



**United Nations Children's Fund**  
UNICEF House  
Achrafieh , Sodeco , Petro Tra  
BEIRUT 5902-11  
Lebanon

Telephone  
Facsimile  
Email [beirut@unicef.org](mailto:beirut@unicef.org)  
<http://www.unicef.org/lebanon>

## **INVITATION TO BID**

**LITB-2020-9164009**

**14 December 2020**

## **UNITED NATIONS CHILDREN'S FUND (UNICEF)**

**Wishes to purchase**

**Invitation to Bid for the Provision of Furniture.**

Offers should be submitted in ENGLISH and must be received by e-mail ONLY to:  
"lebtender@unicef.org" not later than 12:00 hrs, 07 January 2021, otherwise they will be considered invalid.

### **IMPORTANT - ESSENTIAL INFORMATION**

The reference LITB-2020-9164009 must be shown in the e-mail's subject.

The Invitation to Bid form must be used when replying to this invitation.

Bids must be received at the above email address no later than 12:00 hrs. (Lebanon time) on Friday 07 January 2021 and will be opened at 12:30 hrs. Beirut Time on the same day.



---

**THIS INVITATION TO BID HAS BEEN:**

---

**Prepared By:**

Bassam Antoun  
(To be contacted for additional information, NOT FOR SENDING OFFERS)  
Email : bantoun@unicef.org

**Verified By:**

*Musonda Kasonde*

26-12-2020

---

Musonda Kasonde

Supply and Logistics Manager



**BID FORM**

BID FORM must be completed, signed and returned to UNICEF.  
Bid must be made in accordance with the instructions contained in this INVITATION.

**TERMS AND CONDITIONS OF CONTRACT**

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

**INFORMATION**

Any request for information regarding this INVITATION must be forwarded by email to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. **LITB-2020- 9164009** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Validity of Offer: \_\_\_\_\_

Currency of Offer: \_\_\_\_\_

Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, which of the following Payment Terms are offered by you:

10 Days 3.0% \_\_\_\_\_ 15 Days 2.5% \_\_\_\_\_ 20 Days 2.0% \_\_\_\_\_ 30 Days Net \_\_\_\_\_

Other Trade Discounts \_\_\_\_\_



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

**SCHEDULE NO: 1 FURNITURE-**

00010	SL000931	24 each		
-------	----------	---------	--	--

Chair KG 3 - Drawing A

Top quality colorful chairs that will endure for generations.

These classic chairs shall be made with solid beech wood frame strong enough for even an adult to stand on.

The total height of the chair shall be 600mm.

Top of chair made of 12mm thick water resistant MDF rounded and smoothed edges covered on the exposed face with 1mm thick formica.

The 2 Backrest of 200\*400mm, shall be slightly bent for better spinal posture.

Legs of dimension 200\*450mm rounded edges shall be equipped with plastic caps preventing noise when moved,

with 200\*400mm lateral support for the legs, at 12cm from bottom of legs.

L / w / h : 32 X 32 X 34 cm

P.S: No visible screws are accepted

All connections shall be with professional invisible rods and special glue..

**COLORS:**

The requirements for a colorful classroom is the use of 4 primary colors to be distributed equally in the same classroom combined with the "beech wood".

Eg: \*for a classroom of 24 KG student: Top of 24 chairs to be 6 Red, 6 Blue, 6 Yellow and 6 green

Green: ref. 2092 --- Red: ref. 2007

Blue: ref. 2058 ---- Yellow: ref. 8512

00020	SL005280	48 each		
-------	----------	---------	--	--

Chair KG 1&2 - Drawing A

Top quality colorful chairs that will endure for generations.

These classic chairs shall be made with solid beech wood frame strong enough for even an adult to stand on.

The total height of the chair shall be 600mm.

Top of chair made of 12mm thick water resistant MDF rounded and smoothed edges covered on the exposed face with 1mm thick formica.

The 2 Backrest of 200\*400mm, shall be slightly bent for better spinal posture.

Legs of dimension 200\*450mm rounded edges shall be equipped with plastic caps preventing noise when moved,

with 200\*400mm lateral support for the legs, at 12cm from bottom of legs.

L / w / h : 32 X 32 X 30 cm

P.S: No visible screws are accepted

All connections shall be with professional invisible rods and special glue.

**COLORS:**

The requirements for a colorful classroom is the use of 4 primary colors to be distributed equally in the same classroom combined with the "beech wood".

Eg: \*for a classroom of 24 KG student: Top of 24 chairs to be 6 Red, 6 Blue, 6 Yellow and 6 green



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

Green: ref. 2092 --- Red: ref. 2007  
Blue: ref. 2058 ---- Yellow: ref. 8512

00030	SL005281	16 each		
-------	----------	---------	--	--

Semi-Hexagonal Table KG 1&2 - Drawing A

Top quality colorful table that will endure for generations. These classic tables shall be made with solid beech wood frame strong enough for even an adult to stand on.

The total height of the table shall be 520mm. Top of table made of 18mm thick water resistant MDF rounded and smoothed edges covered on the exposed face with 1mm thick formica.

Legs of dimension 450\*450mm rounded edges shall be equipped with plastic caps preventing noise when moved

L / w / h : 120 X 60 X 52 cm (3 sides shall be of 60cm dimension, and one side equal to 120)

P.S: No visible screws are accepted from outside. (from inside the table at least 2 screws from each side with wood reinforcement can be accepted to fix the top)

All connections shall be with invisible rods and special glue.

COLORS:

The requirements for a colorful classroom is the use of 4 primary colors to be distributed equally in the same classroom combined with the "beech wood".

Eg: \*for a classroom of 24 KG student: Top of 8 Tables to be 2 Red, 2 Blue, 2 Yellow and 2 green

Green: ref. 2092 --- Red: ref. 2007

Blue: ref. 2058 ---- Yellow: ref. 8512

00040	SL008135	3 each		
-------	----------	--------	--	--

Rectangular Table - T - Drawing A

Table 120x60x75 cm (LxWxH) approx. Top quality colorful table that will endure for generations.

The total height of the table shall be 75cm.

Top of table made of 22mm thick water resistant MDF rounded and smoothed edges covered on the exposed face with 1mm thick formica (color to MEHE representative choice and approval). The front and rear vertical supports are iron tubes 32mm diameter, 1.5mm thick mounted along the table connected by welding between them two iron plates 50mm wide and 5mm thick separated by 600mm.

Two drawers height 10cm, width 35cm, depth 40cm

The drawers are beech solid wood 20mm thick mounted inside a drawer box made of laths 18mm thick.

Front of drawers made of 18mm thick water resistant MDF rounded and smoothed edges covered on the exposed face with 1mm thick formica. The drawer slides on a steel rail

On each drawer will be mounted a handle and the top drawer will have a lock.

At 12cm under the top of the table, the drawer box will be fixed on a holder made of two steel plates 30mm wide and 3mm thick. Each piece will bend downwards after fixing it to the bottom of the table

under the drawer on the right wooden side where it is fixed by screws. The two steel plates are separated by 25cm. The three sides are of laths 18 mm thick, The top will be fixed to the frame with twelve screws distributes between the verticals and the iron tubes. Each side will be fixed to the metal frame by eight screws

COLORS:

Colors to be included in the table, in addition to the Beech wood color, a combination of 2 colors per table: Red&Yellow, and/or Green&Blue



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<ul style="list-style-type: none"> <li>- Top of table &amp; front drawers: same color</li> <li>- If metal tubes are painted red, the top of the table and front drawers should be yellow and vis-versa</li> <li>- If metal tubes are painted green, the top should be blue</li> <li>- No other options</li> </ul> <p>Green: ref. 2092 Blue: ref. 2058 Red: ref. 2007 Yellow: ref. 8512</p>			

00050 SL008139 8 each

Semi-Hexagonal Table KG 3 - Drawing A  
Top quality colorful table that will endure for generations.  
These classic tables shall be made with solid beech wood frame strong enough for even an adult to stand on.  
The total height of the table shall be 560mm.  
Top of table made of 18mm thick water resistant MDF rounded and smoothed edges covered on the exposed face with 1mm thick formica.  
Legs of dimension 450\*450mm rounded edges shall be equipped with plastic caps preventing noise when moved  
L / w / h : 120 X 60 X 56 cm (3 sides shall be of 60cm dimension, and one side equal to 120)  
P.S: No visible screws are accepted from outside. (from inside the table at least 2 screws from each side with wood reinforcement can be accepted to fix the top)  
All connections shall be with invisible rods and special glue.  
COLORS:  
The requirements for a colorful classroom is the use of 4 primary colors to be distributed equally in the same classroom combined with the "beech wood".  
Eg: \*for a classroom of 24 KG student: Top of 8 Tables to be 2 Red, 2 Blue, 2 Yellow and 2 green

Green: ref. 2092 --- Red: ref. 2007  
Blue: ref. 2058 ---- Yellow: ref. 8512

00060 SL009743 3 each

Chair - T - Drawing A  
Back height 390mm, chair width 550mm, seat depth 420mm, seat width 430mm  
Two iron tubes 25mm diameter, 1.5mm thick will constitute the rear and front leg supports of the chair.  
The distance separating these supports on the ground level is 360mm maximum.  
The distance between the two legs decreases as they rise to become 150mm on the seat level (i.e. on a height of 355mm) under the seat and will be connected by welding.  
The legs will be bended downwards with an inclination to the outside creating a distance of 370mm between the front legs and the same distance between the two front legs and the two rear legs.  
Legs shall be equipped with plastic caps preventing noise when moved  
The wood back will be 10mm bended plywood.  
The back and the seat will be fixed to the metal frame by air pressure pins.  
COLORS:  
Metal painting same as table (M011)



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

00070	SL003785	11 each		
-------	----------	---------	--	--

Metal shelves cabinet (Workshop) - Drawing B

Made of four (4) metal shelves fixed with special screws on four iron sections, 2mm thick, pierced properly.

Iron tubes, 3mm thick 80mm wide, will connect the legs, on each side, positioned between the shelves to protect the materials on the shelves from sliding or falling.

Shelves shall be iron, 1mm thick, 1000mm long and 400mm deep.

Metal plates shall be welded to reinforce the frame.

00080	SL018479	1 each		
-------	----------	--------	--	--

Panel board (Primary Section Classroom Cycle 1 - ) - Drawing C-1

Panel board 3660x1220x16mm (LxHxW) made of MDF wood.

Color green, for writing with chalk.

The panel will be split in 3 equal parts, the right part for Arabic grooved with 12 lines forming 13 equal blank spaces, the left part for foreign languages grooved with 17 lines forming 18 unequal spaces distributed according to the following sequence; Big, small, Big repeated. The proportion between Big and small spaces will be 3/8. The middle part will be free (see the drawing)

Grooving with special machinery. The grooved line will be 1mm wide, 1mm deep.

Panel painted in green with special paint, one undercoat and 3 coats of dry paint.

Fixed to an Aluminum U shape from upper side and lateral sides.

A 3660x 60x23 mm made of wood will be fixed from bottom, as chalk holder.

High from the floor for 60 cm for kindergarten and primary cycle 1, and 5cm will be added for every next class till 90 cm for the secondary class.

The panel will be fixed with 6x0.4 cm bolts, and up, through the aluminum, and 4 cm through the wall, with plastic cotter.

The wood part will be fixed with screws.

00090	SL018480	2 each		
-------	----------	--------	--	--

Panel board (Primary Cycle 2) - Drawing C-2

Panel board 3660x1220x16mm (LxHxW), made of MDF wood.

Color green, for writing with chalk.

The panel will be split in 2 parts, the right part of 1220mm long (1/3 of the panel) consisting of a square grid: 10 squares vertically and 11 horizontally, and the left part of the panel will be grooved with 4 horizontal lines forming 5 equal spaces.

Grooving with special machinery. The grooved line will be 1mm wide, 1mm deep.

Panel painted in green with special paint, one undercoat and 3 coats of dry paint.

Fixed to an Aluminum U shape from upper side and lateral sides.

A 3660x 60x23 mm made of wood will be fixed from bottom, as chalk holder.

High from the floor for 60 cm for kindergarten and primary cycle 1, and 5cm will be added for every next class till 90 cm for the secondary class.

The panel will be fixed with 6x0.4 cm bolts, and up, through the aluminum, and 4 cm through the wall,



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	with plastic cotter. The wood part will be fixed with screws.			

00100 SL018481 11 each

Panel board - Drawing C-3

Panel board 3660x1220x16mm (LxHxW), made of MDF wood.

Color green, for writing with chalk.

The panel will be split in 2 parts, the right part of 1220mm long (1/3 of the panel) consisting of a square grid: 10 squares vertically and 11 horizontally, and the left part of the panel will be free.

Grooving with special machinery. The grooved line will be 1mm wide, 1mm deep.

Panel painted in green with special paint, one undercoat and 3 coats of dry paint.

Fixed to an Aluminum U shape from upper side and lateral sides.

A 3660x 60x23 mm made of wood will be fixed from bottom, as chalk holder.

High from the floor for 60 cm for kindergarten and primary cycle 1, and 5cm will be added for every next class till 90 cm for the secondary class.

The panel will be fixed with 6x0.4 cm bolts, and up, through the aluminum, and 4 cm through the wall, with plastic cotter.

The wood part will be fixed with screws.

00110 SL018482 1 each

Panel board - Drawing C-4

Panel board 2440x1220x16mm (LxHxW), made of MDF wood.

Color green, for writing with chalk.

The panel will be split in 2 equal parts, the right part will be grooved with horizontal lines forming equal spaces.

Grooving with special machinery. The grooved line will be 1mm wide, 1mm deep.

Panel painted in green with special paint, one undercoat and 3 coats of dry paint.

Fixed to an Aluminum U shape from upper side and lateral sides.

A 2440x 60x23 mm made of wood will be fixed from bottom, as chalk holder.

High from the floor for 60 cm for kindergarten and primary cycle 1, and 5cm will be added for every next class till 90 cm for the secondary class.

The panel will be fixed with 6x0.4 cm bolts, and up, through the aluminum, and 4 cm through the wall, with plastic cotter.

The wood part will be fixed with screws.

00120 SL002427 1 each

Panel board - Drawing C-5

Panel board 2440x1220x16mm (LxHxW), made of MDF wood. One movable side 1220x1220x16 mm (LxHxW) fixed to the main board with two steel hinges.

