

ANNEX II
TERMS OF REFERENCE
FOR THE PROVISION OF OFFICE FURNITURE STORAGE SERVICE

1. The service provider is required to provide the space of 80 square meters of the storage to keep UNFPA APRO's furniture and will provide retrieval service upon UNFPA request.
2. The space provided for UNFPA APRO's furniture should be under closed space under the normal room temperature conditions.
3. The service provider should have security system to ensure that UNFPA APRO's furniture would be safe.
4. The service provider need to guarantee the conditions of UNFPA APRO's furniture as is basis.
5. The service provider need to have Insurance coverage at minimum 15% from the main price.
6. The service provider should have the bar coding system to keep track of items and to be able to provide retrieval service.
7. The service provider is required to provide the packing and moving service to move the furniture from the Ground Floor of the UN Secretariat Building to the storage. This service includes transportation services from the UN Building to the storage.
8. Regarding the retrieval service, the service provider is required to provide the cost of pick up/ item, labor cost, and the transportation cost from the storage to the UN building.
9. UNFPA APRO will send the request for retrieval service one week prior to the delivery date.
10. The service provider has to provide details of vehicle, name of its staff members to deliver items upon retrieval request of UNFPA at least one day in advance to the delivery date.
11. The pictures of items and the quantity are as below.
12. Interested bidders are invited to inspect the furniture to be kept in the storage on 13 and 15 March 2019. Please make an appointment with Ms. Nantiya Tipmanee or Ms. Jarintorn Kiatniyomrung at 02 687 0107, 02 687 0159 before COB 11 March 2019.

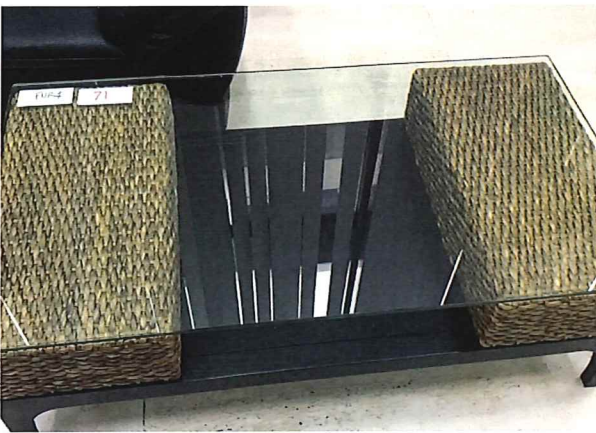


7 units of L shape table, L shape can be separated from each other (= 14 units totally)

OK [Signature]



5 units of main table



1 unit of coffee table



2 units of table for printer



1 unit of half round shape table



1 unit of table top 106 x 120 cm



1 unit of computer desk



2 units of giant cabinet



3 units of giant cabinet



25 units of tall cabinet



4 units of high cabinet with glass door



2 units of high cabinet without glass door



2 sets of extra tall cabinet



6 units of low cabinet



6 units of three drawers mobile cabinet with top



9 units of mobile cabinet without top



1 unit of mobile cabinet without top



8 units of hanging files cabinet



1 unit of letter sorting cabinet



1 unit of letter sorting cabinet



1 unit of two-layer cabinet



1 unit of two layer hanging file without top



3 units of three layer hanging file with top



9 units of office chairs



15 units of visitor chair

3 units of Frame size 60 x 130 cm



2 unit of chair (movable)



1 unit of movable chair



1 unit of movable chair



1 unit of one seat sofa



3 units of partition frame size 60 x 130 cm



4 units of Low Partition frame size 60 x 90 cm



4 units of Glass panel 60 cm



10 units of partition frame, size 60 x 60 cm



3 units of partition frame, size 80 x 130 cm



1 unit of frame size 80 x 90 cm



1 unit of partition frame size 130 x 90 cm



12 units of partition plate size 80 x 60 cm



2 units of partition plate size 130 x 60 cm
2 units of partition plate size 130 x 40 cm



21 units of partition plate size 60 x 60 cm
12 units of partition plate size 60 x 100 cm



10 units of key board tray