

**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**