Color green, for writing with chalk.

The movable unit can be used both sides: Front side is wooden green color and grooved into square



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>grid using special machinery, Back side white color , for writing with white board marker.            Panel painted in green with special paint, one undercoat and 3 coats of dry paint.            The white panel board for writing with "Board marker" or "Full Master", for this panel a fiber top fixed on wood with adhesive material            Fixed to an Aluminum U shape from upper side and lateral sides.            A 2440x 60x23 mm made of wood will be fixed from bottom, as chalk holder.            High from the floor for 60 cm for kindergarten and primary cycle 1, and 5cm will be added for every next class till 90 cm for the secondary class.            The panel will be fixed with 6x0.4 cm bolts, and up, through the aluminum, and 4 cm through the wall, with plastic cotter.            The wood part will be fixed with screws.</p>			

00130 SL009742 8 each

Professor Table - Drawing D/Workshop Drawing D  
 Table 1200x600x750mm (LxWxH)  
 The front and rear vertical supports are iron tubes 32mm diameter, 1.5mm thick mounted along the table connected by welding between them two iron plates 50mm wide, 5mm thick and 496mm long separated by 600mm.  
 At 600mm under the top of the table, the front and rear vertical supports of the metal frame will be connected by welding 2 tubes 32mm thick and 105mm long.  
 Two drawers height 100mm, width 350mm, depth 400mm  
 The drawers are beech solid wood 20mm thick mounted inside a drawer box made of laths 18mm thick.  
 The drawer slides on a steel rail  
 On each drawer will be mounted a handle and the top drawer will have a lock.  
 At 120mm under the top of the table, the drawer box will be fixed on a holder made of two steel plates 30mm wide and 3mm thick. Each piece will bend downwards after fixing it to the bottom of the table under the drawer on the right wooden side where it is fixed by screws.  
 The two steel plates are separated by 250mm.  
 The three sides are of laths, one 1200mm long 400mm wide, and 2 sides 600mm long and 400mm wide, and the 3 are 18mm tick, the exposed side will be covered by formica and the other sides will be painted and protected properly.  
 The exposed edges are covered with solid beech wood 1.5mm thick.  
 The top is wooden, length 1200mm, width 600mm and 18mm thick made of laths covered by formica 1mm thick on the exposed side while the other side will be painted and protected properly.  
 The top edges will be covered by solid beech wood 1.5mm thick.  
 The top will be fixed to the frame with twelve screws distributes between the verticals and the iron tubes.  
 Each side will be fixed to the metal frame by eight screws

00140 SL003205 59 each

Professor Chair - Drawing E/Workshop Drawing E  
 Back height 390mm, chair width 550mm, seat depth 420mm, seat width 430mm and the wood back 430\*260 mm.  
 Two iron tubes 25mm diameter, 1.5mm thick will constitute the rear and front leg supports of the chair.  
 The distance separating these supports on the ground level is 360mm maximum.  
 The distance between the two legs decreases as they rise to become 300mm on the seat level (i.e. on a height of 355mm) under the seat and will be connected by welding and enforced from the buttom side



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

with an iron bar 300mm long, 25mm wide and 5mm thick.  
 The legs will be bended downwards with an inclination to the outside creating a distance of 370mm between the front legs and the same distance between the two front legs and the two rear legs.  
 The metal frame of the back will be welded to the metal frame of the seat.  
 The wood back will be 10mm bended plywood.  
 The back and the seat will be fixed to the metal frame by air pressure pins.

00150	SL001694	18 each		
-------	----------	---------	--	--

Table and 2 chairs (Primary section 1st cycle) - Drawing F-F1

Table 1000x430x660mm (LxWxH)

Metal frame made of two steel tubes 25mm diameter, 1.5mm thick. Each element is a U form, rising vertically 641mm then turning horizontally 960mm including 760mm perfectly horizontal filleted on both sides with a 100mm radius, then 641mm downwards back to ground level.

The distance between the two U elements will be 340mm constituting the four leg support of the table. The two U elements will be connected to each other by:

On top level, 3 steel plates 40x5mm on both edges and on the middle, horizontally welded to the supports and pierced each in four positions to enable fixing to the Top.

And two L sections 20x20mm on both extremities of the supports each pierced in 4 positions to enable fixing to the top.

On the middle horizontal steel plate, a steel section 10x4mm will be welded vertically to hold the book shelf separator.

The two U shape frames and all the welded pieces shall constitute the table base.

On a height of 521mm from floor level and on both sides, a 25mm tube, 1.5mm thick shall be welded to connect the metal frames.

The two last described tubes shall be connected over the length of the table by a steel section 25mm wide and 3mm thick, pierced in 6 positions. Over each of the tubes, on a distance of 60mm, a curved iron tube, 10mm diameter will be welded as described in the relevant drawings.

On 80mm above the floor level, the two sides will be connected on each side along the depth of the table by a tube, 25mm diameter, 1.5mm thick, which also shall be connected by a third tube, having the same section, and welded to them, on a distance of 300mm from the opposite side of the student seat.

The table legs will be stretched to the outside by 15mm

Table top is Laths 18mm thick having formica finishing, 1mm thick. On the lower side of the Top, three solid wood pieces, section 40x15mm, shall be glued properly.

The top edges will be solid beech wood 15mm thick.

The top will be fixed to the frame with 20 screws.

The book shelf is laths 960mm long, 340mm wide, 18mm thick with edges covered with solid beech wood same thickness as the shelf and 15mm wide.

The shelf front edge is 15mm wide and 45mm high.

The separation will be solid wood 20mm thick having a groove from the upper side to fix it on the welded metal plate and shall be fixed from the bottom with three screws.

The shelf will be fixed to the tubes by air pressure pins, two for each tube and fixed to the middle metal piece with six screws.

Chair height 700mm, seat height 400mm,

Back dim 320x220mm, seat dim 320x360mm

Two iron tubes 25mm diameter, 1.5mm thick will constitute the rear and front leg supports of the chair.

The distance separating these supports on the ground level is 360mm maximum.

The distance between the two legs decreases as they rise to become 220mm on the seat level (i.e. on a height of 355mm) under the seat and will be connected by welding and enforced from the bottom side



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

with an iron bar 220mm long, 25mm wide and 5mm thick.  
 The legs will be bended downwards with an inclination to the outside creating a distance of 360mm between the front legs and the same distance between the two front legs and the two rear legs  
 The frame holding the back is iron tube 25mm diameter, 1.5mm thick. These tubes will be welded at the top to the iron legs in a way to separate them with a distance equal to the seat width.  
 The other end of the tube shall be extended to the back and curved upwards to a distance of 680mm from the ground level.  
 The wood back will be 10mm bended plywood.  
 The back and the seat will be fixed to the metal frame by air pressure pins.

00160	SL018489	18 each		
-------	----------	---------	--	--

Table and 2 chairs (Primary section 2nd cycle) - Drawing G-G1  
 Table 1000x430x730mm (LxWxH)  
 Metal frame made of two steel tubes 25mm diameter, 1.5mm thick. Each element is a U form, rising vertically 711mm then turning horizontally 960mm including 760mm perfectly horizontal filleted on both sides with a 100mm radius, then 641mm downwards back to ground level.  
 The distance between the two U elements will be 340mm constituting the four leg support of the table.  
 The two U elements will be connected to each other by:  
 On top level, 3 steel plates 40x5mm on both edges and on the middle, horizontally welded to the supports and pierced each in four positions to enable fixing to the Top.  
 And two L sections 20x20mm on both extremities of the supports each pierced in 4 positions to enable fixing to the top.  
 On the middle horizontal steel plate, a steel section 10x4mm will be welded vertically to hold the book shelf separator.  
 The two U shape frames and all the welded pieces shall constitute the table base.  
 On a height of 521mm from floor level and on both sides, a 25mm tube, 1.5mm thick shall be welded to connect the metal frames.  
 The two last described tubes shall be connected over the length of the table by a steel section 25mm wide and 3mm thick, pierced in 6 positions. Over each of the tubes, on a distance of 60mm, a curved iron tube, 10mm diameter will be welded as described in the relevant drawings.  
 On 80mm above the floor level, the two sides will be connected on each side along the depth of the table by a tube, 25mm diameter, 1.5mm thick, which also shall be connected by a third tube, having the same section, and welded to them, on a distance of 300mm from the opposite side of the student seat.  
 The table legs will be stretched to the outside by 15mm  
 Table top is Laths 18mm thick having formica finishing, 1mm thick. On the lower side of the Top, three solid wood pieces, section 40x15mm, shall be glued properly.  
 The top edges will be solid beech wood 15mm thick.  
 The top will be fixed to the frame with 20 screws.  
 The book shelf is laths 960mm long, 340mm wide, 18mm thick with edges covered with solid beech wood same thickness as the shelf and 15mm wide.  
 The shelf front edge is 15mm wide and 45mm high.  
 The separation will be solid wood 20mm thick having a groove from the upper side to fix it on the welded metal plate and shall be fixed from the bottom with three screws.  
 The shelf will be fixed to the tubes by air pressure pins, two for each tube and fixed to the middle metal piece with six screws.

Chair height 750mm, seat height 420mm,  
 Back dim 320x220mm, seat dim 320x360mm  
 Two iron tubes 25mm diameter, 1.5mm thick will constitute the rear and front leg supports of the chair.



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>The distance separating these supports on the ground level is 400mm maximum.</p> <p>The distance between the two legs decreases as they rise to become 220mm on the seat level (i.e. on a height of 375mm) under the seat and will be connected by welding and enforced from the bottom side with an iron bar 220mm long, 25mm wide and 5mm thick.</p> <p>The legs will be bended downwards with an inclination to the outside creating a distance of 420mm between the front legs and the same distance between the two front legs and the two rear legs</p> <p>The frame holding the back is iron tube 25mm diameter, 1.5mm thick. These tubes will be welded at the top to the iron legs in a way to separate them with a distance equal to the seat width.</p> <p>The other end of the tube shall be extended to the back and curved upwards to a distance of 700mm from the ground level.</p> <p>The wood back will be 10mm bended plywood.</p> <p>The back and the seat will be fixed to the metal frame by air pressure pins.</p>			

00170 SL005132 1 each

Conference table 4 p. - Drawing HH  
 Table 1000x1000x750mm (LxWxH)  
 Table top is MDF, 30mm thick covered with formica, 1.25mm thick, beech color. Top edges will be PVC 3mm same color as formica.  
 Supports will be solid beech wood 50x50mm assembled by solid wood beams 25x60mm spiled into the vertical supports.  
 Assembling will be done using the pinning technics and gluing the pins.  
 The vertical supports will have metal pins on their bottom  
 Table top will have round corners, 90 degree

00180 SL018490 18 each

Table and 2 chairs (Complementary Section Cylce 3) - Drawing I-11  
 Table 1100x510x750mm (LxWxH)  
 Metal frame made of two steel tubes 32mm diameter, 1.5mm thick. Each element is a U form, rising vertically 731mm then turning horizontally 1020mm including 860mm perfectly horizontal filleted on both sides with a 100mm radius, then 731mm downwards back to ground level.  
 The distance between the two U elements will be 406mm constituting the four leg support of the table.  
 The two U elements will be connected to each other by:  
 On top level, 3 steel plates 40x5mm on both edges and on the middle, horizontally welded to the supports and pierced each in four positions to enable fixing to the Top.  
 And two L sections 20x20mm on both extremities of the supports each pierced in 4 positions to enable fixing to the top.  
 On the middle horizontal steel plate, a steel section 10x4mm will be welded vertically to hold the book shelf separator.  
 The two U shape frames and all the welded pieces shall constitute the table base.  
 On a height of 611mm from floor level and on both sides, a 25mm tube, 1.5mm thick shall be welded to connect the metal frames.  
 The two last described tubes shall be connected over the length of the table by a steel section 25mm wide and 3mm thick, pierced in 6 positions. Over each of the tubes, on a distance of 60mm, a curved iron tube, 10mm diameter will be welded as described in the relevant drawings.  
 On 80mm above the floor level, the two sides will be connected on each side along the depth of the



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

table by a tube, 25mm diameter, 1.5mm thick, which also shall be connected by a third tube, having the same section, and welded to them, on a distance of 300mm from the opposite side of the student seat. The table legs will be stretched to the outside by 15mm  
 Table top is Laths 18mm thick having formica finishing, 1mm thick. On the lower side of the Top, three solid wood pieces, section 40x15mm, shall be glued properly.  
 The top edges will be solid beech wood 15mm thick.  
 The top will be fixed to the frame with 20 screws.  
 The book shelf is laths 1060mm long, 406mm wide, 18mm thick with edges covered with solid beech wood same thickness as the shelf and 15mm wide.  
 The shelf front edge is 15mm wide and 45mm high.  
 The separation will be solid wood 20mm thick having a groove from the upper side to fix it on the welded metal plate and shall be fixed from the bottom with three screws.  
 The shelf will be fixed to the tubes by air pressure pins, two for each tube and fixed to the middle metal piece with six screws.

Chair height 800mm, seat height 450mm,  
 Back dim 320x220mm, seat dim 320x360mm  
 Two iron tubes 25mm diameter, 1.5mm thick will constitute the rear and front leg supports of the chair. The distance separating these supports on the ground level is 490mm maximum.  
 The distance between the two legs decreases as they rise to become 270mm on the seat level (i.e. on a height of 415mm) under the seat and will be connected by welding and enforced from the bottom side with an iron bar 270mm long, 25mm wide and 5mm thick.  
 The legs will be bended downwards with an inclination to the outside creating a distance of 520mm between the front legs and the same distance between the two front legs and the two rear legs  
 The frame holding the back is iron tube 25mm diameter, 1.5mm thick. These tubes will be welded at the top to the iron legs in a way to separate them with a distance equal to the seat width.  
 The other end of the tube shall be extended to the back and curved upwards to a distance of 680mm from the ground level.  
 The wood back will be 10mm bended plywood.  
 The back and the seat will be fixed to the metal frame by air pressure pins.

