Furniture Supply




| BILL OF QUANTITIES - Office furniture FKEE | | | |
|--|---|--|----------|
| | DESCRIPTION OF UNITS | Unit | Quantity |
| 1 | Office table (Type 1) | piece | 27.00 |
| | <p>a) Rectangular suprina b) Hanging backplane c) Metal skeleton</p> <p>a)The top of the table is made of high-quality Melamine, Particle board, with a thickness of 32÷36 mm, L=1400 mm, D= 600 mm, H=700 ÷750 mm. The suprina plane is placed over a metal support frame (dimensions 35x35 mm) placed 15 mm over the leg skeleton to create a suspense effect. The suprina should be one plane panel. The top is connected with the skeleton with small screws from below. b)Hanging backplane is with the same material as the top but thickness 12 mm. The backplane is fixed to the skeleton will screws an L shape accessory prefabricated (or welding process) within the skeleton. c)The legs are made from 2 rectangular metal frames with dimensions of 60 x 20 mm. The joining of the elements of the skeleton is done by invisible welding The skeleton rests on plastic plugs to prevent damage to the floor in case of displacement. Legs: Steel, Frame: Steel. The color of the top will be glossy foam, while the frame will be painted with quality dark gray powder paint. Before production begins, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 2 | Office table (Type 3) | piece | 1.00 |
| | <p>a)The top of the table is made of high-quality Melamine, Particle board, with a thickness of 32÷36 mm, L=1800 mm, D= 800 mm, H=700 ÷750 mm. The suprina plane is placed over a metal support frame (dimensions 35x35 mm) placed 15 mm over the leg skeleton to create a suspense effect. The suprina should be one plane panel. The top is connected with the skeleton with small screws from below. b)Hanging backplane is with the same material as the top but thickness 12 mm. The backplane is fixed to the skeleton will screws an L shape accessory prefabricated (or welding process) within the skeleton. c)The legs are made from 2 rectangular metal frames with dimensions of 60 x 20 mm. The joining of the elements of the skeleton is done by invisible welding The skeleton rests on plastic plugs to prevent damage to the floor in case of displacement. Legs: Steel, Frame: Steel. The color of the top will be glossy foam, while the frame will be painted with quality dark gray paint.</p> <p>b) Office shelf (Type 2) c) Under table drawers</p> <p>b) As for the 10. Office shelf (Type 2) but the height is same as table (720 mm) c) As for the 20. Under table drawers</p> <p>Before production begins, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 3 | Meeting table | piece | 1.00 |

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| | <p>a) Rectangular suprina b) Metal skeleton</p> <p>a)The top of the table is made of high-quality Melamine, Particle board, chipboard painted with a thickness of 32÷36 mm, L=2300 mm, D= 1000 mm and h = 700÷750 mm. The suprina plane is placed over a metal support frame (dimensions 20x60mm) The top is connected with the skeleton with small screws from below.</p> <p>b)The legs are made from 3 rectangular metal frames with dimensions of 60 x 20 mm. The joining of the elements of the skeleton is done by invisible welding The skeleton rests on plastic plugs to prevent damage to the floor in case of displacement.</p> <p>The color of the top will be glossy foam, while the frame will be painted with quality dark gray paint. Before production begins, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 4 | Office chair (Type 1) | piece | 30.00 |
| | <p>High quality product. The product origin should be CE. Primary material: Mesh, Foam, Iron, Plastic, net -- Item Approx dim. Length: 75cm - Item Width/Depth: 60cm- Item Height: 106cm. The legs should be inox with plastic weels. The hand holder should be connectet with the back (like the photo). Underframe: Die-cast aluminium, polished, chrome plated or powder coated. Before production begins, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 5 | Office chair meeting (Type 2) | piece | 10.00 |
| | <p>High quality product. The product origin should be CE. Approx dim. h=880 mm, d=640 mm w=535mm. Synchronized tilt mechanism + sliding seat. Height adjustable mesh backrest with integrated adjustable lumbar support. Mesh colors: black. Polished aluminum or black nylon base. Nylon self-braking castors. 3-D (Height, width, swivel) or 4-D (+ width adj.) or fixed loop arms w/soft pads or PP fixed arms. Optional adjustable headrest. Visitor cantilever frame with armrests. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 6 | Office chair (Type 3) | piece | 1.00 |
| | <p>High quality product. The product origin should be CE. Approx dim. Height: 101,5 - 113,5 cm - Width: 58 cm - Depth: 50÷55 - 73÷75 cm - Seat height: 40 - 52 cm. Backrest and seat: Hopsak (100% polyamide) or leather in various qualities, high frequency welded. Side profiles, brackets, armrests and underframe: Die-cast aluminum, polished, chrome plated or powder coated. Adjustable back tilt mechanism, lockable in the foremost position. Seat height adjustable via pneumatic spring. Conform to: ISO 9001: 2008 (Quality management systems) (Environmental management systems). Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 7 | Wall mounted chairs | piece | 5.00 |

