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**TENDER NOTICE**

**Purchase of furniture and equipment for Child-Friendly Spaces**

**Invitation to Tender**

People in Need Slovakia (PIN SK) is pleased to invite qualified contractors or providers of the furniture, equipment and toys and other children related equipment to submit Tenders for consideration in respect of the project realised as one of the Tasks of Sign of Hope projects funded by the German Federal Foreign Office to purchase equipment for 40 CFS (Child Friendly Spaces) in Zakarpattia region.

**Procurement Process**

Open Procedure

**Submission of Quotations**

Quotations have to be submitted before **21.12.2022, 17:00 PM (EET)**

Submission is possible through:

A sealed envelope sent by post to the below mentioned address of the purchaser. Please, annotate on the envelope “**Do not open – Quotation Documents “**as well as the reference number. Also give the reference number in your cover letter.

Reference Number: **SoH-CFS-1**

**Purchaser**

People in Need Slovakia

Mission in Ukraine

Baštová 343/5, 811 03 Bratislava, Slovakia

**Correspondence address**

People in Need Slovakia

Mission in Ukraine

**Petefi sq. 28 88000 Uzhhorod, Ukraine**

**Contact email address:** vitaliy.slyvko@clovekvohrozeni.sk

**Context of the Contract**

The German NGO Sign of Hope e.V. implements a project funded by the German Federal Foreign Office to support internal displaced persons (IDPs) in Ukraine and Ukrainian refugees in Slovakia. PIN SK is a partner organisation to Sign of Hope responsible for arranging 40 CFS (20 Child friendly spaces in the premises and 20 child friendly bomb shelters) around Zakarpattia Region. The main objective of this this task is to establish safe indoor places used for the psychological rehabilitation of the children from IDPs community and other affected population and decrease the stress of the children from long stay in bomb shelters trough friendly furnishing and quality equipment. Target population is provided with quality psychological, recreational, creative and educational activities.

**Terms of contract**

One-time purchase and service contact

**Technical Specifications**

# **General Requirements**

* 1. **Overview and Objective of Project**

PIN SK is seeking a qualified company or companies to provide the products for 40 CFS.

The tender will be made up of **6 Lots,** all the items will be equally/proportionally distributed among all the CFS.

**Lot 1: Furniture**

**Lot 2: IT Equipment**

**Lot 3: Toys, table games and books**

**Lot 4: Stationery**

**Lot 5: Decoration goods and carpets**

**Lot 6: Materials and equipment for the small repairs**

Suppliers can bid for a single, or multiple lots. However, each lot will be evaluated separately.

Alternative offers will not be accepted.

PIN SK reserves the right to award the contract based on the first and non-negotiated quotation.

* 1. **Costing**

Please not that pricing is one of the most important part of the scoring. The bidder should also consider the next statements:

* All pricing should be inclusive of VAT and in EURO (€).
* Pricing to be valid for 90 days from the due date of the response.
* Prices will be fixed and firm for the duration of the contract.

**1.3 Non-Consideration of a Tender Response**

The PIN SK has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The PIN SK may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the PIN SK to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

1. **Contract Conditions**
   1. **Standards**

All goods should meet quality standards be safe for the children and consist only parts and material which are not dangerous for the children. Primarily, the contractor is responsible for complying with the European Standards that are relevant to this project – e.g. usage of EN standards.

If there is evidence that the goods do not confirm to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the above-mentioned regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

* 1. **Purchase Order and Contract Agreement**

The successful contractor will enter into an agreement with PIN SK. In addition, a purchase and service contract (Annex 1) with agreed terms and conditions will be provided for both the PIN SK and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

**Please note: as the PIN SK is not registered in Ukraine, and payments will be done in EURO, organisation should have and active EURO account. Type of the operation – export without border crossing.**

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the PIN SK.

Please note: The good are expected to be delivered to PIN SK warehouse in Velykyi Bereznyi upon agreement (Transcarpathian region, Uzhgorod district, Velikiy Berezny, Shevchenka street, building 91).

**2.3 Timeframe**

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| --- | --- |
| Invitation to Tender | 24 of November 2022 |
| Bidder Question regarding the tender until | 13 of December 2022 2022 till 17.00 PM, EET |
| **Submission of quotations until:** | **21 of December 2022 till 17.00, EET** |
| Information about planned awarding | Estimated 23 of December, 2022 |
| Award of Contract | Estimated of 23 December, 2022 |
| Binding period, day until which the quotations have to remain valid | At least 40 days after award of contract |
| Final delivery day specified (the latest)  Lot 1  Lot 2  Lot 3  Lot 4  Lot 5  Lot 6 | 16.1.2023 (50%), 30.1.2023 (50%)  16.1.2023 (50%), 30.1.2023 (50%)  16.1.2023 (50%), 30.1.2023 (50%)  16.1.2023 (50%), 30.1.2023 (50%)  16.1.2023 (50%), 30.1.2023 (50%)  16.1.2023 (50%), 30.1.2023 (50%) |

**2.4 Required Documents**

Your quotation shall contain the prices for individual items and services as well as the total price, including side expenses (delivery, assembly, warranty etc.) (incl. VAT).