00190	SL005134	2 each		
-------	----------	--------	--	--

Professor Cabinet - Drawing II  
 Total height 1550mm  
 Cabinet net 1470x880x400mm (HxWxD) standing on a 80mm base.  
 The rectangular base is made of iron L section 30x30mm, 3mm thick welded to four (4) iron tubes, diameter 32mm, 1.5 mm thick.  
 The left, right and rear sides are of laths.  
 The frame is separated in the middle, from bottom to top by a wooden separation of the same kind, covered by beech solid wood separation 20x40mm along the height dividing the frame to two equal parts. The top and bottom of the cabinet are two wood pieces of the same kind.  
 The boxes are eight, four of each side having each 400mm depth, 400mm width and 300mm height.  
 The boxes are the result of the fixation of the wooden separations within the frame, the wooden sides and the mid separator. The separating distance on the upper side will result of the general dimensions and the dimensions of the boxes and will constitute a shelf protected from three sides.  
 The eight doors will be of laths, one for each box to be fixed on each side by two hinges and one lock and two keys for each door. One handle will be fixed on each door.  
 On the middle, from the outside, a stainless steel card holder 150x20mm will be fixed on the box face.  
 The cabinet will be fixed to the base by minimum 16 screws.



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	The wood will be laths 18mm thick, the exposed part covered by formica 1mm thick. Exposed edges will be covered by beech solid wood 15mm thick			
00200	SL008138	36 each		
	Student Table - Drawing J Table 1200x600x830mm The top is made of polyester 48% concentrated, 22mm thick edgeless, fixed on a metal frame 30x30mm, 2mm thickness The table will contain a white melamine shelf covered with 3mm PVC, 1000*500 mm (L*W) 22mm thick.			
00210	SL000778	15 each		
	Student Table - Drawing J1 Table 1200x600x900mm The top is made of compact resin 20mm thick covered with white melamine edgless, fixed on a metal frame 30x30mm, 2mm thickness The table will contain a white melamine shelf. The leg supports will be jointed together at 200mm height with iron 30*30mm 2mm thick, and a shelf made of laths 22mm covered with white melamine fixed on it. It will not contain any electrical, gas or water installations.			
00220	SL002234	4 each		
	Laboratory Table - Drawing J-11 Table 1800x1200x830mm (LxWxH) The top will be of Compact resin, covered with white melamine 20mm thick, fixed to a 4x4 cm metal chassis, 2.5 mm thick. dimension 4x4 cm, 2.5 mm thick. Does not include any sink. Include wood cabinet from each side covered with white melamine. Water and gaz installation are not included. Electrical installation is included, qty 4 for each bench (2 from each side) for DC and AC. Electrical wires 3mm - Supplied with a main circuit-breaker 30A with a GFCI breaker 0.030A and a circuit-breaker 16A with a power supply 13A AC-DC fixed 12V for each student bench.			
00230	SL018500	4 each		
	Laboratory Table - Drawing J-12 Table 1800x1200x900mm (LxWxH) The top will be of Compact resin, covered with white melamine 20mm thick, fixed to a 4x4 cm metal chassis, 2.5 mm thick.			



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

Does not include any sink.  
 Include wood cabinet from each side covered with white melamine.  
 Water and gaz installation are not included.  
 Electrical installation is included, qty 4 for each bench (2 from each side) for DC and AC.  
 Electrical wires 3mm - Supplied with a main circuit-breaker 30A with a GFCI breaker 0.030A and a circuit-breaker 16A with a power supply 13A AC-DC fixed 12V for each student bench.

00240	SL015943	4 each		
-------	----------	--------	--	--

Laboratory Table - Drawing J-21  
 Table 1800x1200x900mm (LxWxH)  
 The top will be of Polyester resin, 48%, 22 mm thick with water edge, 3 cm width& high by 2mm, fixed to a 4x4 cm metal chassis, 2.5 mm thick.  
 Include a 36x40 cm, 20 cm depth sink, of the same top material.  
 Include wood cabinet covered with white melamine. Water and gaz installation are included.  
 Water tap made in brass NF.E.03-005 - epoxy coated in RAL7001 - Functioning from -30°C to +150°C - Chemical resistant - Connections: G1/2 standard UNI ISO 228/1 - Ergonomic handles - Olive-shaped nozzle # DIN 12898 - Max. working pressure 10 bar.  
 Gaz valve made in brass NF.E.03-005 - epoxy coated in RAL7001 - Chemical resistant - Connections: G1/2 standard UNI ISO 228/1 - Ergonomic handles - Olive-type fixed nozzle # DIN 12898 - Max. working pressure 0.2 bar.  
 Electrical installation is included, qty 4 for each bench (2 from each side) for DC and AC.  
 Electrical wires 3mm - Supplied with a main circuit-breaker 30A with a GFCI breaker 0.030A and a circuit-breaker 16A with a power supply 13A AC-DC fixed 12V for each student bench.

00250	SL018501	4 each		
-------	----------	--------	--	--

Laboratory Table - Drawing J-22  
 Table 1800x1200x830mm (LxWxH)  
 The top will be of Polyester resin, 48%, 22 mm thick with water edge, 3 cm width& high by 2mm , fixed to a 4x4 cm metal chassis, 2.5 mm thick.  
 Include a 36x40 cm, 20 cm depth sink, of the same top material.  
 Include wood cabinet from each side covered with white melamine. Water and gaz installation are included.  
 Water tap made in brass NF.E.03-005 - epoxy coated in RAL7001 - Functioning from -30°C to +150°C - Chemical resistant - Connections: G1/2 standard UNI ISO 228/1 - Ergonomic handles - Olive-shaped nozzle # DIN 12898 - Max. working pressure 10 bar.  
 Gaz valve made in brass NF.E.03-005 - epoxy coated in RAL7001 - Chemical resistant - Connections: G1/2 standard UNI ISO 228/1 - Ergonomic handles - Olive-type fixed nozzle # DIN 12898 - Max. working pressure 0.2 bar.  
 Electrical installation is included, qty 4 for each bench (2 from each side) for DC and AC.  
 Electrical wires 3mm - Supplied with a main circuit-breaker 30A with a GFCI breaker 0.030A and a circuit-breaker 16A with a power supply 13A AC-DC fixed 12V for each student bench.



Item No	Item Description	Quantity/Unit	Unit Price	Amount
00260	SL005137	5 each		

Library Cabinet - Drawing JJ1

Cabinet 2000x900x330mm made of laths panels 22mm thick covered with formica, beech color, with edges covered with beech color 3mm PVC.

The wooden parts will be assembled by pegs 6mm diameter

The cabinet will have a base, 80mm high, made of laths 22mm thick, covered with formica.

Shelves are seven, made of tole, L form, fixed to the cabinet sides with special hangers enabling height adjustment.

Shelves dimensions are 310\*680mm

00270	SL017420	18 each		
-------	----------	---------	--	--

Reading Table - Drawing JJ3

Table 2000x1000x750mm

One MDF top 30mm covered with formica, beech color, 1.25mm thick, 3mm PVC edges, same color as top.

The leg supports are beech solid wood 50x50mm connected with beech solid wood beams 60x25mm spiled and pinned inside the legs. The assembling will be done using the spiling technics and gluing the connected parts.

The leg supports will hold metal pins on the bottom of the legs.

The table top will be rounded corners , 90 degrees

00280	SL018493	26 each		
-------	----------	---------	--	--

Wooden Stool - Drawing K

The stool top is beech plywood 20mm thick, 300mm diameter, the frame is four strips dimensions 40x40mm, rising with an inclination to the inside and connected on the top level by a square of strips 30x30mm.

These legs are connected on the lower level, 150mm above ground level, with strips 30x30mm.

The stool total height is 570mm

00290	SL000216	6 each		
-------	----------	--------	--	--

Metal Cabinet - Drawing L

Dimensions with leg support 1930x930x450mm (HxWxD)

Height without leg support 1875mm

Rectangular base made of Tole 2mm thick, 55mm width welded to the cabinet with 30mm offset to the inside.

One (1) L section 30x30mm shall be welded to each of the resulting corners and holding one galvanized steel piece to hold the cabinet 5mm above the floor level.

One (1) L section 50x50mm shall be welded from the inside, in the middle of each side, to connect the base to the cabinet.

Two (2) cabinet doors shall include each one welded iron plate 150mm wide to hold the cylinder lock



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>from the inside and the handle from outside.            Two (2) keys, at least, shall be provided for each lock.            Four (4) shelves shall be provided made of tole 2mm thick. The external edge shall be bended to the inside to ensure safety and protect from injuries. The shelves shall be mounted on iron supports 2mm thick with the possibility to slide along.            Cabinet walls shall be sharpened and welded properly, made of tole 1mm thick.</p>			
00300	SL018507	1 each		
	<p>Patient Bed - Drawing LL            bed 2000x700x900mm            the frame is made of four metal legs 38mm diameter, 1.5 mm thick connected together with rectangular metal tubes 40x25mm            the upper section of the bed is adjustable in height using a special hinge device. A metal plate 50mm wide 50mm thick welded along the length of the bed in the middle            The bed mattress is made of foam, covered with imitation leather</p>			
00310	SL010745	1 each		
	<p>Patient Separation - Drawing LL1            Fence 1800x1200mm (HxW)            For space separation and for private diagnosis, two parts, made of iron tubes 25mm.            Motion is ensured by hinges and wooden base on the floor, with padded tissues</p>			
00320	SL018508	1 each		
	<p>Patient Stairs - Drawing LL2            Two fixed stairs            Frame made of iron tubes 22mm diameter, chrome color, Dimensions 500x600x400mm,            Each stair is from wood 500x200mm, 20mm thick covered with Rubber</p>			
00330	SL004431	1 each		
	<p>Trash Basket - Drawing LL4            Trash basket made of stainless steel with a flexible cover that can be opened by pressing a foot device installed at the bottom of the basket</p>			
00340	SL005673	24 each		



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	Metal Curtain - Drawing LL5 Made of alloy bands covered with PVC, each band thickness is 6mm, 50mm wide connected with a ribbon 30mm wide			
00350	SL002743	30 each		
	Metal Lockers - Drawing LL6 450x300x1600 (DepthxWxH), louvers on door for ventilation, door hinge welded to frame. Locker element fixed to the wall by screws, built-in locks. The number of shelves in each section is 3 subject to modifications Provide two keys for each lock, & two master keys for the system.			
00360	SL018498	7 each		
	Wheeled Table - Drawing M Table 900x500x900mm (LxWxH) Metal frame made of iron tubes 25mm diameter, 2mm thick designed to hold 3 white melanine shelves covered on both sides 20mm thick, with edges covered with PVC 3mm thick, with four wheels and breaks.			
00370	SL003822	108 each		
	Stool - Drawing O-1 Metal frame made of iron tubes 25mm diameter, 2mm thick fixed with electrical welding. A metal plate 200x100x2mm (LxWxTh) will be fixed above the frame. The stool top is made of plywood 300mm diameter, 15mm thickness covered with white formica			
00380	SL018494	60 each		
	Stool - Drawing O-2 Wooden top made of plywood 350mm diameter, 20mm thick, prepared and painted pierced in the middle in a rectangular shape 100x25mm. The Top edges are curved and the total height of the stool is 570mm. The frame is beech wood 40mm wide, 20mm thick fixed to the stool top with spiling and ten hidden screws. The leg supports are beech wood 40x40mm connected together with four strips 35x30mm, rising 150mm above ground level. Each strip will be covered on its top face with a metal plate 20mm thick along the width fixed with four screws			



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

00390	SL000213	18 each		
-------	----------	---------	--	--

Student Armchair - Drawing O-3

The frame is made of iron tubes, 27mm diameter.

Back and seat made of propylene, 5mm thick with piercings in the back and the seat.

00400	SL014450	1 each		
-------	----------	--------	--	--

Computer Table - Drawing P

Table 1000x600x750mm (LxWxH) with sliding shelf all along the table for the keyboard and the mouse.

The vertical supports are iron tubes 30x50mm, 2mm thick with four wheels and brakes.

The side supports are tole supports having an elliptical shape dimensions 150x30mm, 680mm high and 2mm thick.

The top is fixed on iron tubes, section 25x40mm welded electrically.

Top dimensions 1000x600mm, 30mm thick

The top will have a curved edge, in one piece, with 3mm PVC edges.

On one side of the table, a shelf will be fixed by hidden screws to bear the computer case.

The shelf is of wood 220mm, 170mm high, held by an L section 2mm thick fixed to the main frame.

00410	SL002744	1 each		
-------	----------	--------	--	--

Professor Chair - Drawing Q

Back and seat in one piece, padded with fabric and foam and having a leather imitation finishing

Base including five (5) wheeled legs with hydraulic lift axe for height adjustment.

Adjustable depth is required for the back according to Universal specifications DIN

00420	SL002567	18 each		
-------	----------	---------	--	--

Student Computer Table - Drawing R

Table 800x500x750mm

Metal frame 600x400x720mm

Four legs made of iron tubes 2mm thick, section 20x30mm

The legs are connected on their bottom with welding with a tube 2mm thick, section 20x30mm length 400mm.

The front and rear legs are connected on their top, with welding, on the long side, three metal plates 3mm thick, 30mm wide.

Each of the plates will be pierced in three positions.

A tube having the same specifications 540mm long will be welded at a distance of 400mm to connect the rear legs.

The openings, between the supports, and on a distance of 400mm from above and downwards, will be covered by tole plates welded to the supports.



