

Request for Quotation (RFQ)
for
SUPPLY OF OFFICE FURNITURE FOR SDMA & DDMA
under
Disaster and Climate Resilience
Improvement Project
(DCRIP) AJ&K

April, 2017



OFFICE OF THE PROJECT DIRECTOR, DISASTER & CLIMATE
RESILIENCE IMPROVEMENT PROJECT (DCRIP),
NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY,
GHARIPAN, JALALABAD ROAD MUZAFFARABAD AZAD KASHMIR

Section 1

Request for Quotation (RFQ)

To:

M/S _____,

Date :

Procurement Reference : PK-PIU AJK-11522-GO-RFQ
(Contract Identification No)

**SUBJECT: REQUEST FOR QUOTATIONS FOR PACKAGE-7 PROCUREMENT OF
OFFICE FURNITURE FOR SDMA & DDMA UNDER "DISASTER AND
CLIMATE RESILIENCE IMPROVEMENT PROJECT" DCRIP AJK**

1. The Implementing Agency indicated above invites your quotation for the Furniture's described below.
2. The Government of the state of Azad Jammu & Kashmir has received a loan from the World Bank, and intends to apply the proceeds of this grant to eligible payments under the PO for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the National Shopping Procurement method contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised in July 2014 and the procedures described herein.
3. You are invited to submit your price quotation(s) for the supply of **Furniture for SDMA & DDMA** under Disaster and Climate Resilience Improvement Project: as per specifications mentioned in Section III. You must quote for all the items under this Invitation. Price quotations will be evaluated for all the items together and PO will be awarded to the firm offering the lowest evaluated total cost.

4. Your quotation(s) must be marked “**QUOTATION FOR SUPPLY OF FURNITURE**” and should be addressed to;
Project Director,
PIU-DCRIP AJK
NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY, GHARIPAN, JALALABAD
ROAD MUZAFFARABAD AZAD KASHMIR
5. Your quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing after sales service facilities in Muzaffarabad and Pakistan.
6. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 4 is on or before 04:00 PM at 11th May, 2017.

You quotation(s) should be submitted as per the instructions contained in the Quotation Documents.

Prices: The prices should be quoted in Pak Rupees and should be inclusive of all supply charges and admissible taxes

Evaluation and Award of Purchase Order: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices, in addition to the eligibility and qualification requirements outlined in the Section-II of Quotation Documents. The award will be made to the firm offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.

Validity of the Offer: Your quotation(s) should be valid for a period of 90 days from the date of receipt of quotation(s) indicated in Paragraph 6 above.

Section II

Instructions for Preparing Quotations

1. Scope of Procurement:

Invites price quotations for procurement of Furniture for SDMA & DDMA as described in the Specifications Section III attached. The successful supplier will be expected to complete the delivery of Furniture within due time.

2. Eligibility to Quote:

National Suppliers duly registered with tax authorities may be eligible to participate only if they also:

- a. Submit Proof of registration with the Income Tax Department and Sales Tax Department with the quotation. (Failure to enclose these documents would result in rejection of quotation)
- b. Submit only one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.

3. Qualification of the Supplier:

To qualify for award of the Contract, a Supplier shall meet the following minimum qualifying criteria:

- a. As Manufacturer/Supplier/Authorize Representative must have at least Three Years of experience in manufacturing/Supplying of Furniture similar to the Furniture mentioned herein. (Proof of same will be provided)
- b. As Supplier must have at least Three years of experience in supplying, installing and providing after sales services of Furniture similar to the goods mentioned herein. Documentary evidence, *inter alia*, Authorized Dealership Certificate must be provided with the quotation.
- c. Import License, where applicable.

4. Documents Comprising the quotation:

The Proposal submitted by the Supplier must be comprise the following documents:

- a) Form of Quotation (As per sample attached "Section IV")
- b) Statement of Requirement & Unit wise price of all equipment as per sample attached "Section V")
- c) Schedule OF Delivery.
- d) Qualification and Experience Information and documents.
- e) Copies of taxation documents
- f) Manufacturer's Authorization (currently valid)
- g) Copies of Certification.

5. Price of Quotations:

- a) The Contract shall be for the whole supplies and shall be based on the unit and total price for fixed unit rate contract.
- b) Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items of the Supplies described in the specifications.
- c) All duties, prevailing taxes in the AJK and other levies payable by the Supplier under the Contract, shall be included in the rates, prices, and total price of Quotation submitted by the Supplier.
- d) The rates and prices quoted by the Supplier shall be fixed and final for the duration of the Contract and shall not be subject to any adjustment on any account.

6. Validity of Quotations.

Should not be less than 90 days.

7. Purchaser's Right to Increase or Decrease the Quantities:

The Purchaser, reserves the right to increase or decrease quantities of supplies by 15%.

Section III

Specifications of Furniture.

The Good/Items are to be supplied in accordance with the following Technical Specifications.

S #	Description of Items	Specification's	Quantity Required
1	Computer Table	Table size 2.5'x4'x30" H, all molding made of seasoned Shesham Wood, Key board tray ,3 Piece Channels, 3 Drawers, with locks, ICI polish.	15
2	Computer Chair	Standard Size, having 5 star revolving base with hydraulic system,	15
3	Officer Table	Table Size 2.5'x4'x30" H, all molding made of seasoned Shesham Wood, one drawer in box consist of 3 Piece Channels, 3 Drawers, with locks, ICI polish.	11
4	Wooden File Cabinet	(6'x4'x1.5') with Doors best quality Shesham veen board, with locks and ICI polish.	20
5	Office Chair	Outer frame and legs out of Shesham Wood, Seat and Back Cushioned	70
6	Conference Table with Chairs	27'x 6'x 2.5' Round Table with Officer Chair Revolving with Cushion. all molding made of seasoned Shesham Wood,	10 (Sets)

SCHEDULE OF DELIVERY:

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.