Accepted languages of the quotations: Ukrainian, English

**Please attach also:**

* Company Registration
* Self-declaration stating the payment of taxes and the fulfilling of social security requirements for your employees, as well as having no criminal record
* Bank verification or other proof for liquidity
* Timeframe of the earliest possible delivery plans

# **Scope of Works**

* 1. **Vision and Requirements**

The PIN SK has allocated a budget for each category to create CFS with the related quality, play value and maintenance issues. The aim is to create safe Child friendly spaces for the children in different age group for the active socialisation and integration in the friendly environment as also for the less stressful time spending during the air alarms.

* 1. **Technical specification of Lots**

The arranged CFS should refer to the needs of the different age categories.

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| **Lot 1: FURNITURE** | | | |
| Item | description | size | Amount | |
| Book Shelf | Wide 3-tier book shelf, material wood, light colour preferably white | Approximately 70x29 cm, height 120 cm | 80 | |
| Room divider I | Laminate, light colour preferably white, approximately 16 shelves | Approximately 140x35 cm, height 147 cm | 20 | |
| Room divider II | ABS plastic, light colour preferably white, approximately 8 shelves | Approximately width: 72 cm, height: 147 cm, depth: 35 cm | 20 | |
| Round table | Small round table for children´s room, light colour preferably white | Approximately 700x500 mm | 80 | |
| Children´s table | Squared table for children from 2 years old. | Approximately 60x45cm | 40 | |
| Children´s chair I | Chair for children from 2 years old, material wood, squared seat, light colours – mix of colours if possible | Approximately height 50 cm, seat height 30 cm | 160 | |
| Children´s chair II | Small round seat children´s chair, material wood, light colours – mix of colours is possible. | 30x30x30 cm | 160 | |
| Cabinet/TV Stand | Wide cabinet with one shelf. Material wood/melamine, light colours | Approximately width: 80 cm, height: 40 cm, depth: 35 cm | 80 | |
| Sitting bag | Comfortable sitting bag, different colours and shapes. If possible a mix of one colour sitting bags and patterns of animals or football ball. | Approximately 60x90x60 cm | 120 | |
| Chair | Plastic chairs for teenager kids/adults. Different colours. | Approximately Height:  820 mm Depth:  400 mm Width:  420 mm | 120 | |
| Stool | Round wooden stool for kids to sit on, Light colours | Approximately Width:  350 mm Height:  460 mm Depth:  350 mm | 120 | |
| Big table | Big wooden table for school kids, Light colours | Diameter:  1050 mm Height:  760 mm | 20 | |
| Rack | Plastic rack with 3 shelves to put fabric/plastic boxes with toys. | Approximately width: 35 cm, height: 100 cm, depth: 35 cm | 80 | |
| Laundry box | Fabric laundry box/basket | Approximately 35x30x60 cm | 80 | |
| Storage cube/box seat | Stable boxes to sit on with storage space inside. | Approximately height: 30 cm - width: 30 cm - depth: 30 cm | 160 | |

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| **Lot 2: IT EQUIPMENT** | | | |
| Item | description | purpose | Amount |
| Projector | MIN: brightness 3000 ANSI lm  MIN: resolution 1280 × 800px  HDMI connection | Project for showing movies and cartoons | 40 |
| Acoustic system - speakers | MIN: power 20W  bluetooth connection and  3.5 mm audio jack | Suitable for rooms up to 40m2, easily movable | 40 |
| Laptop | MIN: resolution 1920 × 1080,  MIN: RAM 8GB DDR4,  MIN: SSD memory 512GB,  Operating system  Windows in versions MIN 10 installed | Office laptop for presentations and video | 40 |
| Wi-Fi Access Point | cAP ac (International) supports 2412-2484MHz and 5150MHz-5875MHz range  Architecture - RBcAPGi-5acD2nD  CPU - IPQ-4018  CPU core count – 4  CPU nominal frequency - 716 MHz  Dimensions - Round case: ⌀ 136 mm, height: 30 mm; Square case: 145 mm x 145 mm x 30 mm  Size of RAM – at least 128 MB  Storage size - at least 16 MB | Ceiling Access Point | 20 |
| Lamp Spotlight | Spotlight with clip, E27 thread | It serves to supplement the light in some part of the space | 40 |
| Light bulb | LED, thread E27, MIN 6W,  light temperature 3000K | x | 80 |