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>On a height of 200mm above ground level, a shelf will be fixed, made of tole 2mm thick, with welding to the four leg supports in a way to let the legs break through special piercings in the tole plate.</p> <p>On a distance of 150mm below the top level, an adjustable shelf will be fixed on a rail enabling its motion inside and outside the table and for the purpose of holding the computer peripherals.</p> <p>The top dimensions are 800x500 made of melamine 30mm thick, covered on both sides by formica with curves edges and will be fixed to the frame with 9 screws.</p>			
00430	SL002986	18 each		
	<p>Computer Chair - Drawing S</p> <p>The frame is made of a polyurethane base, standing on wheels with piston axis enabling height adjustment.</p> <p>The seat and back are plywood 12mm thick bended as described in the relevant drawings, dimensions 420x420mm, the back dimensions are 420x220mm</p> <p>The back is adjustable in depth.</p>			
00440	SL017414	2 each		
	<p>CD and DVD Cabinet - Drawing T</p> <p>Cabinet made of wooden top and two elliptical sides</p> <p>The front side is made of two doors made of solid wood frame holding a 6mm glass panel with a lock, key and two handles.</p> <p>Two rectangular iron vertical supports will be pierced from the front side to fix six shelves of galvanized and painted tole plates.</p> <p>The base is galvanized and painted tole on six leg supports.</p> <p>The top cover is covered on both sides and is 330mm deep and 1230mm wide.</p> <p>The two elliptical side edges are covered on the outer and inner sides. The maximal depth on both higher and lower ends is 370mm. The maximal depth on the middle height in 400mm. The height is 1900mm and will be made of plywood 18mm thick covered by formica anti glare, 1mm thick.</p> <p>The door frame will be solid beech wood 20x40mm, width 615mm and the height 1730mm.</p> <p>The wood frame shall have a groove 7x6mm to fix the glass 6mm thick 545mm wide and 1660mm high.</p> <p>The two rectangular vertical supports will be painted metal, rectangular shape, 2mm thick.</p> <p>Each vertical support will be pierced on all its length on the same level as the other piercings to fix the shelves and to make adjustable their height.</p> <p>The width on the front side is 30mm, on the right and left sides 60mm and the height is 1710mm.</p> <p>The cabinet back is rectangular 1170mm wide, 1710mm high</p> <p>Six pyramid shape shelves each of two parts, one front part and one rear part. The total dimension is 120mm.</p> <p>The front side holds the Compact Disc has a triangular shape inclined backwards 30degrees, 80mm deep, having a height of the front side 20mm and a height of the inner side of 183mm.</p> <p>The rear part that constitutes the holder for the compact discs is slightly diagonal and will have side and rear protections made of iron or hanger to fix the shelf in the holes of the vertical supports, depth of the upper side 10mm, depth of the lower side 101mm.</p> <p>The height of the rear side is 160mm</p> <p>Each shelf will be divided in eight sections using seven separators filleted made of iron having a depth on the upper side 10mm and depth on the lower side 80mm, the height of the front side is 20mm and the height of the rear side 140mm</p>			



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>The back and the shelves are galvanized steel 1 mm thick.</p> <p>The base is a steel case closed from all sides standing on six iron legs 2mm thick, 360mm deep, 1230mm wide and 170mm high. The six legs are 30mm diameter, 40mm high.</p> <p>The legs will be fixed to the base by welding the cabinet back to the vertical supports and the cabinet and the verticals on the base.</p> <p>The two sides will be fixed on the top cover by glue and beech pegs 30x8mm, 3 pegs of each side entering 6mm in the sides and 24mm in the upper cover.</p> <p>The wooden side will be fixed from the inner side by twelve screws from each side, four screws on the middle and four screws on the bottom.</p> <p>The wooden side will be fixed on the base by four screws from each side, two on the upper level and other two on the bottom level.</p> <p>The wooden doors will be mounted to the sides by three mechanical hinges each.</p> <p>On the door front, will be mounted a lock, key and two handles.</p> <p>The shelves shall be fixed to the verticals by pinning and by letting the hangers enter in the existing piercings.</p>			

00450 SL018502 18 each

Nota Holder - Drawing U33  
 Tripod holding Music Notes papers made of chrome tubes 19mm diameter,  
 Hinges 600x400mm, 900 mm high

00460 SL004213 8 each

Wooden Tripod and Drawing Panel - Drawing U-4  
 The frame is made of three adjustable leg supports. The leg supports are made of clear solid wood. Leg dimensions 35x45mm the first and the second 1900mm high moving to the right and the left inside a wooden disk made of plywood installed on the top level of the tripod, the third is 2200mm high moving backwards with a metal hinge.  
 The three legs will be fixed when opened with two grooved metal elements 20x5mm, 500mm and 400mm long.  
 drawing panel: Wooden drafting board, dimensions 1000x800mm (LxH)  
 Made of laths wood panel 18mm thick, with a solid beech wood frame 15mm thick

00470 SL018497 1 each

Working Table - Drawing U-5  
 Tables made of laths and formica on a wooden base  
 Operation Table dimensions 1200x2400x830mm(WxLxH)  
 Machinery Table dimensions 1400x800x830mm(LxWxH)  
 Table top made of Laths wood panel covered with formica 40mm fixed on solid wood supports. Edges covered with beech wood.  
 One laths shelf on the bottom of the table 250mm high from the floor covered with formica 22mm with edges covered with beech wood. The shelf will be held by 4 bars of beech wood having the same



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	specifications of the legs, beech wood section 50*50mm.			

00480	SL018514	1 each		
-------	----------	--------	--	--

Machine Table - Drawing WW1-WW2

Tables made of laths and formica on a wooden base

Machinery Table dim 1400x800x830mm(LxWxH) WW1

Table top made of Laths wood panel covered with formica 40mm fixed on solid wood supports. Edges covered with beech wood.

One lath shelf on the bottom of the table, 250mm high from the floor covered with formica 22mm with edges covered with beech wood. The shelf will be held by 4 bars of beech wood having the same specifications of the legs, beech wood section 50\*50mm

00490	SL018503	6 each		
-------	----------	--------	--	--

Operation Table - Drawing WW1-WW2

Tables made of laths and formica on a wooden base

Operation Table dim 1200x600x830mm(LxWxH) WW2

Table top made of Laths wood panel covered with formica 40mm fixed on solid wood supports. Edges covered with beech wood.

One lath shelf on the bottom of the table, 250mm high from the floor covered with formica 22mm with edges covered with beech wood. The shelf will be held by 4 bars of beech wood having the same specifications of the legs, beech wood section 50\*50mm

00500	SL018504	2 each		
-------	----------	--------	--	--

Shelf Cabinet - Drawing WW3

The frame and shelves are laths 22mm thick, edges covered with solid beech wood 10mm thick

The cabinet back is plywood 6mm thick.

The base is made of beech solid wood, legs 50x50x150mm connected with beams 50mm wide, 22mm thick

The shelves are adjustable. Edges of the shelves and sides of the cabinet will be covered with beech wood 15mm.

00510	SL018157	1 each		
-------	----------	--------	--	--

Tools and Cabinet - Drawing WW4

The doors are laths 18mm thick

The upper cabinet doors and back are laths 18mm thick

The drawers are beech wood sliding on metal rails with wheels.

The base is beech wood, legs 50x50x100mm, the beams are 50x30mm



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	The upper doors rotate over pressure hinges. The lower doors are sliding doors All doors and drawers will have cylinder locks			

00520 SL001469 1 each

Desk - Drawing X11  
 Desk 1800x800x750mm (LxWxH)  
 Metal frame Dimensions 1600x700x712mm (LxWxH)  
 Having six (6) drawers, three (3) drawers on each side.  
 Drawer dimensions 150x360x620mm (HxWxD)  
 Drawer rails shall be Zinc Telescopic rails L=550mm, 2mm thick connecting the drawers to the desk.  
 Drawer handles shall result from a concavity on the extruded steel face of the drawer to the exterior towards the bottom, without exceeding 20mm in Length.  
 Each set of the drawers shall have a central lock on the upper side of the drawers  
 The frame shall be mounted on two bases, one of each side.  
 Each base made of two iron tubes 2mm thick, section 50x30mm, spaced 150mm, to be welded on the upper level and welded to a bottom iron tube section 50x30mm, 500mm long, constituting the support of the base to the ground.  
 Two bolts shall be fixed on both ends of the support enabling the height adjustment and the steadiness of the desk.  
 Desk top 1800x800x38mm (LxWxTh), melamine curved edge, in one piece, fixed to the metal frame from the bottom and upwards by a minimum of 16 bolts.

00530 SL004725 2 each

Desk - Drawing X12  
 Desk 1600x900x750mm (LxWxH)  
 Metal frame Dimensions 1400x700x712mm (LxWxH)  
 Having six (6) drawers, three (3) drawers on each side.  
 Drawer dimensions 150x360x620mm (HxWxD)  
 Drawer rails shall be Zinc Telescopic rails L=550mm, 2mm thick connecting the drawers to the desk.  
 Drawer handles shall result from a concavity on the extruded steel face of the drawer to the exterior towards the bottom, without exceeding 20mm in Length.  
 Each set of the drawers shall have a central lock on the upper side of the drawers  
 The frame shall be mounted on two bases, one of each side.  
 Each base made of two iron tubes 2mm thick, section 50x30mm, spaced 150mm, to be welded on the upper level and welded to a bottom iron tube section 50x30mm, 500mm long, constituting the support of the base to the ground.  
 Two bolts shall be fixed on both ends of the support enabling the height adjustment and the steadiness of the desk.  
 Desk top 1600x900x38mm (LxWxTh), melamine curved edge, in one piece, fixed to the metal frame from the bottom and upwards by a minimum of 16 bolts.



Item No	Item Description	Quantity/Unit	Unit Price	Amount
00540	SL003929	2 each		

Desk - Drawing X13  
 Desk 1400x900x750mm (LxWxH)  
 Metal frame Dimensions 1200x700x712mm (LxWxH)  
 Having three (3) drawers.  
 Drawer dimensions 150x360x620mm (HxWxD)  
 Drawer rails shall be Zinc Telescopic rails L=550mm, 2mm thick connecting the drawers to the desk.  
 Drawer handles shall result from a concavity on the extruded steel face of the drawer to the exterior towards the bottom, without exceeding 20mm in Length.  
 Each set of the drawers shall have a central lock on the upper side of the drawers  
 The frame shall be mounted on two bases, one of each side.  
 Each base made of two iron tubes 2mm thick, section 50x30mm, spaced 150mm, to be welded on the upper level and welded to a bottom iron tube section 50x30mm, 500mm long, constituting the support of the base to the ground.  
 Two bolts shall be fixed on both ends of the support enabling the height adjustment and the steadiness of the desk.  
 Desk top 1400x900x38mm (LxWxTh), melamine curved edge, in one piece, fixed to the metal frame from the bottom and upwards by a minimum of 16 bolts.

00550	S0002164	6 each		
-------	----------	--------	--	--

Executive wheelchair - Drawing X2  
 Back and seat in one piece, padded with fabric and foam and having a leather imitation finishing  
 Base including five (5) wheeled legs with hydraulic lift axe for height adjustment.  
 Adjustable depth is required for the back according to Universal specifications

00560	SL005202	15 each		
-------	----------	---------	--	--

Armless Chair - Drawing X3  
 Metal frame made of iron tubes 30x15mm, 1.5mm thick  
 Back and seat made of polypropylene,  
 Upholstered with high quality sponge 60mm thick.  
 Finishing shall be heavy duty leather imitation

00570	SL018505	5 each		
-------	----------	--------	--	--

Computer Desk - Drawing X4  
 Table 800x500x750mm (LxWxH)  
 Metal frame Dimensions 600x400x720mm (LxWxH)  
 Four (4) iron tubes 2mm thick, section 20x30mm, are welded on the top level by identical tubes to constitute the top base.  
 Three (3) iron connectors 3mm thick 30mm wide shall be welded to the Top base parallel to the longer side and pierced each in three positions to permit the connection with the wooden top.



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>Tole plates shall be welded to the four iron legs over 400mm from the top downwards.            One (1) tole shelf 2mm thick shall be welded to the legs at 200mm from the ground level.            One (1) sliding shelf shall be mounted at 150mm under the top base to hold computer accessories.            Desk wooden top dimensions 800x500x30mm (LxWxTh)            Wooden top shall be melamine curved edge, in one piece.            The wooden top shall be fixed to the metal frame from the bottom and upwards by 9 bolts</p>			

00580 SL009757 5 each

Table - Drawing X5  
 Table 400x400x400mm (LxWxH)  
 Two U shape iron tubes 2mm thick, 30x30mm section shall constitute the table legs; the U shape shall have a vertical dimension of 365mm and a horizontal dimension of 300mm The distance between supports shall be 300mm. Rounded corners for the U shape are required. Two (2) identical tubes, same section as support tubes, shall be welded to the support on the top level. The end of these tubes shall be rounded with the same radius as the rounded corners of the supports.  
 Table top dimensions 400x400x30mm (LxWxTh)  
 Wooden top shall be in one piece curved edge melamine  
 The wooden top shall be fixed to the metal frame from the bottom and upwards by 6 bolts

00590 SL005491 8 each

Metal Cabinet including 4 drawers - Drawing Z  
 Cabinet 1330x470x630mm (HxWxD)  
 Tole metal frame 1mm thick  
 Four drawers; dimension of each 420x290x600mm (WxHxD).  
 One stainless steel card holder, dimensions 60x80mm shall be fixed properly on each drawer face.  
 Drawer face made of tole bended from the left and right side 20mm backwards and rounded at the end to ensure safety and protection.  
 The drawer face shall be bended 20mm to the inside at 230mm from the bottom and then to the outside and to be covered by a stainless steel plate 20mm wide all over the length.  
 The drawer back shall be a tole plate covering the width and having a height of 240mm bended on both side backwards to ensure safety and protection.  
 On both sides, a tole plate will be welded and fixed to front and rear faces of the drawer from the bottom and from each side along the depth of the drawer, rises 100mm and then bends to the outside in a curve shape.  
 A tole plate will be welded on the rear and front side of the drawer on the top level and on both sides along the drawer's depth rising 20mm having a safe finishing permitting the classification of files on a telescopic rail 600mm long, auto closing. Metal will be 2mm thick and each drawer will have two rails, one on each side between the frame and the drawer. Tole thickness is 1mm

00600 SL018506 1 each

Conference Table 8p. - Drawing GG



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>Table 2000x1000x750mm (LxWxH)</p> <p>Table top is MDF, 30mm thick covered with formica, 1.25mm thick, beech color. Top edges will be PVC 3mm same color as formica.</p> <p>Supports will be solid beech wood 50x50mm assembled by solid wood beams 25x60mm spiled into the vertical supports.</p> <p>Assembling will be done using the pinning technics and gluing the pins.</p> <p>The vertical supports will have metal pins on their bottom</p> <p>Table top will have round corners, 90 degree</p>			

00610 SL018492 36 each

Stool - Workshop Drawing K

Circular stool standing on four legs made of knurless beech solid wood. The top dimension is 300mm diameter, 35mm thick, having a concavity on the middle with a maximal depth of 10mm.