Description		Required Delivery Schedule from the Date of Notification of Award	Location
Furniture for SDMA & DDMA's Under DCRI Project		30 Days after PO is Issued	Project Director Disaster & Climate Resilience Improvement Project (DCRIP), Near Office of Chief Engineer Electricity, Jalalabad Road Muzaffarabad Azad Kashmir.
1	Computer Table	As per Detail of Specifications mentioned in Section III	
2	Computer Chair		
3	Officer Table		
4	Wooden File Cabinet		
5	Office Chair		
6	Conference Table with Chairs		

1. PAYMENT CRITERIA

- a) The provision of advance payment will be available against the submission of Bank guarantee or any other option acceptable to the purchaser.
- b) Bank Guarantee will be release after delivery and Good inspection report of the fitness from relevant department. (If applicable)

2. WARRANTY

- ii. One Year warranty against all items will be required.
- iii. The Offeror shall guarantee a cost free repair and maintenance including prompt replacement of defective parts during warranty period on items where applicable from the date of delivery of Furniture to the satisfaction of the purchaser.

Section IV Form of Quotation

(Date) _____

To:-

**Project Director
Disaster & Climate Resilience Improvement Project (DCRIP),
Near Office of Chief Engineer Electricity,
Jalalabad Road Muzaffarabad Azad Kashmir.**

We offer to execute the supply and installation and commissioning of additional items for the contract of **(PURCHASE OF FURNITURE FOR SDMA & DDMA's UNDER PIU- DCRIP AJ&K** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of RS: _____ (amount in words and numbers) (RS: _____).

We propose to complete the Supplies described in the Contract within a period of _____ (days/weeks in words and number) _____ calendar days/weeks from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature : _____

Name and Title of Signatory : _____

Date : _____

Name of Supplier : _____

Address: : _____

Phone Number : _____

Cell Number : _____

Fax Number, if any : _____

Email : _____

Website (If any) : _____

Section V
Statement of Requirements

Procurement Reference Number: PK-PIU AJK-11522-GO-RFQ

Brief Description of Goods: SUPPLY OF PACKAGE -7 “PROCUREMENT OF FURNITURE FOR SDMA & DDMA

Location (Site) of Goods: **OFFICE OF THE PROJECT DIRECTOR,**
“DISASTER AND CLIMATE RESILIENCE IMPROVEMENT PROJECT”
NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY, GHARI PAN,
JALALABAD ROAD, MUZAFFARABAD AJK.

Commencement and completion periods required: **30 Days**

Activity Schedule:

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.]

S. No	Description	Unit	Qty.	Unit Rate	Amount
1	Computer Table	No	15		
2	Computer Chair	No	15		
3	Officer Table	No	11		
4	Wooden File Cabinet	No	20		
5	Office Chair	No	70		
6	Conference Table with Chairs	No	10		
TOTAL					

In Words (Total): _____

Authorized Signature: _____ Date: _____

Name and Title of Signatory _____

Address: _____

Phone Number _____

Cell Number _____

Fax Number, if any _____

Email: _____

Website (If any) _____

Section VI
SAMPLE Purchase Order

OFFICE OF THE PROJECT DIRECTOR DISASTER AND CLIMATE AND
RESILIENCE IMPROVEMENT PROJECT NEAR OFFICE OF CHIEF ENGINEER
ELECTRICITY, JALALABAD ROAD MUZAFFARABAD AZAD KASHMIR
A.K Ph:092(0)5822-920935

PURCHASE ORDER

To:		RFQ/RFP Ref No: PK-PIU AJK-11522-GO-RFQ		
		ORDER NO:		
		DATE :		
S#	Description of Work	Qty.	Unit Rate	Total Amount
1	Computer Table	15		
2	Computer Chair	15		
3	Officer Table	11		
4	Wooden File Cabinet	20		
5	Office Chair	70		
6	Conference Table with Chairs	10		
Total:				
Extra if Any:				
G-Total:				
Delivery Address:-		PIU-DCRIP Office Near Office of Chief Engineer Electricity, Jalalabad Road Muzaffarabad Azad Kashmir Ph:092(0)5822-920935		
Delivery Date up to:-				

Terms & Conditions:

1. All Prices for the above items are fixed and final inclusive of all kind of govt. taxes.
2. Prices are inclusive of Delivered Duty Paid (DDP) at the office of Project Director DCRIP AJ&K.
3. Any damage, loss, theft and demurrages outside the premises of office of the Project, shall be the responsibility of supplier / agent.
4. All applicable Taxes as per Government rates will be deducted at the time of payment.
5. Payment will be made within 28 days after delivery and inspection/clearance of all items and acceptance of invoice.
6. All other Conditions of the **RFQ** will be remain same and no Variation will be allow in the Quoted Specifications (Copy of specifications and Quotation of Your Firms is attached).
7. DCRIP reserves the right to cancel any order at any time, if supplier fails to deliver required quantity within specific period or not according to specifications
8. The Offeror shall guarantee a cost free repair and maintenance including prompt replacement of defective parts for warranty period on items where applicable from the date of delivery of Furniture for SDMA to the satisfaction of the employer.
9. Penalty @ 1% of total cost per day may be imposed according to the decision of Purchase Committee, if
 - a) Delivery is not made within specific time period
 - b) Items are not according to specifications / samples.

Accepted by

Supplier

Approved by

Project Director

Disaster and Climate resilience Improvement
Project (DCRIP)- AJ&K