

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE
RFQ NO. N_871-UGA_20

Date: October 1, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for Office Furniture described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of office furniture units, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on uga-tenders@idlo.int and mention **RFQ NO. N_871-UGA_20** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
IDLO Uganda


Annex A
Instructions to Bidders



a. Description of requested office furniture	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before October 8, 2020 at 17:00 hours Kampala, Uganda local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: uga-tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	Plot 9, Saddler Lane, Naguru, Kampala, Uganda
j. Delivery Terms	Goods will be delivered within 14 calendar days after Purchase Order or contract signature by last party.
k. Customs clearance , if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	Uganda Shillings <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes



n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Uganda Revenue Authority (URA) Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Others
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price <p>IDLO reserves the right to view and test the goods mentioned in the Bidder's quote at its own discretion prior to making the award.</p>



ANNEX B
TECHNICAL SPECIFICATIONS



Specifications for Office Furniture



Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
1.	Office Chair	<p>The staff office chairs shall meet the following specifications.</p> <p><u>Technical specifications.</u></p> <p>Office Chair:</p> <ul style="list-style-type: none"> • Swivel: Pneumatic seat height adjustment and 360-degree swivel • Arms: Height-adjustable arms • Ergonomic Posture Support • Material: sandwich mesh, fire retardant • Weight capacity: 250 pounds or above • Dimensions minimum: 25¾"W x 25"D x 44½"H • Colour: black 	Pieces	11
2.	Office table	<p>The managers' office tables shall meet the following specifications.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> • Dimension of the table is approximately L200*W90*H75cm. • The table shall have a wing table with approximate dimensions of 120cm*45*70cm and shall be fabricated in good quality timber. • The table will have at-least three drawers. • The table shall have steel frames with rubber at the bottom. • The table shall have timber or plywood deck protected with anti-scratch material. (See photo sample below) 	Pieces	4




Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
				
3.	Office tables	<p>The office tables shall meet the following specifications.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> • Dimension of the table is approximately L160*W60*H75cm • The table shall have at-least 3 lockable drawers. • The table shall have metallic legs with rubber at the bottom. <p><i>(See photo sample below)</i></p> 	Pieces	7
4.	Meeting Table (10-seater)	<p>The meeting/conference table shall meet the following specifications.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> • The table shall be fabricated from good quality timber properly painted with anti-scratch paint. • The frame of the table shall be of good quality steel painted with a good color. • The table should include a wire management trough or a power/data access port. • The total length of the conference table shall be around 320cm, the width 110cm and the height 75cm. Alternatively, two tables of 1.6 meter lockable together could be accepted instead of one table. <p><i>(See photo sample below)</i></p>	Piece	1

Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
				
5.	Conference Table (20-seater)	<p>The conference table shall meet the following specifications.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> • The table shall be fabricated from good quality timber properly painted with anti-scratch paint. • The frame of the table shall be of good quality steel painted with a good color. • The table should include a wire management trough or a power/data access port. • The total length of the conference table shall be around L480*W120*H75cm. <p><i>(See photo sample below)</i></p> 	Pieces	1
6.	Steel File Cabinet	<p>The office steel cabinet shall meet the following requirements</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> • Dimensions of the cabinet should be 1350 mm height *650 mm length*460mm width. • The cabinet should be fabricated from 0.8 mm thick steel sheet prepared with good quality lock • The cabinet should have 4 drawers 	Pieces	1

Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
		<ul style="list-style-type: none"> The cabinet shall be painted with anti-scratch and thermal electrostatic painting to the color required. 		
7.	Office Steel cabinet with glass	<p>The steel cabinets should meet the following requirements:</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> Dimension of the Cabinet should be 1740 mm height, 900 mm width and 400mm depth The steel cabinet should be fabricated from 0.5 mm thick steel sheet prepared with good quality locks. The steel cabinet should have a minimum of 4 drawers and two doors. The steel cabinet should be painted with anti-scratch and thermal electrostatic. The Cabinet should be painted to the color required (see sample below) 	Pieces	2
8.	3 Door bookshelf cabinet with glass	<p>The bookshelf cabinet should meet the following requirements:</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> Dimensions of the bookshelf cabinet should be length 200cm, Width 120 cm and *depth 40cm. The bookshelf cabinet should have 3 doors (2 doors covered with glass and 1 door with good quality wood). The bookshelf cabinet should have a minimum of 3 drawers and two doors. The bookshelf should have good quality locks. 	Piece	1

Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
		<ul style="list-style-type: none"> The color required is brown (see sample below). 		
9.	Visitors Chairs with Fixed armrests.	<p>The managers' visitors' chairs shall meet the following requirements.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> Dimension of the chair shall be of (420mm*400mm*370 mm) The raise of the back rest shall be 400 mm. The chair shall have fixed armrests and 4 static legs. The seat of the chair is covered with sphinx 50 mm thick and the back rest with 20 mm thick sphinx covered with good quality cloth. The chair shall be painted with anti-scratch and thermal electrostatic painting to the color required. (see sample below). Weight capacity: 250 pounds or above Color; black 	Pieces	5
10.	Meeting room chairs	<p>The meeting room chairs shall meet the following specifications.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> Swivel: Pneumatic seat height adjustment and 360-degree swivel Arms: fixed armrests and adjustable height with 5star castor base Material: sandwich mesh, fire retardant Weight capacity: 250 pounds or above Low back mesh chair (mesh back for back) Dimensions minimum: 25¾"W x 25"D x 44½"H 	Pieces	10

Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
		<ul style="list-style-type: none"> Color: black with silver coated arms with PP padding. 		
11.	Conference/Boardroom chairs	<p>The conference/boardroom chairs shall meet the following specifications.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> Swivel: Pneumatic seat height adjustment and 360-degree swivel Arms: Height-adjustable arms Ergonomic Posture Support Material: sandwich mesh, fire retardant Weight capacity: 250 pounds or above Dimensions minimum: 25¼"W x 25"D x 44½"H Colour: black 	Pieces	20
12.	Reception Chair	<p>The reception chair shall meet the following requirements.</p> <p><u>Technical specification.</u></p> <ul style="list-style-type: none"> Material: mesh Style: Executive mesh swivel chair Size: Standard Size Armrest: PP Armrest Function: Seat Height Adjustable Mechanism: Butterfly Mechanism Weight capacity: 250 pounds or above Dimensions: L62*W61*H109.5-119.5 Base: Nylon Color: Black 	Piece	1

Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
				
13.	Reception Desk	<p>The reception desk shall meet the following requirements.</p> <p>Technical specification.</p> <ul style="list-style-type: none"> • Dimension: 2400W*600D*1050H • Material: Wood with Surface Scratch Resistant • Color: walnut • The reception desk shall be of very high-quality wood. • weight: 100.000 kg • See sample below 	Piece	1
14.	Office coffee Table	<p>The office table shall meet the following requirements.</p> <ul style="list-style-type: none"> • Dimensions: 18H*48W*26D • The table shall have a bottom storage drawer. • The table shall have casters for easy movement. • The table shall be of high-quality hardwood with a perfect finishing. <i>(see sample below)</i> 	Piece	1
15.	Reception visitors' chairs (single sitter)	<p>The reception visitors' chairs shall meet the following requirements.</p> <ul style="list-style-type: none"> • Size: Standard size for single seater sofa • Sponge: 35-45 High density form. 	Pieces	5

Lots	Item Name	Item Specification	Unit of Measure	Quantity
Note: All items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be inclusive of assembling and fixing all items properly at delivery location				
		<ul style="list-style-type: none"> Color: Customized (different fabrics and colors will be selected by IDLO). The inner frame material shall be good quality wood. Material shall be good quality fabric. 		

Specifications for After-Sale Service for Office Furniture

Lots	Description
Lot 1	Replacement unit to be provided when the purchased unit is under repair
Lot 2	Warranty: Minimum one (1) year
Lot 3	Brand new replacement if purchased unit is beyond repair

ANNEX C
SUPPLIER'S QUOTATION

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per RFQ NO. N_871-UGA_20

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Annex B Technical Specifications and Requirements

Lots	Item	Unit measure	Quantity	Unit Price in Uganda Shillings (UGX)	Total amount in Uganda Shillings (UGX)
1.	Office Chair				
2.	Office table				
3.	Office tables				
4.	Meeting Table (10-seater)				
5.	Conference Table (20-seater)				
6.	Steel File Cabinet				
7.	Office Steel cabinet with glass				
8.	3 Door bookshelf cabinet with glass				
9.	Visitors Chairs with Fixed armrests.				
10.	Meeting room chairs				
11.	Conference/Boardroom room chairs				
12.	Reception Chair				
13.	Reception Desk				
14.	Office coffee Table				
15.	Reception visitors' chairs (single sitter)				
Sub-total					
Taxes (if applicable)					
Total amount including taxes					

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: 14 calendar days from signature of Purchase Order.			
Warranty and After-Sales Requirements			
Lot 1) Replacement unit to be provided when the purchased unit is under repair.			
Lot 2) Warranty: Minimum one (1) year			
Lot 3) Brand new replacement if purchased unit is beyond repair			
Validity of Quotation (60 days)			
Other requirements- All provisions of IDLO General Terms and Conditions for the Procurement of Goods and the Supplier Code of Conduct.			

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for goods and services 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20goods%20and%20services%202020.pdf)

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