The top is pierced in the middle with 100x20mm (LxW)

Leg supports are 535mm tall, 40x40mm, with chamfered edges from the outside and connected to each other with pinning and gluing, wooden beams 20x40mm

00620 SL018495 2 each

Table - Workshop Drawing W1

Table 2000x800x830mm (LxWxH)

The top will be of laths, edges covered with beech solid wood and the whole covered with formica. Total thickness will be 40mm, fixed to a solid beech wood base of 1700mm long 600mm wide, wood section: 25\*60mm.

The shelf on the lower part on 250mm from floor level made of laths, edges covered with beech solid wood and the whole covered with formica 22mm thick and held by 4 bars of beech solid wood having the same specifications, and the leg supports are from beech solid wood 50\*50mm.

00630 SL018496 10 each

Table - Workshop Drawing W2

Table 1200x800x830mm (LxWxH)

The top will be of laths, edges covered with beech solid wood and the whole covered with formica. Total thickness will be 40mm, fixed to a solid beech wood thickness 50mm.

The shelf on the lower part on 250mm from floor level made of laths, edges covered with beech solid wood and the whole covered with formica 22mm thick and held by 4 bars of beech solid wood having the same specifications, and the leg supports are from beech solid wood 50\*50mm.

00640 SL001544 3 each



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

Shelf Cabinet - Workshop Drawing W3

Cabinet 1200x400x1800mm (LxWxH)

The frame and shelves are of laths 22mm thick, edges covered by beech wood veneer 1mm thick, the cabinet back will be plywood 6mm thick, three adjustable shelves will be mounted. The shelf edges and all the exposed sides will be covered by beech wood 15mm thick.

The base is beech solid wood, vertical supports 50x50x150mm

The connecting beams will have 50mm width and 20mm thickness

The internal sides of the cabinet will be equipped with 7 shelves.

00650	SL001090	2 each		
-------	----------	--------	--	--

Tools Cabinet - Workshop Drawing W4

Cabinet 1600x1800mm (WxH)

Lower part depth 600mm Upper part depth 400mm

The frame and shelves are of laths 22mm thick

The shelves and the upper part back is of laths 22mm thick

The lower part of the cabinet will be of two parts:

The first part is sliding doors and the second is drawers

The total height of this part is 800mm, drawer's height 120mm, 600mm deep,

The drawer are beech wood sliding with wheels on metal rails

The upper part is 400mm deep with doors rotating on mechanical hinges and will be divided in two parts:

The right part including three sliding shelves and the left part 2 sliding shelves, and the cabinet will be equipped to hold 3 shelves.

All the doors and drawers will have cylinder locks.

The leg supports are beech solid wood 50x50x150mm and the connecting beams will be 20mm thick, edges of the shelves and doors and cabinet sides will be covered with beech solid wood 15mm thick.

00660	SL018491	15 each		
-------	----------	---------	--	--

Table and Chairs - Drawing N-N(model A)

Table 1200x510x760mm (LxWxH)

Metal frame made of two steel tubes 32mm diameter, 1.5mm thick. Each element is a U form, rising vertically 741mm then turning horizontally 1160mm including 960mm perfectly horizontal filleted on both sides with a 100mm radius, then 741mm downwards back to ground level.

The distance between the two U elements will be 406 mm constituting the four leg support of the table.

The two U elements will be connected to each other by:

On top level, 3 steel plates 40x5mm on both edges and on the middle, horizontally welded to the supports and pierced each in four positions to enable fixing to the Top.

And two L sections 20x20mm on both extremities of the supports each pierced in 4 positions to enable fixing to the top.

On the middle horizontal steel plate, a steel section 10x4mm will be welded vertically to hold the book shelf separator.

The two U shape frames and all the welded pieces shall constitute the table base.

On a height of 641mm from floor level and on both sides, a 25mm tube, 1.5mm thick shall be welded to connect the metal frames.

The two last described tubes shall be connected over the length of the table by a steel section 25mm



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

wide and 3mm thick, pierced in 6 positions. Over each of the tubes, on a distance of 60mm, a curved iron tube, 10mm diameter will be welded as described in the relevant drawings.  
 On 80mm above the floor level, the two sides will be connected on each side along the depth of the table by a tube, 25mm diameter, 1.5mm thick, which also shall be connected by a third tube, having the same section, and welded to them, on a distance of 300mm from the opposite side of the student seat. The table legs will be stretched to the outside by 15mm  
 Table top is Laths 18mm thick having formica finishing, 1mm thick. On the lower side of the Top, three solid wood pieces, section 40x15mm, shall be glued properly.  
 The top edges will be knurless solid beech wood 15mm thick.  
 The top will be fixed to the frame with 20 screws.  
 The book shelf is laths 1160mm long, 406mm wide, 18mm thick with edges covered with solid beech wood same thickness as the shelf and 15mm wide.  
 The shelf front edge is 15mm wide and 45mm high.  
 The separation will be solid wood 20mm thick having a groove from the upper side to fix it on the welded metal plate and shall be fixed from the bottom with three screws.  
 The shelf will be fixed to the tubes by air pressure pins, two for each tube and fixed to the middle metal piece with six screws.

The front leg supports are iron tubes 1.5mm thick, 25mm diameter, rising each for a distance of 442mm above ground level with an inclination of 15mm then turns backwards for 420mm with a differential inclination of 4 degrees.

The two tubes are connected with:

On their extremity, one iron tube 1.5mm, 25mm diameter.

On their middle, and on equal distances from the tubem latest descibed, two metal plates 2.5mm thick, 40mm wide.

Both metal plates will be welded on the upper level to the tube curve.

All these tubes constitute the base of the wooden seat.

The rear leg supports are iron tubes 1.5mm thick, 25mm diameter rising with an inclination of 25mm to the outside until they meet the iron tube connecting the front legs. Then continue rising with an inclination to the back with an average angle of 95 degrees.

A metal plate 2.5mm thick 133mm long having the form of a part of a circle will be welded in the appropriate manner on each tube on the upper level, as described in the relevant drawing, so that the back wood panel bended on the middle could be fixed to it by air pressure pins.

These tubes with the metal plated constitute the base for the wooden back.

The seat wood plate is beech plywood 8mm thick prepared and painted curved downwards on the front side.

The wood panel will be fixed to the iron base by four air pressure pins, two on each side.

The back wood panel is beech plywood 8mm thick prepared and painted, bended on the middle, curved on the upper level and on the bottom level backwards.

The back panel will be fixed on two iron plates with four air pressure pins, two of each side.

The chair maximal height on the back panel is 810mm

The back width with the tubes is 460mm

The back panel width is 410mm

The back panel max height on the middle section is 240mm

The seat elevation including the plywood is 450mm

The wood seat width on the front side is 420mm

The wood seat width on the rear side is 400mm

The wood seat depth is 420mm with an inclination of 4 degrees

The back inclination and the seat form an angle of 95 degrees

00670 SL004520

3 each



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	Whiteboard Metallic White Board which enables the use of magnets and has a tray in order to hold the white board pens and the white board eraser. L/w: 120x180cm			
00680	SL010255	3 each		
	Shelving Cabinet Wood Cabinet made of 24 compartments. All shall be made of lamina 18mm wood including shelves and sides covered with 3mm PVC lipping edges. The shelves shall be fixed on the vertical panels and cannot be removed. Sides should have smooth rounded corners from the upper part. L / w / h: 120 x 40 x 90 cm approximately A reinforcement with metal corner along the bottom of the cabinet shall be considered, with middle reinforcement also, not visible to the exterior, with at least 4 heavy duty castors, hidden by the 6 cm height cabinet plinth. COLORS: Colors to be included in the cabinet, in addition to the Beech wood color, a combination of 2 colors per cabinet: Red&Yellow, and/or Green&Blue - The cabinet is made of beech wood except the vertical panels - Outside vertical panels: same color - Inside Vertical Panels: the second color (eg: Outside panels blue/ Inside panels Green and vis versa)  Green: ref. 2092 --- Red: ref. 2007 Blue: ref. 2058 ---- Yellow: ref. 8512			
00690	SL005278	3 each		
	Carpet Shall be made of high quality fabric with vivid colors. Washable at 30 degrees. Approximate size: 2 x 2.4 m			
00700	SL006379	6 each		
	Hangers 1 meter beech wood support, holding 6 plastic, colored double hangers. Approximate size: 100 x 12 x 20cm			
00710	SL010102	3 each		
	Bulletin Board			



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	Bulletin board with wooden frame. Board shall be made of cork in order to be able to use pins if needed. L/w: 70x120cm approximately			

00720 SL018484 1 each

**Toys shelving Cabinet**

This unit provides storage for toys.

Cabinet should show:

\* 5 small pigeon holes at the left side of the cabinet.

\* 3 large shelves including the bottom of the cabinet at the right side.

All shall be made of lamica 18mm wood including shelves and sides covered with 3mm PVC lipping edges. The shelves shall be fixed on the vertical panels and cannot be removed. Sides should have smooth rounded corners from the upper part.

L / w / h: 120 x 40 x 90 cm approximately

A reinforcement with metal corner along the bottom of the cabinet shall be considered, with middle reinforcement also, not visible to the exterior, with at least 4 heavy duty castors, hidden by the 6 cm height plinth.

**COLORS:**

Colors to be included in the cabinet, in addition to the Beech wood color, a combination of 2 colors per cabinet: Red&Yellow, and/or Green&Blue

- The cabinet is made of beech wood except the vertical panels

- Outside vertical panels: same color

- Inside Vertical Panels: the second color (eg: Outside panels blue/ Inside panels Green and vis versa)

00730 SL018485 3 each

**Cabinet with two leaves**

Laminated box cabinet with three internal shelves providing large storage capacity and safety.

All shall be made of lamica 18mm wood including shelves and sides covered with 3mm PVC lipping edges. Heavy duty Lock on the doors is a must.

Sides should have smooth rounded corners from the upper part.

L / w / h: 98 x 40 x 120 cm. approximately

**COLORS:**

Colors to be included in the cabinet, in addition to the Beech wood color, a combination of 2 colors per cabinet: Red&Yellow, and/or Green&Blue

- The cabinet is made of beech wood except the leaves

- Each leaf different color (eg: Red&Yellow, and/or Green&Blue)

Green: ref. 2092 --- Red: ref. 2007

Blue: ref. 2058 ---- Yellow: ref. 8512

00740 SL018486 3 each



Item No	Item Description	Quantity/Unit	Unit Price	Amount
	<p>Book Cabinet Display</p> <p>A single-sided unit with face-on storage that is easily accessible for children.</p> <p>All shall be made of lamica 18mm wood including shelves and sides covered with PVC edges.</p> <p>Cabinet features shall be of 4 horizontal rows for books display and 6 compartments at the bottom.</p> <p>L / w / h: 120 x 30 x 90 cm</p> <p>COLORS:</p> <p>Colors to be included in the cabinet, in addition to the Beech wood color, a combination of 2 colors per cabinet: Red&amp;Yellow, and/or Green&amp;Blue</p> <ul style="list-style-type: none"> <li>- The cabinet is made of beech wood except the vertical panels and the front panel</li> <li>- Outside vertical panels&amp;front panel: same color</li> <li>- Inside Vertical Panels: the second color (eg: Outside panels blue/ Inside panels Green and vis versa)</li> </ul> <p>Green: ref. 2092 --- Red: ref. 2007</p> <p>Blue: ref. 2058 ---- Yellow: ref. 8512</p>			
00750	SL018487	12 each		
	<p>Sleeping (Cots)</p> <p>Pipes casing shall be made from metal, legs made plastic robuste, stable, with rounded corners and fabric coated. Should be of maximum security. Specially designed for easy piling up.</p> <p>L / w / h: 130 x 55 x 12 cm approximately</p>			
00760	SL018488	1 each		
	<p>Foam Seats</p> <p># 9 cylindrical shape seats</p> <ul style="list-style-type: none"> <li>* Material: high density (24kg/m) shock absorbing polyurethane foam</li> <li>* Covered in hard wearing, fire retardant, washable PVC.</li> <li>* Diameter 30cm, and Height 8cm.</li> <li>* Numbers from 1-9 are serigraphed on each seat.</li> </ul>			
00770	SL006644	1 each		
	<p>Wooden cupboard for Instrument wooden + glass</p> <p>Cupboard made of wooden panel 25mm thickness for side + shelves Melamine Anti-corrosion Hydrofuge</p> <p>Back made of melamine 8mm thickness</p> <p>Door upper in glass 6mm thickness with glass hinges self-closing with 2 handles</p> <p>Door lower in wood 18mm thickness with hinges good quality with 2 handles and 1 lock</p> <p>All side panel is covered with P.V.C edges 2mm thickness</p> <p>At bottom of cupboard 4 foot rest polypropylene 2cm at least</p> <p>Color to be specified by committee</p> <p>Melamine must be first quality European made</p> <p>All dimension as drawing attached</p>			



Item No	Item Description	Quantity/Unit	Unit Price	Amount
---------	------------------	---------------	------------	--------

00780	SL018499	1 each		
-------	----------	--------	--	--

Emergency shower with a robust structure made of brass NF.E.03-005 - Valve epoxy coated in RAL7001 - Functioning from -30°C to +150°C - Chemical resistant.  
 Shower head should produce a helical jet with 2mm diameter, fully compliant with the DIN EN 15 154 standard.  
 Connection supply: G1/2. Hoses: galvanised steel.  
 Minimum water pressure: 2 bar.  
 Water flow:  
 \*60 liters (for single head)  
 \*12 liters (for double-eye wash).

00790	SL018515	1 each		
-------	----------	--------	--	--

Castors Cots (Classroom)  
 Set of 4 heavy duty castors with brakes to fix on the cots plastic legs.

