

# Request for Quotations (RFQ)

RFQ Number: **ATIC-INOTEK-2025-001**

Issuance Date: March 10th, 2025

Deadline for Offers: March 21st, 2025, 18:00 Chisinau time

Extended Deadline **March 25th, 2025, 18:00 Chisinau time**  
for Offers:

**Extended Deadline March 28th, 2025, 18:00 Chisinau time**  
for Offers:

Description: **Supply of furniture** for the ICT Multifunctional Innovation Center “INOTEK” in Cahul – 4 (four) LOTS

For: National Association of ICT Companies (ATIC)  
INOTEK Foundation

Funded By: EU via a delegated agreement with Sweden  
Ukraine-Moldova American Enterprise Fund (UMAEF)  
INOTEK Foundation

Issued by: National Association of ICT Companies (ATIC)

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## **Section 1: Instructions to Offerors**

### **1. Introduction:**

The National Association of ICT Companies (ATIC) in partnership with INOTEK Foundation is looking for a/several official suppliers, eligible and responsible to manufacture and supply furniture for the future ICT Multifunctional Innovation Center “INOTEK” in Cahul, as per the **Technical Specifications – Section 3** and **Annex 1 – Detailed furniture design** and all the details of this **RFQ**.

The given acquisition is managed within several Projects of The EU4Moldova: Startup City Cahul Project and UMAEF – implemented by ATIC, in partnership with INOTEK Foundation.

Delivery terms for all goods are: up to 30 calendar days from contract issue, but no later than by May 09th, 2025.

The goods necessary for the equipment of the future ICT Multifunctional Innovation Center “INOTEK” in Cahul, are grouped into 4 LOTS, depending on the type of goods and delivery requirements as follows:

Item	TYPE OF GOODS
<b>LOT 1</b>	<b>LOT of Office, Desk, Café, Lounge Chairs, and Bean Bags</b>
Item #	Item Name (for minimum technical specification requirements see Annex 1 - Detailed furniture design)
Item 1	Conference room chairs / Scaun pentru sala de conferinte "Tip S1": <i>Colors: black, red, green, blue, orange, gray</i>
Item 2	Office chairs / Scaune pentru birou "Tip S2"
Item 3	Cafe chairs / Scaune pentru cafenea "Tip S3"
Item 4	Cafe bar chairs / Scaune pentru cafenea bar "Tip S4"
Item 5	Armchairs / Scaun-fotoliu "Tip S6"
Item 6	Bean Bags Charis / Scaune Bean Bags "Tip S5"
<b>LOT 2</b>	<b>Lot of Kitchens, Counters, Reception Desk, Bar, Cabinets, Wardrobe and Corner Seating Set</b>
Item #	Item Name (for minimum technical specification requirements see Annex 1 - Detailed furniture design)
Item 1	Reception Furniture / Mobila Receptie (Pozitia 1)
Item 2	Set: Kitchen furniture + counter + bar for: ground floor, 1st floor / Set: Mobila bucatarie + teighea + bar pentru: parter, etajul 1 ( Pozitia 2)
Item 3	Kitchen furniture 2nd floor / Mobila bucatarie etajul 2 ( Pozitia 2/1)
Item 4	Set: Corner Seating Set furniture (counter + bar) for: ground floor, 1st floor and 2nd floor / Set: Mobila coltar (teighea + bar) pentru: parter, etajul 1 si etajul 2 (Pozitia 3)
Item 5	Cabinets with Open and Lockable Compartments/ Dulap cu compartimente deschise și compartimente cu încuietoare (Dulap 1)
Item 6	Ground floor Wardrobe / Dulap la parter (Dulap 2)
Item 7	Wardrobe on the 1st floor/ Dulap la etajul 1 (Dulap 3)
<b>LOT 3</b>	<b>Lot of Office Desks, Café Tables, Coffee Tables, and Pedestal Cabinets</b>
Item #	Item Name (for minimum technical specification requirements see Annex 1 - Detailed furniture design)
Item 1	Office desks / Mese oficii (Tip 1)
Item 2	Café Tables / Masa pentru Cafenea (Tip 2)
Item 3	Coffee Tables / Masuta de cafea (Tip 4)
Item 4	Mobile under desk Pedestals / Casetiere (Rollbox)
<b>LOT 4</b>	<b>Lot of Sofas</b>
Item #	Item Name (for minimum technical specification requirements see Annex 1 - Detailed furniture design)
Item 1	Reception Sofa / Canapea Receptie
Item 2	Lounge Sofa / Canapea Lounge (Tip S7)

