

Request for Quotation (RFQ) BPA Furniture Solicitation Overview

Issuance Date:	June 30, 2017
Reference Number:	OPSC-NBO-RFQ-2017-027
Activity Title:	Furniture BPA
Determination of Award:	Lowest Price, Technically Acceptable, highest quality
Introduction:	
Quotation:	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
Evaluation Criteria:	Award will be made to the offeror that meets the minimum criteria and technical specificity for acceptable award at the lowest cost or price.
Award Type:	Blanket Purchase Agreement
Submission Deadline:	July 16, 2017
Submission Address:	Offers to this RFQ shall be submitted through email address: Tenderbox.nairobi@somtisplus.com , with reference “OPSC-NBO-RFQ-2017-027” stated as subject line.
Question & Answers:	Questions on this RFQ may be submitted to procurement@somtisplus.com by COB July 7, 2016
Delivery Location:	Furniture under this BPA will be delivered to different locations in Somalia as per the issued Task order.
Accompanying Annexes:	Annex 1 – Terms & Conditions Annex 2 – Detailed Technical Specifications Annex 3 – Supplier Vendor Cover Letter

ANNEX 1 TERMS & CONDITIONS

- 1.1 Late Submission:** No late submissions will be accepted; however, TIS+ reserves the right to consider submissions past the deadline in order to ensure adequate price competition and/or procurement needs.
- 1.2 Supporting Bid Information:** Supplier-Vendors may elect to submit any company brochures, product documentation, or other supporting information to convey best price and/or discounted offers.
- 1.3 Warranty:** Warranty terms shall be provided for all services and commodities under this RFQ. The warranty coverage must be valid on all services and commodities per the manufacturer standards after delivery, installation and acceptance of the services & commodities, unless otherwise specified in the technical specifications.
- 1.4 Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating countries for this RFQ are Kenya and Somalia. Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- 1.5 DUNS Number:** If the subcontract resulting from this RFQ exceeds \$25,000 and if the successful Offeror had more than \$300,000 gross income during its last tax year, the successful Offeror shall have a DUNS number prior to the subcontract being executed. If the successful Offeror does not have a DUNS number, the successful Offeror shall apply and receive one prior to the subcontract being executed. TIS+ may be able to assist the successful Offeror with securing a DUNS number. The following information will be required for obtaining a DUNS Number: a) Legal Name; b) Headquarters name and address for your business; c) Doing Business As (DBA) or

other name by which your business is commonly recognized; d) Physical address, city, state (country), and Zip/Country Code; e) Mailing Address (if separate from headquarters and/or physical address); f) Contact name and title; g) Number of employees at your physical location; and h) whether you are a Home-Based Business. For more information please visit <http://fedgov.dnb.com/webform/index.jsp>.









- 1.6 **Delivery Location & Time:**As part of its response to this RFQ, each vendor is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting Agreement.
- 1.7 **Packing:** for delivery of commodities, the contract line item number(s) must be clearly written on each box and the contents identified in each box. Packing information will be provided at purchase order award. *Any international shipping carried out under any service agreement resulting from this RFQ must take place on US-flag vessels.*
- 1.8 **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 by the U.S. Government. AECOM will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- 1.9 **Demonstration of Responsibility:** To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor's bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ: Completed Supplier-Vendor Cover Letter, signed by an authorized representative of the Supplier-Vendor with company/contact details (See Annex 2; Official quotation against specifications described in this RFQ; Tax ID&/or Business Registration Number; and Disclosure on Source & Nationality requirements.
- 1.10 **Demonstration of Understanding:** Offeror's response must provide sufficient information to demonstrate understanding of TIS+ needs and requirements, goals, and objectives.
- 1.11 **Negotiations:** It is anticipated that award will be made solely on the basis of original quotations submitted by the supplier-vendor. However, AECOM reserves the right to conduct any of the following :TIS+ 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, TIS+ may issue a partial award or split the award among various suppliers, if in the best interest of the TIS+ Program; TIS+ may cancel this RFQ at any time; TIS+ may reject any and all offers, if such action is considered to be in the best interest of TIS+.
- 1.12 **Deficiencies:** 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. TIS+ reserves the right to waive immaterial deficiencies at its discretion.
- 1.13 **Governance:** Please note that in submitting a response to this RFQ, the Supplier-Vendor understands that USAID is not a party to this solicitation and the Supplier-Vendor agrees that any protest hereunder must be presented—in writing with full explanations—to the TIS+ Program for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. TIS+, at its sole discretion, will make a final decision on the protest for this procurement.
- 1.14 **Payment Terms:** TIS+'s standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. 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.
- 1.15 **Prohibitions:** United States law prohibits 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.
- 1.16 **Title:** The title to any goods supplied under any award resulting from this RFQ shall pass to TIS+ following delivery and acceptance of the goods by TIS+. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to TIS+.
- 1.17 **Restrictions:** No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- 1.18 **Brand Name or Equal:** If an item in this solicitation is identified as "brand name or equal," the purchase description reflects the characteristics and level of quality that will satisfy TIS+' needs. The salient physical, functional, or performance characteristics that "equal" products must meet are specified in the solicitation. Unless the offeror clearly indicates in its offer that the product being offered is an "equal" product, the offeror shall provide the brand name product referenced in the solicitation