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| | <p>Approx dim: H=45÷50 cm,L=85÷95 cm when closed in wall. 45÷47 cm open</p> <p>Flex Spring Seat Cantilevers without Hinges Straight or Radius Row Configurations Flat, Sloped or Tiered Installations Textiles: Multiple Fabric or Coated Fabric Options Surfaces: Birch Plywood (natural or stained), Laminate or Veneer</p> <p>The chair is mounted 15÷20 cm off the ground to allow for ease of cleaning and measures less than 10 cm when closed providing for maximum space saving capabilities.Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 8 | Office shelf (Financial office) | piece | 3.00 |
| | <p>MDF Shelf Cabinet Size: H1900÷2000 mm * W900 * D400mm Lock: Key Lock in each level (2 keys) The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 9 | Office shelf (Type 1) | piece | 17.00 |
| | <p>Shelf Cabinet Size: H1900÷2000 mm * W900 * D400mm Lock: Key Lock The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors . The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| 10 | Office shelf (Type 2) | piece | 10.00 |

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| | <p>Shelf Cabinet</p> <p>Size: H1100 * W1200 * D400mm</p> <p>The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf has 2 doors and an open shelf as the photo illustrates.</p> <p>The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors. The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 11 | Office shelf (Type 3) | piece | 3.00 |
| | <p>Shelf Cabinet</p> <p>Size: H1600 ÷ 1800 * W1300 * D400mm</p> <p>The height of the shelves inside should be 350-370 mm for the folders to be stored vertically. The shelf has 3 doors and an open shelf as the photo illustrates.</p> <p>The shelf is produced with 16 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors. The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 12 | Office shelf (Type 4) | piece | 2.00 |
| | <p>Shelf Cabinet</p> <p>Size: H1200 * W600 * D400mm</p> <p>The shelf has 1 door and an open shelf as the photo illustrates. This shelf will be placed next to a photocopy/printer machine to store the paper.</p> <p>The shelf is produced with 16 mm thick melamine in the inner parts and 18 mm thick Melamine, Particle board, in all visible parts. The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 13 | Office shelf (Type 5) | piece | 1.00 |

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| | <p>Shelf Cabinet Size: H700 * W1200 * D600mm The shelf has 2 drawers and 2 doors as the photo illustrates. This shelf will be placed at the IT office and will be used to store materials aswell to place equipments over it. The shelf is produced with 18 mm thick melamine in the inner parts, and 16 mm thick MDF in all doors. The back is made of 4 mm thick foam-colored fiber. The joining of the elements is done with screws of the corresponding dimensions. The assembly of the lids is done with hinges. Contact with the ground is made with plastic caps to protect it from various damages. The handles must be stainless steel. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 14 | Office metallic shelf | piece | 3.00 |
| | <p>Metal Shelf Cabinet 90*40*190÷210 2 Metal Doors Thick Steel 4 Adjustable Shelves Quick and Easy Assembly 40kg÷50kg Weight Capacity Per Shelf Scratch Resistant Powder-Coat Finish 3 Point with Key Locking System Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 15 | Archive shelf (Type 1) | ml | 7.00 |
| | <p>Dim 90*40*200 Series 200A Low Profile Shelving particle board No Nuts, Bolts or Shelf Clips 14 Gauge Post Accessible from all four sides Shelves are adjustable Available with or without Particle Board Decking Gray powder coated finish. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 16 | Office couch (Type 1) | piece | 2.00 |
| | <p>Model by Le Corbusier. Armchair, tubular steel frame high-gloss chrome-plated, loosely inserted seat and side upholstery, cover in leather. Approx Dimensions: L= 1500÷1700 mm, H= 680÷750 mm, D= 750÷950 mm. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.</p> |  | |
| 17 | Office couch (Type 2) | piece | 2.00 |

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| | <p>Armchair, tubular steel frame high-gloss chrome-plated, loosely inserted seat and side upholstery, cover in leather. Approx Dimensions L= 780÷900 mm, H= 680÷750 mm, D= 750÷950 mm. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| <p>18</p> | <p>Middle table</p> | <p>piece</p> | <p>1.00</p> |
| | <p>Product Dimensions 40D x 100W x 45H Centimetres Colour Black Shape Rectangular Brand soges Table design End Table Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| <p>19</p> | <p>Under table drawers</p> | <p>piece</p> | <p>27.00</p> |
| | <p>Mobile pedestal with 3drawers with one key. 18mm construction White E1 grade board Gang-locks all drawers Keyed alike or unique Ball bearing extension Arrives flat-packed, ready to be assembled Measurements: 650mm H x 470mm W x 450÷500mm D Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| <p>20</p> | <p>Office coat stand</p> | <p>piece</p> | <p>13.00</p> |
| | <p>Product Approx. Dimensions ~38 x 38 x 170 cm Finish - Polished Material - Metal, Marble Special Features - With Umbrella Holder Included Components Coat rack Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKKE. Production, Supply and Placement.</p> |  | |
| <p>21</p> | <p>Curtains</p> | <p>m²</p> | <p>100.00</p> |

Material:100% polyester. Instruction: Can be spot cleaned with water. Approx dim: Size-Width:~ 120 cm, Height:~ 170 cm. Size incl brackets: Yes. Type of operation: Bead chain. Operation side: Reversible. Tube: 25 mm. Bottom rail: Plastic rail in channel. Weight Approx:~170 g/m². Feature: Blackout, With bracket for wall and ceiling installation, With clamp bracket. Clamping bracket range:17-22 mm. Screws and wall plugs: Trimming: Width can be trimmed. Wash: No. Bleaching: Do not bleach type. Tumble-dry: Do not tumble dry type. Ironing: Do not iron type. Before production begins/purchase, colors and accessories will be determined by the responsible person appointed by FKEE. Production, Supply and Placement.

