

ANNEX B
Terms of Reference (TOR)
OFFICE FURNITURE

1. LOT 1: Electric desks with a lifting top and with one or two electric motors for the lifting mechanism

Number: between 1-3, to be specified further

Approximate lifting range: 700 — 1210 mm

Table size: 1600x800 mm

Top load capacity: 70 kg or more

Top color: wooden (specify the type of material and the thickness of the top)

Color and material of the legs: metal black

2. LOT 2: High-end ergonomic office chairs with lumbar support

Number: between 1-3 to be specified further

Load capacity of the chair: min. 120 kg

Design requirements: The design should have a comfortable back curve and lumbar support, with the ability to adjust the height of the seat, suitable for prolonged work in a sitting position suggest different options and designs, including those suitable for people of shorter stature and those for people of taller stature and those with the possibility of adjusting other parameters other than the height of the seat

3. LOT 3: Lockable storage containers

Approximate dimensions: width 42mm, depth 450mm, height 550mm;

Color: white and wooden

Qty: 3-5

4. LOT 5: Magnetic glass Whiteboard

- Magnet
- Glass
- Wall Mounted
- Dry Erase
- Frosted White Surface
- Frameless Glass Board

GLASS WHITEBOARD - glass whiteboard with smooth, strong and durable tempered glass surface, which is resists scratches and dents. It allows you to write, erase and rewrite on a clean surface every time.

FRAMELESS DESIGN - The frameless design appears to float on the wall and its fashionable looks adds advanced and texture impression, elevate the office.

EASY TO INSTALL - The glass whiteboard should use sturdy mounting parts to make installation easier, firm and safe.

Dimensions: please propose different types/dimensions, alongside with the price for each item as below:

Item 1: 60x 90 cm
Item 2: 120 x 90 cm

Number of Glass boards: 3 estimates (to be confirmed)

5. LOT 6: Round Office Meeting Table and four chairs

Office meeting table:

Qty: 1

Type: round table

Size top diameter approx. 1000 – 1200 mm

Height 74cm

Material: melamine faced MDF top with metal or wooden legs

Color: wooden or white/ you may propose color

Chairs:

Qty: 4

Material of the chairs: Upholstered standard chairs with metal or wooden legs depending on the type of the table (matching the table)

Propose different available colors of the chairs.

6. LOT 7: Round table and 4 chairs for the kitchen

Qty: 1

Size top diameter approx. 1000 mm

Material: Hard-wearing laminate top or other material with smooth surface appropriate for the kitchen

Color: wooden or white

Chairs:

Qty: 4

Material of the chairs: Upholstered standard chairs with metal legs depending on the type of the table (matching the table)

Propose different available colors of the chairs.

The kitchen table and chairs needs to be cleaned easily so the material of both should be appropriate for shared kitchen.

II. DELIVERY TIME

The delivery of the items should be ASAP and preferably not longer than 30 days. Please indicate whether you can deal with this deadline and indicate your proposed time for delivery.

III. PRICE FOR DELIVERY AND INSTALLATION

All furniture must be delivered in Sofia to the address: Positano Square 2, 4th floor.

In your offer, please indicate the conditions and the price for the delivery of the furniture and for the assembly of those that are delivered disassembled, as well as in what time frame the assembly can be carried out.

IV. WARRANTY AND OUT OF WARRANTY SERVICE

Please indicate the warranty period of each of the offered products, as well as the conditions for out-of-warranty service

V. Submitting an Offer

Questions regarding this request for quotations, also scheduling visit, can be sent to kuzekov@unhcr.org or by phone to Marat Kuzekov at 0878705017.

Please send your offers by email to kuzekov@unhcr.org. All prices must be provided with and without VAT. Offers must be signed, stamped, dated and valid for at least 30 days.