For more details on requirements in each lot, please refer to:

- Section 3 – Technical requirements and Specifications.
- Annex 1 – Detailed furniture design

**About ATIC:** THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the organization uniting over 94 companies, gathering over 9,000 employees.

Being established in 2006, ATIC is the action leading association and the voice of the Moldovan ICT industry that promotes the development of the ICT sector in Republic of Moldova through viable partnerships between companies, similar organizations, government, state institutions and international organizations. The association was founded to represent the industry on different policy and

ATIC has an extensive experience in implementing a variety of educational and entrepreneurial projects for children, youth and adults. One of the priorities includes supporting women in TECH, women empowerment and equal access to work opportunities.

**About INOTEK Foundation:** The Inotek Centre is run by Inotek Foundation, founded in November 2023, which aims to advance the digital economy in southern Moldova by fostering innovation and entrepreneurship through partnerships among the private sector, public institutions, and educational bodies. It also promotes technology, creative problem-solving, and STEM education, while supporting the establishment and growth of start-ups, enhancing their capabilities, and preparing them for investment. Inotek actively supports STEM education, fostering an inclusive environment where individuals from all socio-economic backgrounds can

acquire digital skills and access diverse learning opportunities. This vision aims to bridge the gap between the labor market demand and workforce skills, encouraging also girls and women to embrace an IT career. Supporting entrepreneurs by providing resources, mentorship, and networking opportunities, Inotek seeks to boost investments, create jobs, and contribute to economic prosperity in the southern region of Moldova. Inotek – EU Innovation Centre Cahul is an innovation centre in the southern region of Moldova established with the support of the European Union in partnership with Sweden as a consistency of the activities initiated within the EU4Moldova: Startup City Cahul project, implemented by the Moldovan Association of ICT Companies (ATIC).

**The EU4Moldova: Startup City Cahul Project** financed by EU through Sweden is in line with the Annual Action Programme 2019 in favor of the Republic of Moldova and its Action entitled, based on the Commission Decision ENI/2019/042-243.

The overall objective of the Action is to harness and strengthen the potential of the digital economy and enhance regional competitiveness, its business and its investment environment.

The specific objectives are:

- Foster partnerships for innovation and entrepreneurship between the private sector, public sector and educational institutions in the region of Cahul.
- Promote technology, problem solving and creative solutions in learning and make STEM topics (Science, Technology, Engineering and Mathematics) more attractive for women and men, girls and boys.
- Facilitate the emergence of start-ups in innovative sectors, build their capacity and investment readiness.

**About UMAEF:** Ukraine-Moldova American Enterprise Fund is a U.S. government-backed regional fund investing in Ukraine and Moldova since 1994, and operating a legacy program funded by reflows and grants since 2015. Bringing U.S. capital, know-how and ingenuity to build competitive economies and just societies in Emerging Europe.

## **2. Offer Deadline. Protocol. Questions and Request for Clarifications:**

Offers must be submitted no later than **March 21, 2025, 18:00, local Chisinau time.** Offers received after the specified time and date will be considered late and will NOT be evaluated by ATIC.