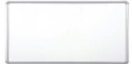
ANNEX 2









DETAILED TECHNICAL SPECIFICATIONS









NOTE: All equipment, labor, materials, freight, handling, insurance, warranty, and other associated costs are to be included in the cost quoted. Specifications indicate a minimum standard. Any offer, which proposes like quality, design or performance, will be considered, providing sufficient descriptive literature, specifications sheets, catalogs, etc. are included to properly evaluate the equivalency.







No.	Item	Image		Unit Price
1.	Plastic Table 4 - Foot Outdoor Plastic folding Table: Specification(cm): 122L x 61W x 71H Folded size(cm): 122L x 61W x 5H Color White			
2.	Modern office Tables - three drawers, L shaped size			
3.	Executive office desks-L shaped			
4.	Wooden Desk (appx 140 x 65 cm) w/ storage space Color Medium to Dark Wood			
5.	1.8 m steel desk w/ leather/vinyl/soft work surface. Please quote drawers on 1-side & both sides of the desk. Color khaki or gray.			







6.	1.6 m steel desk w/ leather/vinyl work surface. Please quote drawers on 1-side of the desk. Color khaki or gray.			
7.	1.4 m steel desk w/ leather/vinyl work surface. Please quote drawers on 1-side of the desk. Color khaki or gray.			
8.	Non-folding Plastic Chairs with Arms, Color White			
9.	Folding, Durable Plastic Chairs, Color White			
10.	Executive Desk Chair, Swivel, Leather, Arm Rest, Wheels, Lumbar Support, Black Color with wood and/or metal finishing, Adjustable height			
11.	Office Desk Chair, Mesh, Swivel, High Back with Arm Rest, Wheels, Color Black, Adjustable Heights, Lumbar Support			
12.	High Back Desk Chair, Cloth, Swivel, Wheels, Arm Rest, Durable, Cloth, Lumbar Support			
13.	3-seat reception area sofa made of wood or steel, cloth fabric, easy-to-clean. Color Blue or Black.			

14.	Electric Table Fan, 16 inches, 3-5 Speed, Durable, 240 Voltage, Durable, Color White or Black			
15.	Steel Bed - Single 1900 x 900 x 670mm			
16.	Mattress - Single Length: 189 cm Width: 92 cm Thickness: 18 cm			
17.	Steel Padded Chair without arms, high back, cloth material, color Black			
18.	Steel Padded Chair with arms High Back Chair Black cloth with arm rests			
19.	Heavy Duty Steel Folding Chair Color Black or Metal			
20.	Steel Padded Basic Chair, Cloth, Lightweight, Black, Red, Blue, Green or Gray color			
21.	Waste Bins Small/Individual Size w/ open face Medium Size w/ lid			
22.	Dry Erase White Board. Size: 550 x 12 x 1000mm			

23.	Dry Erase White Board. Size: 550 x 12 x 1200 mm			
24.	Dry Erase White Board. Size: 550 x 12 x 2000mm			
25.	Kitchen Table w/ Chairs, Seats 4, Square, Durable Wooden, Metal or Plastic Frame.			
26.	Wooden Wardrobe with inside drawers for storage, in medium or dark wood finish.			
27.	Loveseat sofa, cloth cushions, wooden or wicker frame, lightweight but durable.			
28.	Sofa chair, cloth cushion, wooden or wicker frame, lightweight but durable.			
29.	Coffee table, wooden or other durable material, size small to medium.			
30.	small to medium size night stand, wooden or other durable material			