00800	SL000217	1 each		
-------	----------	--------	--	--

Nursing Cabinet - Drawing LL3  
 Dimensions with leg support 1930x930x450mm (HxWxD)  
 Height without leg support 1875mm  
 Rectangular base made of Tole 2mm thick, 55mm width welded to the cabinet with 30mm offset to the inside.  
 One (1) L section 30x30mm shall be welded to each of the resulting corners and holding one galvanized steel piece to hold the cabinet 5mm above the floor level.  
 One (1) L section 50x50mm shall be welded from the inside, in the middle of each side, to connect the base to the cabinet.  
 Two glass doors on the upper part 4mm thick, sliding on an aluminum rail with a lock.  
 Metal doors on the lower level having the same specifications of the used metal with locks  
 The frame is made of tole, on both sides, will be mounted metal plates from above to the bottom welded to the frame enabling the fixation of four shelves on metal strips or on special grooves.  
 Shelves are four and made of tole.  
 Two in the upper part, edges bended to the inside in a way to keep safe the touch of the edges.  
 The shelves are fixed to both sides, right and left of the cabinet on metal strips and special grooves.  
 Cabinet walls shall be sharpened and welded properly, made of tole 1mm thick

#### Incoterms & Delivery Requested

#### Lead Time & Related Charges

#### Packing

Unit : Dimension.....x.....x.....cm Weight.....kg Volume.....cbm

Total: Dimension.....x.....x.....cm Weight.....kg Volume.....cbm



## SPECIFIC TERMS AND CONDITIONS

### A. UNICEF SPECIAL TERMS AND CONDITIONS

#### 1.0 PROCEDURES AND RULES

##### 1.1 Organizational Background

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children's rights as international standards of behavior towards children. UNICEF's role is to mobilize political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

1.1 UNICEF carries out its work through its headquarters in New York, 8 regional offices and 190 country offices world-wide. UNICEF also has a research Centre in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. In addition, UNICEF's 37 national committees raise funds and spread awareness about the organizations mission and work.

1.2 Purpose of the Invitation to Bid is to invite bids for Furniture.

##### 1.3 Forecast Schedule

The schedule of the contractual process is as follows:

- a) Closing date and time for submission of full bid: 12:00 hrs Beirut Time, Friday 07 January 2021.
- b) Estimated date of Signature of contract: Monday 01 February 2021.

##### 1.4 ITB Change Policy

All requests for formal clarification or queries on this LITB must be submitted in writing to the following e-mails: [bantoun@unicef.org](mailto:bantoun@unicef.org), [sselwan@unicef.org](mailto:sselwan@unicef.org) (NOT FOR SENDING OFFERS) before Wednesday 23 December 2020.

Please make sure that the e-mail mentions the LITB reference number: LITB-2020-9164009.

Only written inquiries will be accepted and no later than Wednesday 23 December 2020 closing of business Beirut Time. Written response (including an explanation of the queries without identifying the sources) will be sent to all the bidders that have received the solicitation document.

##### 1.5 LITB Response Format

Offers should be submitted in ENGLISH and must be received no later than 12:00 hrs Beirut Time, Friday 07 January 2021 by e-mail to: [lebtender@unicef.org](mailto:lebtender@unicef.org)

Please ensure that the e-mail's subject mentions the LITB reference number: LITB-2020-9164009.

**Tenders must be submitted to [lebtender@unicef.org](mailto:lebtender@unicef.org) only. Offers received in any other manner will be invalidated.**

Offers delivered to a different address or in a different form than prescribed in this LITB, or which do not respect the required confidentiality, or are received after the designated time and date, will be rejected. Any delays encountered in mail delivery will be at the risk of the bidder.

Please submit the prices using the tender form provided. Kindly ensure that the form is signed and stamped before submission and that the item specifications are mentioned in the offer.



#### 1.6 Validity

Offers must be valid for a minimum of ninety (90) days from the date of opening of this LITB and must be signed by an authorized representative of the legal entity submitting the bid. Bidders are requested to indicate the validity period of their bid in the bid Form. UNICEF may also request for an extension of the validity of the bid.

#### 1.7 Payment Terms

Payment will be made only upon UNICEF's acceptance of the work performed or the goods delivered. The terms of payment are Net 30 days, after receipt of invoice and acceptance of goods or services. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include any offered discounts based on earlier payment, if available. The proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

#### 1.8 Contractual Terms and Conditions

The UNICEF General Terms and Conditions for Goods are attached and will form part of any contract resulting from this LITB.



---

## SPECIAL NOTES

Suppliers are invited to quote for all the items requested in this document.

The following mandatory criteria is required to be eligible for participation:

- 1- Completing the MDM (Master Data Management) Form (attached) and a bank letter confirming account name and details. The bank account letter should contain your account name, account number, IBAN, Bank Name and should be signed and stamped by the bank.
- 2- Kindly mention the production and delivery lead-time in your offer.
- 3- Reference is made to the General Terms and conditions attached to this ITB particularly article 2.5 "Delivery not Acceptance; Consequences of Delayed Delivery and Non-conforming Goods".
- 4- Price should be quoted DDP Beirut (incoterms 2020) otherwise will not be considered.
- 5- Bid currency is USD only.
- 6- The tender is open for local bidders only.



## INSTRUCTION TO BIDDERS

### 1. MARKING AND RETURNING BIDS

1.1 Bids shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.5, 1.6 and/or 1.7 should then be followed accordingly.

1.2 The Bid Form/Invitation to Bid for Services Form must be signed, and submitted together with the Bid. The Bid Form/ Invitation to Bid for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Bids must be clearly marked with the ITB(S) number and the name of the company submitting the bid.

1.4 Bidders should note that Bids received in the following manner will be invalidated:

- a) with incorrect (as applicable) postal address, email address or fax number;
- b) received after the stipulated closing time and date;
- c) failure to quote in the currency(ies) stated in the ITB(S);
- d) in a different form than prescribed in the ITB(S).

#### 1.5 Sealed bids (as applicable)

1.5.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.5.2 The Bid must be sent for the attention of the unit and address as specified in this solicitation document. Bids not sent in this manner will be disqualified.

1.5.3 Sealed bids (1 original and 2 copies) must be securely closed in a suitable envelope (marked with the ITB(S) number and the name of the company submitting the bid) and dispatched to arrive at the UNICEF office indicated no later than the closing time and date. Bids received in any other manner will be invalidated.

1.5.4 Any delays encountered in the mail delivery will be at the risk of the Bidder.

1.5.5 In case of any discrepancies between the original bid and a copy, the original will prevail.

#### 1.6 Faxed bids (as applicable)

1.6.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.6.2 Faxed bids must be returned to the **ONLY ACCEPTABLE FAX NUMBER** for Bids as specified in this solicitation document. Bidders should note that Bids received at any other fax number will be invalidated.

#### 1.7 E-mailed bids (as applicable)

1.7.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.7.2 All e-mailed Bids must be submitted to the **ONLY ACCEPTABLE E-MAIL ADDRESS** as specified in this solicitation document. No other recipient should be "Cc" or "Bcc" in the e-mail submission. Bids received in any other manner will be invalidated.

1.7.3 All Bids submitted by e-mail must be submitted as email attachments. Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Bids submitted as a link or through a link will be invalidated.

### 2. OPENING OF BIDS

2.1 Bids received prior to the stated closing time and date will be kept unopened. UNICEF will open Bids when the specified time has arrived and no Bid received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Bid which is not properly addressed or identified.

2.3 Bidders, or their authorized representative, may attend the public opening of the Bid at the time, date and location specified. Bidders should note that the Bid Opening is the only time and place where information related to pricing from competitors is available.

### 3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Marketplace(UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: [www.ungm.org](http://www.ungm.org)

### 4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome of an ITB(S) advising product/service, awarded supplier and total value of award.



## ANNEX A GENERAL TERMS AND CONDITIONS

### GENERAL TERMS AND CONDITIONS OF CONTRACT (Goods)

#### Definitions and UNICEF Supply Website

1.1 In these General Terms and Conditions (Goods), the following terms have the following meaning:

"Affiliates" means, with respect to the Supplier, any of its corporate affiliates or associates, including parent entities, subsidiaries, and other entities in which it owns a substantial interest.

"Confidential Information" means information or data that is designated as confidential at the time of exchange between the Parties or promptly identified as confidential in writing when furnished in intangible form or disclosed orally, and includes information, the confidential or proprietary nature of which is or should be reasonably apparent from the inherent nature, quality or characteristics of such information.

"Consignee" means the consignee designated in the Contract.

"Contract" means the purchase contract that incorporates these General Terms and Conditions (Goods). It includes purchase orders issued by UNICEF, whether or not they are issued under a long-term arrangement or similar contract.

"Goods" means the goods specified in the relevant section of the Contract.

"Host Government" means a Government with which UNICEF has a programme of development cooperation, and includes a Government of a country in which UNICEF provides humanitarian assistance.

"INCOTERMS" means the international commercial terms known as the INCOTERMS rules, issued by the International Chamber of Commerce, most-recently issued at the effective date of the Contract. References in the Contract to trade terms (such as "FCA", "DAP" and "CIP") are references to those terms as defined by the INCOTERMS.

"Parties" means the Contractor and UNICEF together and a "Party" means each of the Contractor and UNICEF.

Supplier's "Personnel" means the Supplier's officials, employees, agents, individual sub-contractors and other representatives.

"Price" is defined in Article 3.1.

"Supplier" is the supplier named in the Contract.

"UNICEF Supply Website" means UNICEF's public access webpage available at [http://www.unicef.org/supply/index\\_procurement\\_policies.html](http://www.unicef.org/supply/index_procurement_policies.html), as may be updated from time to time.

1.2 These General Terms and Conditions of Contract, UNICEF's Policy Prohibiting and Combatting Fraud and Corruption, the UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children, the UN Supplier Code of Conduct, and UNICEF's Information Disclosure Policy referred to in the Contract, as well as other policies applicable to the Supplier, are publicly available on the UNICEF Supply Website. The Supplier represents that it has reviewed all such policies as of the effective date of the Contract.

#### 2. Delivery; Inspection; Risk of Loss

2.1 The Supplier will deliver the Goods to the Consignee at the place and within the time period for delivery stated in the Contract. The Supplier will comply with the INCOTERM or similar trade term expressly stated in the Contract as applying to the Goods to be supplied under the Contract and all other delivery terms and instructions stated in the Contract. Notwithstanding any INCOTERM, the Supplier will obtain any export licences required for the Goods. The Supplier will ensure that UNICEF receives all necessary transport documents in a timely manner so as to enable UNICEF to take delivery of the Goods in accordance with the requirements of the Contract. The Supplier will neither seek nor accept instructions from any entity other than UNICEF (or entities authorized by UNICEF to give instructions to the Supplier) in connection with the supply and delivery of the Goods.

2.2 The Supplier will use its best efforts to accommodate reasonable requests for changes (if any) to the requirements for the Goods (such as packaging, packing and labeling requirements), shipping instructions or delivery date of the Goods set out in the Contract. If UNICEF requests any material change to the requirements for the Goods, shipping instructions or delivery date, UNICEF and the Supplier will negotiate any necessary changes to the Contract, including as to Price and the time schedule. Any such agreed changes will become effective only when they are set out in a written amendment to the Contract signed by both UNICEF and the Supplier. Should the Parties fail to agree on any such changes within thirty (30) days, UNICEF will have the option to terminate the Contract without penalty notwithstanding

any other provision of the Contract.

2.3 The Supplier acknowledges that UNICEF may monitor the Supplier's performance under the Contract. The Supplier agrees to provide its full cooperation with such performance monitoring, at no additional cost or expense to UNICEF, and provide relevant information as reasonably requested by UNICEF, including, but not limited to, the date of receipt of the Contract, detailed delivery status, costs to be charged and payments made by UNICEF or pending.

#### Inspection

2.4 UNICEF or the Consignee (if different from UNICEF) will have a reasonable time to inspect the Goods after delivery. At UNICEF's request, the Supplier will provide its reasonable cooperation to UNICEF or the Consignee with regard to such inspection, including but not limited to access to production data, at no charge. The Supplier acknowledges that any inspection of the Goods by or on behalf of UNICEF or the Consignee does not constitute a determination that the specifications for the Goods set out in the Contract (including the mandatory technical requirements) have or have not been met. The Supplier will be required to comply with its warranty and other contractual obligations whether or not UNICEF or the Consignee carries out an inspection of the Goods.

#### Delivery not Acceptance; Consequences of Delayed Delivery and Non-conforming Goods

2.5 If the Supplier determines it will be unable to deliver all or some of the Goods to the Consignee by the delivery date(s) stipulated in the Contract, the Supplier will (a) immediately consult with UNICEF to determine the most expeditious means for delivering the Goods; and (b) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to force majeure as defined in Article 6.7 below), if reasonably requested by UNICEF to do so. Partial deliveries of Goods will not be accepted unless prior written approval for such partial delivery has been given by UNICEF to the Supplier.

2.6 Delivery of the Goods will not constitute acceptance of the Goods. If some or all of the Goods do not conform to the requirements of the Contract or if the Supplier delivers the Goods late or fails to deliver the Goods (or any part of the Goods) in accordance with the agreed delivery dates and delivery terms and instructions, UNICEF may, without prejudice to any of its other rights and remedies, exercise one or more of the following rights under the Contract at UNICEF's option:

(a) UNICEF can reject and refuse to accept any or all of the Goods (including those that do conform to the Contract). If UNICEF rejects the Goods, the Supplier will, at its own cost, arrange for the prompt return of the rejected Goods and, at UNICEF's option, the Supplier will promptly replace the rejected Goods with Goods of equal or better quality (and will be responsible for all costs related to such replacement) or UNICEF may exercise its other rights set out below;

(b) UNICEF may procure all or part of the Goods from other sources, in which case the Supplier will be responsible for any additional costs beyond the balance of the Price for such Goods;

(c) Upon UNICEF's demand, the Supplier will refund all payments (if any) made by UNICEF in respect of the rejected Goods or the Goods that have not been delivered in accordance with the delivery dates and delivery terms;

(d) UNICEF can give written notice of breach and, if the Supplier fails to remedy the breach, can terminate the Contract in accordance with Article 6.1 below;

(e) UNICEF can require the Supplier to pay liquidated damages as set out in the Contract.

2.7 Further to Article 11.6 below, the Supplier expressly acknowledges that if, in respect of any consignment, UNICEF takes delivery of all or some of the Goods that have been delivered late or otherwise not in full compliance with the delivery terms and instructions or that are not in full conformity with the requirements of the Contract, this does not constitute a waiver of UNICEF's rights in respect of such late delivery or non-compliant Goods.