### **Electronic Submission Only:**

The only acceptable submission method is electronic – via email. Any email offers must be sent to the following address:

**To:** [csirbu@ict.md](mailto:csirbu@ict.md) – Cristina Sirbu, ATIC Procurement Specialist

**cc:** [achirita@ict.md](mailto:achirita@ict.md) – Ana Chirița, ATIC Strategic Projects Director

**cc:** [icorbu@ict.md](mailto:icorbu@ict.md) – Ion Corbu, ATIC Technical Manager

**cc:** [nmocanu@inotek.md](mailto:nmocanu@inotek.md) – Mocanu Nicolae, INOTEK Foundation Administrator

Offers must be submitted in two (2) separate **.pdf format files** corresponding to the:

1) **Technical Quotation** (FORMS A-E) and other mandatory documents required by this solicitation documents - details in Section 3. There may be one or several PDF files with relevant names.

2) **Financial Quotation** (FORM F) should be password-protected. ATIC will request the password if the quotation is deemed eligible and technically compliant. Any submission of the financial quotation that is NOT password-protected will be disqualified.

Also, any submission of the financial quotation together with the password will be disqualified. Please refer to the RFQ number in any response to this RFQ.

All offers must be prepared in one of the 3 languages: English, Romanian or Russian. Offers received after the specified time and date will be considered late and will NOT be reviewed by ATIC.

### **3. Questions:**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **March 19, 2025 15:00, local Chisinau time**, by email to [icorbu@ict.md](mailto:icorbu@ict.md), cc [csirbu@ict.md](mailto:csirbu@ict.md), cc [nmocanu@inotek.md](mailto:nmocanu@inotek.md). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ATIC believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by ATIC will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of ATIC and/or INOTEK, or any other entity should not be considered as an official response to any questions regarding this RFQ.

### **4. Specifications and Terms of Reference:**

Please consult:

- *Section 3 – Technical Specifications.*
- *Annex 1 – Detailed furniture design*

### **5. Quotations:**

Quotations in response to this RFQ must be set on a fixed unit price, all-inclusive basis, including delivery, assembly and all other costs required at Section 3. Pricing must be presented in **MDL** (Form F – Quotation Form).

**CURRENCY OF QUOTATION:** Pricing must be presented in MDL (VAT 0% and exempt of customs taxes). For the MDL exchange rate to be used by bidders when converting prices and/or the total offer to MDL is the official NBM exchange rate of March 21, 2025 - the deadline for the tender.

**MULTIPLE QUOTATIONS:** NOT ALLOWED. The offeror shall not submit more than one quotation as part of this RFQ process. ATIC reserves the right to reject separate bids submitted by two or more offerors, if they are related organizations or any have common controlling partners, are subcontractors to each other, are affiliates, etc.

**PARTIAL QUOTATIONS:** ALLOWED PER LOT. Partial quotations inside one lot will not be accepted by ATIC.

**QUOTATION VALIDITY:** Offers must remain valid for no less than sixty (60) calendar days after the offer deadline. In exceptional circumstances, ATIC may request Companies to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever to the Quotation.

**Mandatory documents to be submitted:** Offerors responding to this RFQ are requested to submit the following documents:

**1. At a minimum, the Technical Volume must contain the following required completed documents:**

- Application form (FORM A)
- Letter of Transmittal (see FORM B)
- Offeror's Summary Sheet (see FORM C)
- Certification Regarding Responsibility Matters (see FORM D)
- Evidence Regarding Responsibility Matters (see FORM E)
- Copy of Company's Registration Certificate;
- Tax Registration/ no debt Certificate issued by the Tax Authority evidencing that the Bidder has no debts
- Company profile (short info up to 3 pages);
- 3 Reference Letters (proof of satisfactory performance) from Clients from the last (3) years;
- Most recent Income Statement and Balance Sheet, for the last 3 years; ATIC has the right to reject any offer if submitted by a Supplier whom is not financially capable and/or had serious financial problems – low liquidity ration, (ATIC may check offeror's financial capacity of the Offeror and has the authority to seek references from concerned parties & banks on the Company's financial standing;

**2. Product Certifications and Commercialization Information and Documents:**

- Technical description of the offered goods, including design (if applicable);
- Certificates of quality and origin for the offered materials and accessories (where applicable);
- Environmental Compliance Certificates, Accreditations, and/or Markings/Labels, and other evidences of the Supplier's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, would be an advantage;
- Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) if applicable;
- Export/Import Licenses, if applicable;
- Quality Certificates (ISO, etc.) (if available);
- Description of warranty arrangements in the Republic of Moldova (please describe the procedure).