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| **Lot 3: TOYS AND GAMES** | |
| Item | description | | size | Amount |
| Baby doll - girl | Baby doll for kids aged 2-6 years old, light weight | | Approximately 30 cm | 80 |
| Baby doll - boy | Baby doll for kids aged 2-6 years old, light weight | | Approximately 30 cm | 40 |
| Girl doll | Girl doll for kids 3-6 years old, light weight, casual clothes | | Approximately 40-45 cm | 80 |
| Profession doll | Doll of different professions – doctors, pilots, scientist for kids aged 6-10 years old | | Approximately 40-45 cm | 80 |
| Car toy | Different car toys such as normal car, police car, fire fighter’s car, etc. for kids 3-6-year-old | | Approximately 60x45cm | 120 |
| Construction car set | Different construction toys such as track, bulldozer, road roller, etc. aged 3-6 | | Minimum 5 pieces in package | 40 |
| Soft building blocks | Foam blocks of different colours, safe and soft material for kids aged 2 and above. Purpose: Building different imaginary structures. | | Minimum 11 pieces in package | 40 |
| Kitchen toy set | Kitchen toy set consisting of e.g. pan, pot, cutlery, plates, kitchen ladles, material plastic | | Set of mins 10 items | 40 |
| Puppet toys set | Puppet toys for kids aged 3-6 years old, different patterns | | Min 6 pieces in package | 40 |
| Books I | Books in Ukrainian for kids aged 3-6 years old of different themes – animal fairy tales, weather seasons, etc. Purpose: stimulating creativity and development | | x | 120 |
| STEM set | Set of toys stimulating interest in science, technology, engineering and mathematics | | x | 40 |
| Train set | Wooden, alternatively plastic train set for kids aged 6 above including rails and trains | | x | 40 |
| Puzzles | Different topics puzzles for kids aged 6-12 years old | | Size adjusted to the age of kids | 80 |
| Kinetic sand set | Magical flowing sand set for kids aged 6-12 years old | | x | 40 |
| LEGO | Lego set for kids (both girls and boys) aged 6-12 years old. | | x | 40 |
| LEGO Duplo | Lego set for kids (both girls and boys) aged up to 6 years old | | x | 40 |
| Make-up kit for girls | Kids Makeup Set Girls' Beauty Toys Washable | | Up to 15 pieces in the set | 40 |
| Bracelet Making Kits for Kids | Kids bracelet kit for handmade jewellery | | Standard | 40 |
| SEWING SETS | Sets for the sewing | | Developing sets | 40 |
| Sensorics’ game/carpet | Sensorics’ sets of the materials or the toys | | Sets of 3-4 sensorics toys | 40 |
| Flipchart | Flipchart with papers | | Office size | 15 |
| Football table | Football table for teenagers | | Approximately 104х60х82 cm | 15 |
| Card games | Different card games for teenagers | | x | 80 |
| Board games | Board games with focus on teenagers e.g. chess and others | | x | 80 |
| Books II | Books with focus on interests of teenagers | | x | 80 |
| Boxing bag | Standard | | x | 20 |
| Set of dumb-bells | Set of dumb-bells for teenagers aged 14-18 of different sizes | | 10 pieces in set | 20 |

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| **Lot 4: STATIONERY** | | | |
| Item | description | size | Amount |
| Black magnetic board | Frameless magnetic board for drawing with chalk, easy to install both vertically and horizontally. | Approximately 75x100 cm | 20 |
| Cork board | Cork board with wooden frame easily installed both vertically and horizontally. | Approximately 120x90 cm | 40 |
| Paper in roll | Paper in roll | 5 kg | 40 |
| String/Rope | String/rope for installing children's works on walls | 7m | 40 |
| Office coloured pins | Coloured pins for hanging papers on cork board | Approximately 50 pieces in package | 40 |
| Decorative coloured clothes pins | Decorative clothespins made of wood in different colours | Package of approximately 100 pieces | 80 |
| Crayons | Colourful crayons | Package of min 10 colours | 120 |
| Colouring books | Colouring books of different topics – animals, fairy tales for kinder garden kids and school kids. |  | 120 |
| Chalk pastels | Coloured chalk designed for painting on asphalt and smooth surfaces | Min 12 chalks in package | 120 |