#### Risk of Loss; Title to Goods

2.8 Risk of loss, damage to or destruction of Goods supplied under the Contract, and responsibility for arranging and paying for freight and insurance, will be governed by the INCOTERM or similar trade term expressly stated in the Contract as applying to the Goods supplied under the Contract and any other express terms of the Contract. In the absence of any such INCOTERM or similar trade term or other express terms, the following provisions will apply: (a) the entire risk of loss, damage to or destruction of the Goods will be borne exclusively by the Supplier until physical delivery of the Goods to the Consignee has been completed in accordance with the Contract; and (b) the Supplier will be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Goods in accordance with the requirements of the Contract.

2.9 Unless otherwise expressly provided in the Contract, title in and to the Goods will pass from the Supplier to the Consignee upon delivery of the Goods in accordance with the applicable delivery terms



## ANNEX A GENERAL TERMS AND CONDITIONS

and acceptance of the Goods in accordance with the Contract.

### 3. Price; Invoicing; Tax Exemption; Payment Terms

3.1 The price for the Goods is the amount specified in the price section of the Contract (the "Price"), it being understood that such amount is specified in United States dollars unless otherwise expressly provided for in the price section of the Contract. The Price includes the cost of packaging and packing the Goods in accordance with the requirements of the Contract and delivery in accordance with the applicable delivery terms. The Price is inclusive of all costs, expenses, charges or fees that the Supplier may incur in connection with the performance of its obligations under the Contract; provided that, without prejudice to or limiting the provisions of Article 3.3 below, all duties and other taxes imposed by any authority or entity must be separately identified. It is understood and agreed that the Supplier will not request any change to the Price after delivery of the Goods by the Supplier and that the Price cannot be changed except by written agreement between the Parties before the Goods are delivered.

3.2 The Supplier will issue invoices to UNICEF only after the Supplier has fulfilled the delivery terms of the Contract. The Supplier will issue (a) one (1) invoice in respect of the payment being sought, in the currency specified in the Contract and in English, indicating the Contract identification number listed on the front page of the Contract; and (b) copies of the shipping documents and other supporting documents as specified in the Contract.

3.3 The Supplier authorizes UNICEF to deduct from the Supplier's invoices any amount representing direct taxes (except charges for utilities services) and customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for UNICEF's official use, in accordance with the exemption from tax in Article II, Section 7 of the Convention of the Privileges and Immunities of the United Nations, 1946. In the event any governmental authority refuses to recognize this exemption from taxes, restrictions, duties or charges, the Supplier will immediately consult with UNICEF to determine a mutually acceptable procedure. The Supplier will provide full cooperation to UNICEF with regard to securing UNICEF's exemption from, or refund of amounts paid as, value-added taxes or taxes of a similar nature.

3.4 UNICEF will notify the Supplier of any dispute or discrepancy in the content or form of any invoice. With respect to disputes regarding only a portion of such invoice, UNICEF will pay the Supplier the amount of the undisputed portion in accordance with Article 3.5 below. UNICEF and the Supplier will consult in good faith to promptly resolve any dispute with respect to any invoice. Upon resolution of such dispute, any amounts that have not been charged in accordance with the Contract will be deducted from the invoice(s) in which they appear and UNICEF will pay any agreed remaining items in the invoice(s) in accordance with Article 3.5 within thirty (30) days after the final resolution of such dispute.

3.5 UNICEF will pay the uncontested amount of the Supplier's invoice within thirty (30) days of receiving both the invoice and the shipping documents and other supporting documents, as referred to in Article 3.2 above. The amount paid will reflect any discount(s) shown under the payment terms of the Contract. The Supplier will not be entitled to interest on any late payment or any sums payable under the Contract nor any accrued interest on payments withheld by UNICEF in connection with a dispute. Payment will not relieve the Supplier of its obligations under the Contract. Payment will not be deemed acceptance of the Goods or waiver of any rights with regard to the Goods.

3.6 Each invoice will confirm the Supplier's bank account details provided to UNICEF as part of the Supplier's registration process with UNICEF. All payments due to the Supplier under the Contract will be made by electronic funds transfer to that bank account. It is the Supplier's responsibility to ensure that the bank details supplied by it to UNICEF are up-to-date and accurate and notify UNICEF in writing by an authorized representative of the Supplier of any changes in bank details together with supporting documentation satisfactory to UNICEF.

3.7 The Supplier acknowledges and agrees that UNICEF may withhold payment in respect of any invoice if, in UNICEF's opinion, the Supplier has not performed in accordance with the terms and conditions of the Contract, or if the Supplier has not provided sufficient documentation in support of the invoice.

3.8 UNICEF will have the right to set off against any amount or amounts due and payable by UNICEF to the Supplier under the Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UNICEF to the Supplier) owing by the Supplier to UNICEF under the Contract or under any other contract or agreement between the Parties. UNICEF will not be required to give the Supplier prior notice before exercising this right of set-off (such notice being waived by the Supplier). UNICEF will promptly notify the Supplier after it has exercised such right of set-off, explaining the reasons for such set-off, provided however that the failure to give such notification will not affect the validity of such set-off.

3.9 Each of the invoices paid by UNICEF may be subject to a post-payment audit by UNICEF's external and internal auditors or by other authorised agents of UNICEF, at any time during the term of the Contract and for three (3) years after the Contract terminates. UNICEF will be entitled to a refund from the Supplier of amounts such audit or audits determine were not in accordance with the Contract

regardless of the reasons for such payments (including but not limited to the actions or inactions of UNICEF staff and other personnel).

### 4. Representations and Warranties; Indemnification; Insurance

#### Representations and Warranties

4.1 The Supplier represents and warrants that as of the effective date and throughout the term of the Contract: (a) it has the full authority and power to enter into the Contract and to perform its obligations under the Contract and the Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms; (b) it has, and will maintain throughout the term of the Contract, all rights, licenses, authority and resources necessary, as applicable, to develop, source, manufacture and supply the Goods and to perform its other obligations under the Contract; (c) all of the information concerning the Goods and the Supplier that it has previously provided to UNICEF, or that it provides to UNICEF during the term of the Contract, is true, correct, accurate and not misleading; (d) it is financially solvent and is able to supply the Goods to UNICEF in accordance with the terms and conditions of the Contract; (e) the use or supply of the Goods does not and will not infringe any patent, design, trade-name or trade-mark; (f) it has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with the Goods; and (g) the development, manufacture and supply of the Goods is, and will continue to be, in compliance with all applicable laws, rules and regulations. The Supplier will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.

4.2 The Supplier further represents and warrants that the Goods (including packaging): (a) conform to the quality, quantity and specifications for the Goods stated in the Contract (including, in the case of perishable or pharmaceutical products, the shelf life specified in the Contract); (b) conform in all respects to the technical documentation provided by the Supplier in respect of such Goods and, if samples were provided to UNICEF prior to entering into the Contract, are equal and comparable in all respects to such samples; (c) are new and factory-packed; (d) are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF in the Contract; (e) are of consistent quality and free from faults and defects in design, manufacture, workmanship and materials; (f) are free from all liens, encumbrances or other third party claims; and (g) are contained or packaged in accordance with the standards of export packaging for the type and quantities of the Goods specified in the Contract, and for the modes of transport of the Goods specified in the Contract (including but not limited to, in a manner adequate to protect them in such modes of transport), and marked in a proper manner in accordance with the instructions stipulated in the Contract and applicable law.

4.3 The warranties provided in Article 4.2 will remain valid for the warranty period specified in the Contract; provided that (a) the warranty period for pharmaceutical goods or other perishable products will be no less than the shelf-life of those Goods specified in the Contract; and (b) if no warranty period or shelf-life is specified in the Contract, the warranties will remain valid from the date the Supplier signs the Contract until the day twelve (12) months after fulfillment of the delivery terms or such later date as may be prescribed by law.

4.4 If the Supplier is not the original manufacturer of the Goods or any part of the Goods, the Supplier assigns to UNICEF (or, at UNICEF's instructions, the Government or other entity that receives the Goods) all manufacturers' warranties in addition to any other warranties under the Contract.

4.5 The representations and warranties made by the Supplier in Articles 4.1 and 4.2 and the Supplier's obligations in Articles 4.3 and 4.4 above are made to and are for the benefit of (a) each entity that makes a direct financial contribution to the purchase of Goods; and (b) each Government or other entity that receives the Goods.

#### Indemnification

4.6 The Supplier will indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, employees, consultants and agents, each entity that makes a direct financial contribution to the purchase of the Goods and each Government or other entity that receives the Goods, from and against all suits, claims, demands, losses and liability of any nature or kind, including their costs and expenses, by a third party and arising out of the acts or omissions of the Supplier or its Personnel or sub-contractors in the performance of the Contract. This provision will extend to but not be limited to (a) claims and liability in the nature of workers' compensation; (b) product liability; and (c) any actions or claims pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the Goods or other liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property provided or licensed to UNICEF under the Contract or used by the Supplier, its Personnel or sub-contractors in the performance of the Contract.

4.7 UNICEF will report any such suits, proceedings, claims, demands, losses or liability to the Supplier within a reasonable period of time after having received actual notice. The Supplier will have sole control of the defence, settlement and compromise of any such suit, proceeding, claim or demand except with respect to the assertion or defence of the privileges and immunities of UNICEF or any matter relating to UNICEF's privileges and immunities (including matters relating to UNICEF's relations with Host



## ANNEX A GENERAL TERMS AND CONDITIONS

Governments), which as between the Supplier and UNICEF, only UNICEF itself (or relevant governmental entities) will assert and maintain. UNICEF will have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

### Insurance

4.8 The Supplier will comply with the following insurance requirements:

(a) The Supplier will have and maintain in effect with reputable insurers and in sufficient amounts, insurance against all of the Supplier's risks under the Contract (including, but not limited to, the risk of claims arising out of or related to the Supplier's performance of the Contract), including the following:

(i) Insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

(ii) General liability insurance against all risks in respect of the Contract and claims arising out of the Contract including, but not limited to, product liability insurance, in an adequate amount to cover all claims arising from or in connection with the Supplier's performance under the Contract. The Supplier's product liability insurance will cover the direct and indirect financial consequences of liability (including all costs, including replacement costs, related to recall campaigns) sustained by UNICEF or third parties as a result of or relating to the Goods;

(iii) All appropriate workers' compensation and employer's liability insurance, or its equivalent, with respect to its Personnel and sub-contractors to cover claims for death, bodily injury or damage to property arising from the performance of the Contract; and

(iv) Such other insurance as may be agreed upon in writing between UNICEF and the Supplier.

(b) The Supplier will maintain the insurance coverage referred to in Article 4.8(a) above during the term of the Contract and for a period after the Contract terminates extending to the end of any applicable limitations period with regard to claims against which the insurance is obtained.

(c) The Supplier will be responsible to fund all amounts within any policy deductible or retention.

(d) Except with regard to the insurance referred to in paragraph (a)(iii) above, the insurance policies for the Supplier's insurance required under this Article 4.8 will (i) name UNICEF as an additional insured; (ii) include a waiver by the insurer of any subrogation rights against UNICEF; and (iii) provide that UNICEF will receive thirty (30) days' written notice from the insurer prior to any cancellation or change of coverage.

(e) The Supplier will, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article 4.8.

(f) Compliance with the insurance requirements of the Contract will not limit the Supplier's liability either under the Contract or otherwise.

### Liability

4.9 The Supplier will pay UNICEF promptly for all loss, destruction or damage to UNICEF's property caused by the Supplier's Personnel or sub-contractors in the performance of the Contract.

## 5. Intellectual Property and Other Proprietary Rights; Confidentiality

### Intellectual Property and Other Proprietary Rights

5.1 Unless otherwise expressly provided for in the Contract:

(a) Subject to paragraph (b) of this Article 5.1, UNICEF will be entitled to all intellectual property and other proprietary rights with regard to products, processes, inventions, ideas, know-how, data or documents and other materials ("Contract Materials") that (i) the Supplier develops for UNICEF under the Contract and which bear a direct relation to the Contract or (ii) are produced, prepared or collected in consequence of, or during the course of, the performance of the Contract. The term "Contract Materials" includes, but is not limited to, all maps, drawings, photographs, plans, reports, recommendations, estimates, documents developed or received by, and all other data compiled by or received by, the Supplier under the Contract. The Supplier acknowledges and agrees that Contract Materials constitute works made for hire for UNICEF. Contract Materials will be treated as UNICEF's Confidential Information and will be delivered only to authorized UNICEF officials on expiry or termination of the Contract.

(b) UNICEF will not be entitled to, and will not claim any ownership interest in, any intellectual property or other proprietary rights of the Supplier that pre-existed the performance by the Supplier of its obligations under the Contract, or that the Supplier may develop or acquire, or may have developed or

acquired, independently of the performance of its obligations under the Contract. The Supplier grants to UNICEF a perpetual license to use such intellectual property or other proprietary rights solely for the purposes of and in accordance with the requirements of the Contract.

(c) At UNICEF's request, the Supplier will take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring (or, in the case, intellectual property referred to in paragraph (b) above, licensing) them to UNICEF in compliance with the requirements of the applicable law and of the Contract.

### Confidentiality

5.2 Confidential Information that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract will be held in confidence by the Recipient. The Recipient will use the same care and discretion to avoid disclosure of the Discloser's Confidential Information as the Recipient uses for its own Confidential Information and will use the Discloser's Confidential Information solely for the purpose for which it was disclosed to the Recipient. The Recipient will not disclose the Discloser's Confidential Information to any other party:

(a) except to those of its Affiliates, employees, officials, representatives, agents and sub-contractors who have a need to know such Confidential Information for purposes of performing obligations under the Contract; or

(b) unless the Confidential Information (i) is obtained by the Recipient from a third party without restriction; (ii) is disclosed by the Discloser to a third party without any obligation of confidentiality; (iii) is known by the Recipient prior to disclosure by the Discloser; or (iv) at any time is developed by the Recipient completely independently of any disclosures under the Contract.

5.3 If the Supplier receives a request for disclosure of UNICEF's Confidential Information pursuant to any judicial or law enforcement process, before any such disclosure is made the Supplier (a) will give UNICEF sufficient notice of such request in order to allow UNICEF to have a reasonable opportunity to secure the intervention of the relevant national Government to establish protective measures or take such other action as may be appropriate; and (b) will so advise the relevant authority that requested disclosure. UNICEF may disclose the Supplier's Confidential Information to the extent required pursuant to resolutions or regulations of its governing bodies.