**3. Financial Bid:**

- Duly filled in Quotation form (FORM F) – password-protected, in line with the technical/design specification (Detailed offered technical description of the offered goods).

**6. Delivery:**

Delivery-at-Place (DAP). As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the execution timeframe (after order receipt). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

**Faster delivery than scheduled will be considered an advantage.**

**Delivery locations:** The place of delivery of goods is the Cahul City, while the place of delivery of signed documents such as fiscal documents, reports for executed works and any other important documents is Chisinau and Cahul

**Expected delivery:** Goods to be delivered within the period mentioned in Section 3. Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be

unable to deliver the goods by the delivery date(s) stipulated in the contract, the Supplier shall (a) immediately consult with ATIC and/or INOTEK 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), if reasonably so requested by ATIC and/or INOTEK.

**7. Packing requirements:**

Packing of goods and should be performed as per standard procedures: it is the responsibility of the selected supplier to ensure that the delivered goods are intact/not tampered with. Damaged items will not be received and should be replaced with a new one of the same specifications.

**8. Customs clearance:** of goods shall be done by the supplier (if applicable).

**9. Subcontracting arrangements:**

During the execution of the renovation works, shall the main contractor will be the hiring subcontractors, the offer must clearly identify the subcontractor(s), contact information of subcontractor(s), and the work they will perform, including the share (%) in the offer that is planned to be subcontracted (the Offeror will provide all the necessary documents required in this RFQ or additional information required by ATIC and/or INOTEK related to the proposed subcontractor). ATIC will not refuse an offer based upon the use of subcontractors; however, ATIC retains the right to approve or reject the specific subcontractors selected. In case of a change of subcontractors during contract implementation, the Contractor shall inform ATIC and obtain its approval for the new subcontractor(s).

**10. Source/Nationality/Manufacture:** In any case, offerors may not offer or supply any goods or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the countries included in EU and UN sanction lists ([www.sanctions.eu](http://www.sanctions.eu), <https://scsanctions.un.org/search/>).

**11. Warranty:** The warranty on works and materials shall be as specified in Section 3 of the RFQ.

**12. Taxes and VAT:**

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country/Moldova. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. If any exempt charges are paid by the Contractor, they will not be reimbursed to the Contractor by ATIC and/or INOTEK. The Contractor shall immediately notify ATIC and/or INOTEK if any such taxes are assessed against the Contractor or its subcontractors/suppliers at any time. The Contractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Contractor and who are directed to work as required under this Contract. The Contractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which Contractor is normally responsible as a result of operating its business.

**13. Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award.

*Please see details at chapter 14. Evaluation and Award.*

### **Only one Offer allowed**

The Offeror (including the Lead Entity on behalf of the individual parties of any Joint Venture/ Consortium/ Association) shall submit only one Offer, either in its own name or, if a joint venture/ Consortium/ Association, as the lead entity of such Joint Venture/Consortium/Association. Offers submitted by two (2) or more

Offerors shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) they have the same legal representative for purposes of this RFQ; or
- c) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Offer of, another Offeror regarding this RFQ process;
- e) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Bid under its name as lead Bidder; or
- f) some key specialists proposed to be in the team of one Offeror participate in more than one Offer received for this RFQ process. This condition relating to the specialists does not apply to subcontractors being included in more than one Offer.

### **14. Evaluation and Award:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a **lowest-price, technically-acceptable basis**, business experience, the visual aspect of the work to be performed, similar objects in the past and short production and installation terms. The delivery period will also play an important role in case of the lots requiring the priority delivery.