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| **Lot 5: DECORATION AND CARPETS** | | | |
| Item | description | size | Amount |
| Big Carpet | Soft carpet for children to sit and play on | 3x3m | 40 |
| Small Carpet | Soft carpet for children to sit and play on | 2x2m | 40 |
| Box I | Decorative storage box, different colours, material polyester or fabrics | 30x30x30cm | 240 |
| Box II | Transparent storage box, material polypropylene | Approximately 30 l | 80 |
| Blanket | Double blanket with synthetic filling, different colours | Approximately 200x220cm | 200 |
| Decorative cushions | To be placed on carpets for kids to sit on them or play, different colours | Approximately 40x60cm | 200 |
| Tent for kids to play | Fabric and solid wood. Can be washed at 30°C. Different patterns or colours. 230 V | Approximately 120x120 cm, height 148 cm, height 2kg | 40 |
| LED lights garland | LED lights garland of different colours for decorating windows or rooms | 5m | 40 |

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| **Lot 6: MATERIALS AND EQUIPMENT FOR SMALL REPAIRS** | | | |
| Item | description | size | Amount |
| Chalk board paint | Decorative Primacol Chalk Board Paint, black | 0,75 l, 0,9 kg | 45 |
| Brushes | Set of paint brushes of different widths, wooden handle. | 3 pieces in package | 10 |
| Paint rollers | Paint rollers | width 18 cm, with bearing | 10 |
| Handle for paint rollers | Handle for paint rollers | For 18 cm pain roller | 4 |
| Pain Roller Extension Pole | Pain roller extension pole | min 1,2 -1,8m | 4 |
| Set of spatulas for painting | Set of spatulas for painting of different widths | 3 pieces in package | 4 |
| Masking tape | Masking tape for painting walls | width 50mm | 20 |
| Power adhesive tape | PVC reinforced adhesive power tape | width 50mm, length 50m,  reinforced, PVC | 10 |
| Plastic bucket for water |  | Volume 10 l | 4 |
| Cleaning mop | Mop for cleaning floor |  | 4 |
| Washcloths | Washcloths for floor |  | 20 |
| Binding wire | Galvanized binding  wire | diameter 1mm | 2 |
| Set of screws | set of screws and dowels  with a case, min. 100 pcs in a set | min. 100 pcs in a set | 2 |
| Safety work gloves | protective work gloves,  rubberized size 8-9 | Size 8-9 | 120 |
| Snap Off-Knife | Safe | blade width 18mm | 10 |
| Blades for snap off-knife |  | blade width 18mm | 10 |
| Set of nails | Set of nails of different sizes, min 100 pcs in a set | Min 100 pcs in a set | 2 |
| Fast-dry wood stain | Fast-dry wood stain of different colours (e.g. red, blue, yellow, green) | Volume 1 l | 20 |
| Paint Tray | Paint try for paint rollers | Approximately 20cm | 15 |

1. **Evaluation of Quotations/ Award Criteria**
   1. The contract will be awarded to the supplier whose quotation offers the best quality for the reasonable price for the required goods and services and respond all criterion. Should two or more offers achieve the same score, lots will be drawn.

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| ***Criteria*** | ***Information*** | ***Percentage*** |
| **4.1.1** Project  Design (Max 500 words): | Provide a written report on the proposed equipment and design. Specifically scoring will be based on   * Quantity, materials, design rationale * Choice of equipment that encourages development with focus on age, social play and risk proportionate and relevant to the site in question | **25%** |
| **4.1.2** | Total Cost for site – scoring based on a proportionate difference  between quotations | **50%** |
| **4.1.3** Materials and Maintenance (Max 250  words): | Provide a written report on the materials used, and information on the quality and expected longevity.  Specifically scoring will be based on:   * Warranties and what these include or exclude * Details of the materials used for the play equipment or furniture | **25%** |

4.2 Scoring Matrix

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| --- | --- | --- |
| 9-10 | Superior | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant  with comparable contract value and time frames |
| 7-8 | Good | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative  indications or inconsistencies. |
| 5-6 | Adequate | Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort. |
| 3-4 | Below Expectations | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to  correct/overcome and make acceptable. |
| 0-2 | Poor to deficient | Limited or no response provided, or a response that is inadequate, substantially irrelevant,  inaccurate, or misleading. |

**Award**

The information about the planned awarding will be given on 23 of December 2022 by 17:00 EET.

In the event of a possible extension of the tender deadline by the purchaser, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.

**Delivery of Hard Copies**

**Hard copies to be delivered to:**

People in Need SK

Mission in Ukraine

Petefi sq. 28

Uzhhorod

## Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:

‘Tender – PIN SK Playground Project’

**Reference number: SoH-CFS-1** and sent to and arrive no later than: **17:00 EET, 21of December 2022.**

**PLEASE NOTE:**

**OFFICE HOURS ARE: MONDAY TO FRIDAY 09:00 am to 17:00 pm EET**