31.	Floor fan (flat or w/ pole), plastic or metal frame, lightweight, 240 V, variable speeds, color white, blue or black.			
32.	27 kgs Fire Proof Safe with Dial Lock 336 (w) x 325 (l) x 444 (H) in mm			
33.	51 kgs fire proof safe with either key or dial lock – 480 (w) x 400 (l) x 377 (H) in mm			
34.	95 KGs fire proof safe with dial locks 463 w x 512 l x 665 x h in mm			
35.	Steel/Metal Cabinet w/ Lockable Door Steel 78" High Storage Cabinet with Locking Swing Out Doors, 36w x 24d, Light Gray			
36.	Steel/Metal Cabinet Door (no lock) Steel 78" High Storage Cabinet with Locking Swing Out Doors, 36w x 24d, Light Gray			
37.	Steel/Metal Cabinet 2-door filing cabinet with lock, Color Light Gray or Khaki			
38.	Office shelf-2m high and 80cm wide-three layers with doors			

39.	Wooden Cabinet w/ Open Case, Adjustable Shelves, Durable, Color Dark or Medium Wood			
40.	Steel Shelving, Holds 3800 lbs. of evenly distributed weight Assembles with only a rubber mallet Assembles vertically or horizontally to fit most any space Durable black powder coat finish Rugged Particle board shelves			
41.	Utility Table Non-folding legs for added stability Finish on legs and apron helps resist damage Glides on feet protect floor Enamel finish on apron for protection			
42.	Single, Durable Locker Heavy gauge, all-steel construction and strong uni-body design stand up to tough conditions; Convenient storage with shelf, bar and double hook; Raised 6" off the floor for easier access and perforated for ventilation GREENGUARD Indoor Air Quality Certified			
43.	Conference Room table with chairs, Rectangular Shape, seats up to 6 people, built in openings for chords and plugs, wood finishing (dark or medium color)			
44.	Conference Room table with chairs, Rectangular Shape, seats up to 8 people, built in openings for chords and plugs, wood finishing (dark or medium color)			

45.	Conference Room table with chairs, Rectangular Shape, seats up to 16 people, built in openings for chords and plugs, wood finishing (dark or medium color)			
46.	Conference Room table with chairs, Oval Shape, seats up to 6 people, built in openings for chords and plugs, wood finishing (dark or medium color)			
47.	Conference Room table with chairs, Oval Shape, seats up to 8 people, built in openings for chords and plugs, wood finishing (dark or medium color)			
48.	Conference Room table with chairs, Oval Shape, seats up to 16 people, built in openings for chords and plugs, wood finishing (dark or medium color)			
49.	Mini Refrigerator for office - 2.5 cubic feet			
50.	Small Electric tea Kettle for Office- 8 cups capacity excellent quality			

PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION	
Payment Terms	
Price Validity	
Payment Schedule	
Delivery date no of days after order	

Supplier-vendors are required to take the following points into considerations and prove in documents if available:

- Submit a quotation in response to this RFQ using the template provided above
- Vendors should quote for brand new, unused, well packed items.
- TIS+ will notify the vendor winning this BPA before 3 business days before the proposed ordering any of the furniture. Delivery date per order should be specified in the table above.
- This is an RFQ for BPA only, proposed prices shall be valid for one year (12 months) from the day of placing a contract with the winner
- Charges against the use per one order per time will be made against the price quoted in this RFQ.
- TIS+ reserve the right to contract each item for different vendors, TIS+ is not obliged to give all of the items to the same vendor, TIS+ prefer to give all items to the same vendors, but will split if deemed necessary.
- If awarded, the award under this BPA is up to \$149,999 USD or Twelve Months (12) whichever ends earlier.
- Delivery of the furniture is to any destination within Somalia is on the vendor cost, outside Somalia, will be discussed and negotiated within the vendor.
- Proposals must include pictures of the proposed items
- Proposals must include installation/assembly

ANNEX 3
SUPPLIER-VENDOR COVER LETTER

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the Supplier-Vendor:

To:

Reference:

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer in the amount of USD _____ (also write in words) to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any TIS+ project staff members;
- We have no close, familial, or financial relationships with any other Supplier-Vendors submitting proposals in response to the above-referenced RFQ;
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other Supplier-Vendor or competitor for the purpose of restricting competition;
- All information in our proposal and all supporting documentation is authentic and accurate; and,
- We understand and agree to TIS+ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Procurement Ethics

Neither payment nor preference shall be made by either the Bidder, or by any TIS+ staff, in an attempt to affect the results of the award. TIS+ treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and TIS+ employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidder or the TIS+ staff may report violations to the ethics and compliance anonymous via email to ethics@somtisplus.com. TIS+ ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Bidder's participation in this, and all future procurements.