### **Confidentiality**

- Information relating to the examination, evaluation, and comparison of Offers, and the recommendation of contract award, shall not be disclosed to Offerors or any other persons not officially concerned with such process, even after publication of the contract award.
- Any effort by an Offeror or anyone on behalf of the Offeror to influence ATIC and/or INOTEK in the examination, evaluation and comparison of the Offers or contract award decisions may result in the rejection of its Offer, at ATIC's and/or INOTEK's decision.

### **Evaluation of Offers**

ATIC will conduct the evaluation solely based on the Offers received. Evaluation of Offers shall consist of the following steps:

- a) Preliminary Evaluation including Eligibility
- b) Arithmetical check and ranking of Offerors who passed the preliminary evaluation stage by price.
- c) Qualification assessment
- d) Evaluation of Technical Offers
- e) Evaluation of prices

### **Preliminary evaluation**

ATIC shall examine the Offers to determine whether they are completely responding to the minimum documentary requirements, whether the documents have been properly signed, and whether the Offers are generally in order, among other indicators that may be used at this stage. ATIC reserves the right to reject any Offer at this stage.

**Eligibility and Qualification Evaluation**

Eligibility and Qualification of the Offeror will be evaluated against the Minimum Eligibility/Qualification requirements specified in the RFQ based on a Pass/Fail basis.

The evaluation committee will analyze all proposals according to the evaluation criteria mentioned in the table below:

EVALUATION CRITERIA		MAXIMUM OBTAINABLE POINTS	
<b>I.</b>	<b>Technical Evaluation</b>	<b>70 pts</b>	
1	Full compliance of offered goods to the Technical Specifications and required quality standards & detailed technical description of offered goods	15 pts	15 pts – compliant & full detailed 10 pts – compliant but partially detailed 0 pts – not compliant
2	Availability of certificates of quality and origin for the offered goods/materials	5 pts	5 pts – all certificates sent 0 pts – some certificates are missing
3	Acceptability of after-sales service capacity and warranty for a period of one year after delivery and acceptance by ATIC	10 pts	10 pts – availability of a service center 0 pts – no warranty service
4	Minimum 3 years of experience in supplying of furniture goods (minimum 3 reference letters over the past 3 years)	10 pts	5 pts – 3 years 1 pts – for each additional year of experience (5 +1+1+1+1+1)
5	Proposed timeline of delivery	30 pts	30 pts – shorter than required period per LOT 25 pts – as requested per LOT 10 pts – longer than requested per LOT, but reasonable and acceptable. 0 pts – longer than requested, not reasonable and unacceptable
<b>II.</b>	<b>Financial Offer (Gross amount)</b>	<b>30 pts</b>	minimum offer - 30 pts; Evaluated offer pts = (lowest offer x 30 pts)/evaluated offer
<b>TOTAL SCORE</b>		<b>100 pts</b>	

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ATIC reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, ATIC reserves the right to conduct any of the following:

- ATIC may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, ATIC may issue a partial award or split the award among various suppliers, if in the best interest of the Project (even within a LOT).
- ATIC will contract in the limits of the available project funds (based on reduced BoQs

within each particular LOT).

- ATIC may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that Donors are not party to this solicitation and the offeror agrees that any protest hereunder must be presented - in writing with full explanations - to ATIC for consideration, Donors will not consider protests regarding procurements carried out by implementing partners. ATIC, at its sole discretion, will make a final decision on the protest for this procurement.

## **15. Terms and Conditions:**

This is a Request for Quotations only. Issuance of this RFQ doesnot in any way obligate ATIC and/or INOTEK or the Project to make an award or pay for costs incurred bypotential offerors in the preparation and submission of an offer.