5.4 The Supplier may not communicate at any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF that has not been made public, except with the prior authorization of UNICEF; nor will the Supplier at any time use such information to private advantage.

### End of Contract

5.5 Upon the expiry or earlier termination of the Contract, the Supplier will:

(a) return to UNICEF all of UNICEF's Confidential Information or, at UNICEF's option, destroy all copies of such information held by the Supplier or its sub-contractors and confirm such destruction to UNICEF in writing; and

(b) will transfer to UNICEF all intellectual and other proprietary information in accordance with Article 5.1(a).

## 6. Termination; Force Majeure

### Termination by Either Party for Material Breach

6.1 If one Party is in material breach of any of its obligations under the Contract, the other Party can give it written notice that within thirty (30) days of receiving such notice the breach must be remedied (if such breach is capable of remedy). If the breaching Party does not remedy the breach within the thirty (30) days' period or if the breach is not capable of remedy, the non-breaching Party can terminate the Contract. The termination will be effective thirty (30) days after the non-breaching Party gives the breaching Party written notice of termination. The initiation of conciliation or arbitral proceedings in accordance with Article 9 (Privileges and Immunities; Settlement of Disputes) below will not be grounds for termination of the Contract.

### Additional Termination Rights of UNICEF

6.2 In addition to the termination rights under Article 6.1 above, UNICEF can terminate the Contract with immediate effect upon delivery of a written notice of termination, without any liability for termination charges or any other liability of any kind:

(a) in the circumstances described in, and in accordance with, Article 7 (Ethical Standards); or



## ANNEX A GENERAL TERMS AND CONDITIONS

(b) if the Supplier breaches any of the provisions of Articles 5.2-5.4 (Confidentiality); or

(c) if the Supplier (i) is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (ii) is granted a moratorium or a stay, or is declared insolvent; (iii) makes an assignment for the benefit of one or more of its creditors; (iv) has a receiver appointed on account of the insolvency of the Supplier; (v) offers a settlement in lieu of bankruptcy or receivership; or (vi) has become, in UNICEF's reasonable judgment, subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Supplier to perform any of its obligations under the Contract.

6.3 In addition to the termination rights under Articles 6.1 and 6.2 above, UNICEF can terminate the Contract at any time by providing written notice to the Supplier in any case in which UNICEF's mandate applicable to the performance of the Contract or UNICEF's funding applicable to the Contract is curtailed or terminated, whether in whole or in part. UNICEF can also terminate the Contract upon sixty (60) days' written notice to the Supplier without having to provide any justification.

6.4 As soon as it receives a notice of termination from UNICEF, the Supplier will immediately take steps to cease provision of the Goods in a prompt and orderly manner and to minimize costs and will seek instructions from UNICEF regarding Goods in transit (if any) and will not undertake any further or additional commitments as of and following the date it receives the termination notice. In addition, the Supplier will take any other action that may be necessary, or that UNICEF may direct in writing, for the minimization of losses and for the protection and preservation of any property (whether tangible or intangible) related to the Contract that is in the possession of the Supplier and in which UNICEF has or may be reasonably expected to acquire an interest.

6.5 If the Contract is terminated, no payment will be due from UNICEF to the Supplier except for Goods delivered in accordance with the requirements of the Contract and only if such Goods were ordered, requested or otherwise provided prior to the Supplier's receipt of notice of termination from UNICEF or, in the case of termination by the Supplier, the effective date of such termination. The Supplier will have no claim for any further payment beyond payments in accordance with this Article 6.5, but will remain liable to UNICEF for all loss or damages which may be suffered by UNICEF by reason of the Supplier's default (including but not limited to cost of the purchase and delivery of replacement or substitute goods).

6.6 The termination rights in this Article 6 are in addition to all other rights and remedies of UNICEF under the Contract.

### Force Majeure

6.7 If one Party is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations under the Contract, the other Party may terminate the Contract on the same terms and conditions as are provided for in Article 6.1 above, except that the period of notice will be seven (7) days instead of thirty (30) days. "Force majeure" means any unforeseeable and irresistible events arising from causes beyond the control of the Parties, including acts of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism or other acts of a similar nature or force. "Force majeure" does not include (a) any event which is caused by the negligence or intentional action of a Party; (b) any event which a diligent party could reasonably have been expected to take into account and plan for at the time the Contract was entered into; (c) the insufficiency of funds, inability to make any payment required under the Contract, or any economic conditions, including but not limited to inflation, price escalations, or labour availability; or (d) any event resulting from harsh conditions or logistical challenges for the Supplier (including civil unrest) associated with locations at which UNICEF is operating or is about to operate or is withdrawing from, or any event resulting from UNICEF's humanitarian, emergency, or similar response operations.

### 7. Ethical Standards

7.1 The Supplier will be responsible for the professional and technical competence of its Personnel including its employees and will select, for work under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local laws and customs, and conform to a high standard of moral and ethical conduct.

7.2 (a) The Supplier represents and warrants that no official of UNICEF or of any United Nations System organisation has received from or on behalf of the Supplier, or will be offered by or on behalf of the Supplier, any direct or indirect benefit in connection with the Contract including the award of the Contract to the Supplier. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

(b) The Supplier represents and warrants that the following requirements with regard to former UNICEF officials have been complied with and will be complied with:

(i) During the one (1) year period after an official has separated from UNICEF, the Supplier may not

make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Supplier has participated.

(ii) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Supplier, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

(c) The Supplier represents that, in respect of all aspects of the Contract (including the award of the Contract by UNICEF to the Supplier and the selection and awarding of sub-contracts by the Supplier), it has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest.

7.3 The Supplier further represents and warrants that neither it nor any of its Affiliates, or Personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Supplier will immediately disclose to UNICEF if it or any of its Affiliates, or Personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the Contract.

7.4 The Supplier will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the performance of the Contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption. In particular, the Supplier will not engage, and will ensure that its Personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.

7.5 The Supplier will, during the term of the Contract, comply with (a) all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract and (b) the standards of conduct required under the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - [www.ungm.org](http://www.ungm.org)).

7.6 The Supplier further represents and warrants that neither it nor any of its Affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set out in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.

7.7 The Supplier represents and warrants that it has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel including its employees or any persons engaged by the Supplier to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. In addition, the Supplier represents and warrants that it has taken and will take all appropriate measures to prohibit its Personnel including its employees or other persons engaged by the Supplier, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person. This provision constitutes an essential term of the Contract and any breach of this representation and warranty will entitle UNICEF to terminate the Contract immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind.

7.8 The Supplier will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 7.

7.9 The Supplier acknowledges and agrees that each of the provisions in this Article 7 constitutes an essential term of the Contract.

(a) UNICEF will be entitled, in its sole discretion and at its sole choice, to suspend or terminate the Contract and any other contract between UNICEF and the Supplier with immediate effect upon written notice to the Supplier if: (i) UNICEF becomes aware of any incident or report that is inconsistent with, or the Supplier breaches any of, the undertakings and confirmations provided in this Article 7 or the equivalent provisions of any contract between UNICEF and the Supplier or any of the Supplier's Affiliates, or (ii) the Supplier or any of its Affiliates, or Personnel or directors becomes subject to any sanction or temporary suspension described in Article 7.3 during the term of the Contract.

(b) In the case of suspension, if the Supplier takes appropriate action to address the relevant incident or breach to UNICEF's satisfaction within the period stipulated in the notice of suspension, UNICEF may lift the suspension by written notice to the Supplier and the Contract and all other affected contracts will resume in accordance with their terms. If, however, UNICEF is not satisfied that the matters are being adequately addressed by the Supplier, UNICEF may at any time, exercise its right to terminate the Contract and any other contract between UNICEF and the Supplier.

(c) Any suspension or termination under this Article 7 will be without any liability for termination or



## ANNEX A GENERAL TERMS AND CONDITIONS

other charges or any other liability of any kind.

### 8. Full Cooperation with Audits And Investigations

8.1 From time to time, UNICEF may conduct investigations relating to any aspect of the Contract including but not limited to the award of the Contract, the way in which the Contract operates or operated, and the Parties' performance of the Contract generally and including but not limited to the Supplier's compliance with the provisions of Article 7 above. The Supplier will provide its full and timely cooperation with any such inspections, post-payment audits or investigations, including (but not limited to) making its Personnel and any relevant data and documentation available for the purposes of such inspections, post-payment audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such inspections, post-payment audits or investigations access to the Supplier's premises at reasonable times and on reasonable conditions in connection with making its Personnel and any relevant data and documentation available. The Supplier will require its sub-contractors and its agents, including, but not limited to, the Supplier's attorneys, accountants or other advisers, to provide reasonable cooperation with any inspections, post-payment audits or investigations carried out by UNICEF.

### 9. Privileges and Immunities; Settlement of Disputes

9.1 Nothing in or related to the Contract will be deemed a waiver, express or implied, deliberate or inadvertent, of any of the privileges and immunities of the United Nations, including UNICEF and its subsidiary organs, under the Convention on the Privileges and Immunities of the United Nations, 1946, or otherwise.

9.2 The terms of the Contract will be interpreted and applied without application of any system of national or sub-national law.

9.3 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Contract. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with the UNCITRAL Conciliation Rules then in force, or according to such other procedure as may be agreed between the Parties. Any dispute, controversy or claim between the Parties arising out of the Contract which is not resolved within ninety (90) days after one Party receives a request from the other Party for amicable settlement can be referred by either Party to arbitration. The arbitration will take place in accordance with the UNCITRAL Arbitration Rules then in force. The venue of the arbitration will be New York, NY, USA. The decisions of the arbitral tribunal will be based on general principles of international commercial law. The arbitral tribunal will have no authority to award punitive damages. In addition, the arbitral tribunal will have no authority to award interest in excess of the London Inter-Bank Offered Rate (LIBOR) then prevailing and any such interest will be simple interest only. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

### 10. Notices

10.1 Any notice, request or consent required or permitted to be given or made pursuant to the Contract will be in writing, and addressed to the persons listed in the Contract for the delivery of notices, requests or consents. Notices, requests or consents will be delivered in person, by registered mail, or by confirmed email transmission. Notices, requests or consents will be deemed received upon delivery (if delivered in person), upon signature of receipt (if delivered by registered mail), or twenty-four (24) hours after confirmation of receipt is sent from the addressee's email address (if delivered by confirmed email transmission).

10.2 Any notice, document or receipt issued in connection with the Contract must be consistent with the terms and conditions of the Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of the Contract will prevail.

10.3 All documents that comprise the Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with the Contract, will be deemed to include, and will be interpreted and applied consistently with, the provisions of Article 9 (Privileges and Immunities; Settlement of Disputes).

### 11. Other Provisions

11.1 The Supplier acknowledges UNICEF's commitment to transparency as outlined in UNICEF's Information Disclosure Policy and confirms that it consents to UNICEF's public disclosure of the terms of the Contract should UNICEF so determine and by whatever means UNICEF determines.

11.2 The failure of one Party to object to or take affirmative action with respect to any conduct of the other Party which is in violation of the terms of the Contract will not constitute and will not be construed to be a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

11.3 The Supplier will be considered as having the legal status of an independent contractor as regards

UNICEF. Nothing contained in the Contract will be construed as making the Parties principal and agent or joint venturers.

11.4 (a) Except as expressly provided in the Contract, the Supplier will be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance of its obligations under the Contract.

(b) In the event that the Supplier requires the services of sub-contractors to perform any obligations under the Contract, the Supplier will notify UNICEF of this. The terms of any sub-contract will be subject to, and will be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

(c) The Supplier confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Supplier will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Supplier will further cooperate with UNICEF's implementation of this policy.

(d) The Supplier will be fully responsible and liable for all services performed by its Personnel and sub-contractors and for their compliance with the terms and conditions of the Contract. The Supplier's Personnel, including individual sub-contractors, will not be considered in any respect as being the employees or agents of UNICEF.

(e) Without limiting any other provisions of the Contract, the Supplier will be fully responsible and liable for, and UNICEF will not be liable for (i) all payments due to its Personnel and sub-contractors for their services in relation to the performance of the Contract; (ii) any action, omission, negligence or misconduct of the Contractor, its Personnel and sub-contractors; (iii) any insurance coverage which may be necessary or desirable for the purpose of the Contract; (iv) the safety and security of the Contractor's Personnel and sub-contractors' personnel; or (v) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor's Personnel and sub-contractors' personnel, it being understood that UNICEF will have no liability or responsibility with regard to any of the events referred to in this Article 11.4(d).

11.5 The Supplier will not, without the prior written consent of UNICEF, assign, transfer, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Supplier's rights or obligations under the Contract.

11.6 No grant of time to by a Party to cure a default under the Contract, nor any delay or failure by a Party to exercise any other right or remedy available to it under the Contract, will be deemed to prejudice any rights or remedies available to it under the Contract or constitute a waiver of any rights or remedies available to it under the Contract.

11.7 The Supplier will not seek or file any lien, attachment or other encumbrance against any monies due or to become due under the Contract, and will not permit any other person to do so. It will immediately remove or obtain the removal of any lien, attachment or other encumbrance that is secured against any monies due or to become due under the Contract.

11.8 The Supplier will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNICEF or the United Nations. Except as regards references to the name of UNICEF for the purposes of annual reports or communication between the Parties and between the Supplier and its Personnel and sub-contractors, the Supplier will not, in any manner whatsoever use the name, emblem or official seal of UNICEF or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the written permission of UNICEF.

11.9 The Contract may be translated into languages other than English. The translated version of the Contract is for convenience only, and the English language version will govern in all circumstances.

11.10 No modification or change in the Contract, and no waiver of any of its provisions, nor any additional contractual relationship of any kind with the Supplier will be valid and enforceable against UNICEF unless set out in a written amendment to the Contract signed by an authorised official of UNICEF.

11.11 The provisions of Articles 2.8, 2.9, 3.8, 3.9, 4, 5, 7, 8, 9, 11.1, 11.2, 11.4(e), 11.6 and 11.8 will survive delivery of the Goods and the expiry or earlier termination of the Contract.