

**United Nations Development Programme**

HQ FURNITURE REQUEST FORM (FRF)

“Please submit original only”

**Sequential Reference No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be filled by ASD)

|  |
| --- |
| To be Completed by Requesting Unit |
| **Requesting Unit:**  | **Date of Request:**  |
|  **Contact Person:**  | **Contact Number:**  |
| **Signature of Operations manager of requesting unit:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name:** | **Approval by ASD OM ( Due Diligence Approval / Budget Clearance):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name:** |

1. **TYPE OF FURNITURE**

|  |  |  |
| --- | --- | --- |
| **CHAIRS****[ ]  Ergonomic (A,B and C)****[ ]  Visitor /Guest[ ]  Sofa Set****[ ]  Conference** **[ ]  Club “single”** **[ ]  Other (Specify)** | **TABLES****[ ]  L-Shaped Desk (L/R return)****[ ]  Conference[ ]  Round****[ ]  Coffee****[ ]  End** **[ ]  Other (Specify)** | **CABINETS /SHELVES****[ ]  48” BOOKCASES****[ ]  60” BOOKCASES[ ]  2 drawer cabinet with lock****[ ]  Other (Specify** |

|  |  |  |
| --- | --- | --- |
| **Detailed Description/name of items** | **Item Specification** *(Color, size)* | **Quantity** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*\**Please add additional rows based on number of items being requested to above table*

1. **NATURE OF REQUEST**

|  |  |  |
| --- | --- | --- |
|  **REPLACEMENT OF EXISTING FURNITURE****[ ]  BROKEN****[ ]  Exceed Lifespan/Minimum Standards** **[ ]  Other (Specify)**  |  **NEW STAFF** **[ ]  CORE****[ ]  NON-CORE****Kindly Indicate Staff Grade in order to determine entitlements****GRADE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **ADDITIONAL REQUIREMENTS:****[ ]  FOR CORE STAFF** **[ ]  FOR NON-CORE STAFF** |

1. **PROCUREMENT METHOD TO BE USED FOR FURNITURE ITEM:**

|  |
| --- |
| **[ ]  Contracted item(s)****[ ]  Non Contracted item (s)** **[ ]  In-House from stock****[ ]  Other (Specify)**  |

1. **SITE VISIT (REPLACEMENT AND ADDITIONAL REQUIREMENT CASES).**

**Comments of due diligence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(ASD Furniture Focal Point)**

**Name (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **TRACKING REQUEST PROCESSING:**

 **E-Requisition completion date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 PO Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PO sent to Vendor date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Furniture Delivery date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Case Closure Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**       **Signature and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Procurement Associate, ASD/OFM/BMS**