This solicitation is subject to ATIC's and/or INOTEK's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note that the following terms and conditions will apply:

- a) ATIC's and/or INOTEK's standard payment terms are 15 banking days after provision and acceptance of reports for completed works approved by ATIC and/or INOTEK representative as well as correct payment documents (invoice, fiscal note). Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- b) Any award resulting from this RFQ will be fixed price contract.
- c) Advance allowed for LOTs to be negotiated with the supplier.
- d) Payment will be made in MDL, via wire transfer to the account specified in the Contractor's invoice. Payment of unpaid balances will be made upon completion and final acceptance of goods by ATIC. Any invoices for services rendered and deliverables submitted - but not accepted by ATIC - will not be paid until the Subcontractor makes sufficient revisions to the deliverables such that ATIC may approve the deliverables and thus the invoice.
- e) Payments will be made from separate accounts depending on Donor, thus separate invoices will be provided by the Supplier for goods financed from different sources (guidance from ATIC to be provided before invoicing);
- f) *No goods, services or works may be provided, that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the countries/entities mentioned and/or included in the EU and UN sanctions list comprehensive mapping of existing programmes, capacities and needs of refugees and vulnerable categories of women in regions;*
- g) EU laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- h) Economic resources provided by the EU under this Project shall not be made available to, or for the benefit of, third parties - whether entities, individuals or groups of individuals - designated by the EU and/or UN Security Council as subject to restrictive measures in the lists provided at [www.sanctionsmap.eu](http://www.sanctionsmap.eu) ("EU Restrictive Measures") and/or <https://scsanctions.un.org/search/> (United Nations Security Council).  
Implementing Partner (ATIC) shall cooperate with Sida and/or the Contracting Authority in assessing if the third parties - whether entities, individuals or groups of individuals - identified by the Cooperation Partner as recipients of funds in connection with the implementation of the respective Contribution Agreement fall under the scope of EU Restrictive Measures. In the event that such recipients would fall under the scope of EU Restrictive Measures, the Cooperation Partner shall promptly inform Sida and/or the Contracting Authority.

- i) The title to any goods supplied under any award resulting from this RFQ shall pass to ATIC and/or INOTEK following delivery and acceptance of the goods by ATIC and/or INOTEK. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to ATIC and/or INOTEK.

*At any time during the validity of the quotation, the Company shall not make any changes in the unit prices, due to escalation, inflation, exchange rates fluctuation, or other market factors, after the receipt of the quotation.*

*At the time of awarding the Contract, ATIC and INOTEK reserves the right to increase or decrease the quantity of services and/or goods, if it exceeds the available budget for the works indicated in this RFQ, without changes to the price unit or other terms and conditions. If any such change(s) causes an increase or a decrease in the cost, or the time required for the performance, or any part of the work, an equitable adjustment shall be made in the total cost or delivery schedule, or both, and the contract shall be signed accordingly.*

**16. Penalty for delays:**

The Contract (s) resulting from this RFQ will include the below penalty clause:

Without affecting any of the other rights and remedies of ATIC and INOTEK, including but not limited to those mentioned in ATIC and INOTEK Contract terms and conditions, if the Contractor fails to provide the ordered goods and or services, as per the time frame set out in the relevant contract, or in case ATIC and INOTEK determines that the goods /services provided by the Contractor do not comply with the requirements of the contract, ATIC may apply penalty fees to the Contractor. ATIC and INOTEK may deduct the calculated penalty from Contractor's invoice(s)/fiscal note(s). The penalty amount will be determined as 0.5%/day of delay of the goods/services undelivered on time or which do not correspond to the required quality, until the compliant delivery of goods/services. The payment of the penalty will not relieve the Contractor from any of its obligations and liabilities set up in the signed contract.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFQ: the list of documents as per Section 1, p.5 Mandatory documents to be submitted:

### Section 3:

#### TECHNICAL REQUIREMENTS AND SPECIFICATIONS

The table below contains the List of the required goods/services. Offerors are requested to provide quotations, including the technical specifications of the furniture items, containing the information below on official letterhead or official quotation format (As per FORM F – Quotation Form).

For graphic presentation of each item and details please refer to Annex 1 – Detailed Furniture Design.

Item	LOT's description	Quantity	Delivery time
<b>LOT 1</b>	<b>LOT of Office, Desk, Café, Lounge Chairs, and Bean Bags</b>		
<b>Item #</b>	<b>Item Name</b> (for minimum technical specification requirements see Annex 1 - Detailed furniture design)	<b>Total Quantity</b>	<b>Delivery timeframe</b>
Item 1	Conference room chairs / Scaun pentru sala de conferinte "Tip S1": Colors: black, red, green, blue, orange, gray	200 pcs	Up to 30 calendar days from contract issue, but no later than by May 09th, 2025
Item 2	Office chairs / Scaune pentru birou "Tip S2"	200 pcs	
Item 3	Cafe chairs / Scaune pentru cafea "Tip S3"	70 pcs	
Item 4	Cafe bar chairs / Scaune pentru cafea bar "Tip S4"	21 pcs	
Item 5	Armchairs / Scaun-fotoliu "Tip S6"	20 pcs	
Item 6	Bean Bags Charis / Scaune Bean Bags "Tip S5"	20 pcs	
<b>LOT 2</b>	<b>Lot of Kitchens, Counters, Reception Desk, Bar, Cabinets, Wardrobe and Corner Seating Set</b>		
<b>Item #</b>	<b>Item Name</b> (for minimum technical specification requirements see Annex 1 - Detailed furniture design)	<b>Total Quantity</b>	<b>Delivery timeframe</b>
Item 1	Reception Furniture / Mobila Receptie (Pozitia 1)	1 pcs	Up to 30 calendar days from contract issue, but no later than by May 09th, 2025
Item 2	Set: Kitchen furniture + counter + bar for: ground floor, 1st floor / Set: Mobila bucatarie + tejghea + bar pentru: parter, etajul 1 ( Pozitia 2)	2 pcs	
Item 3	Kitchen furniture 2nd floor / Mobila bucatarie etajul 2 ( Pozitia 2/1)	1 pcs	
Item 4	Set: Corner Seating Set furniture (counter + bar) for: ground floor, 1st floor and 2nd floor / Set: Mobila coltar (tejghea + bar) pentru: parter, etajul 1 si etajul 2 (Pozitia 3)	3 pcs	
Item 5	Cabinets with Open and Lockable Compartments/ Dulap cu compartimente deschise și compartimente cu încuietoare (Dulap 1)	6 pcs	
Item 6	Ground floor Wardrobe / Dulap la parter (Dulap 2)	1 pcs	
Item 7	Wardrobe on the 1st floor/ Dulap la etajul 1 (Dulap 3)	1 pcs	
<b>LOT 3</b>	<b>Lot of Office Desks, Café Tables, Coffee Tables, and Pedestal Cabinets</b>		
<b>Item #</b>	<b>Item Name</b> (for minimum technical specification requirements see Annex 1 - Detailed furniture design)	<b>Total Quantity</b>	<b>Delivery timeframe</b>

Item 1	Office desks / Mese oficii (Tip 1)	125 pcs	Up to 30 calendar days from contract issue, but no later than by May 09th, 2025
Item 2	Café Tables / Masa pentru Cafenea (Tip 2)	27 pcs	
Item 3	Coffee Tables / Masuta de cafea (Tip 4)	6 pcs	
Item 4	Mobile under desk Pedestals / Casetiere (Rollbox)	5 pcs	
<b>LOT 4</b>	<b>Lot of Sofas</b>		
<b>Item #</b>	<b>Item Name</b> (for minimum technical specification requirements see Annex 1 - Detailed furniture design)	<b>Total Quantity</b>	<b>Delivery timeframe</b>
Item 1	Reception Sofa / Canapea Receptie	1 pcs	Up to 30 calendar days from contract issue, but no later than by May 09th, 2025
Item 2	Lounge Sofa / Canapea Lounge (Tip S7)	1 pcs	
<b>Warranty and aftersales requirements:</b>			
Warranty: 12 months			
Brand new replacement if purchased unit is beyond repair (1 year after delivery)			
<b>Delivery (transportation) costs included to 1 location: the place of delivery of goods is the Cahul City</b>			
<b>Assembly costs included</b>			
<b>Other direct costs</b> (please specify if any)			