

REQUEST FOR QUOTATION

BALUCHISTAN INTEGRATED WATER RESOURCES MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)

PROCUREMENT OF OFFICE FURNITURE FOR PROJECT MANAGEMENT UNIT

(January- 2024)

BIWRMDP office18-B, Jinnah Town, Quetta.

**BALUCHISTAN INTEGRATED WATER RESOURCES
MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)**

Section 1

REQUEST FOR QUOTATION (RFQ)

No. BIWRMDP/RFQ/Goods/434

Date: 19th January, 2024

To:

Name: _____

Address: _____

Subject: Request for Quotations for Purchase of office furniture for PMU BIWRMD Project.

1. The Government of Balochistan has obtained a loan No. 5885-PAK from the World Bank for Water Resource Management & Development in the province and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the **Shopping** method of procurement 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 July 2014 and the procedures described herein.
2. The Implementing Agency Balochistan Integrated Water Resources Management and Development Project invites your quotation for **Supply of office furniture** described in Section III, Specifications & Schedule of Requirements. For the purposes of any resulting Contract the Implementing Agency or their named representative shall be the Purchaser.
3. You are invited to submit your price quotation(s) as per specifications mentioned in Section III. Offerors are allowed to submit quotations for any one or Both lots. Evaluation and award will be on the basis of lot and contract will be awarded to the firm offering the lowest evaluated total cost.
4. Your quotation(s) must be marked "**Quotation for Supply of office furniture**" and submitted to: Project Director, Balochistan Integrated Water Resources Management and Development Project, 18-B, Jinnah Town, Samungli Road Quetta.
5. If applicable, your quotation should be accompanied by adequate technical documentation, catalogue(s) and other printed material or pertinent information for each item quoted.

6. Your quotation must reach at the address indicated in Para-4 above **12:00 Hours of 13th February 2024**. Evaluation of quotations shall follow after the cut-off date for submission.
7. Your 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/Contract: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices, in addition to the eligibility requirements outlined in the Section-II of Quotation Documents. The Purchase Order will be awarded to the firm offering the lowest evaluated price and that meets the eligibility criteria.

Validity of the Offer: Your quotation(s) should be valid for a period of **30 days** from the date for receipt of quotation(s) indicated in Paragraph 6 above.

Section II Instructions for Preparing Quotations

1. Scope of Procurement:

BIWRMDP invites price quotations for procurement of Office Furniture as described in the Technical Specifications given in Section III. The successful supplier will be expected to complete the delivery within due course of time.

2. Eligibility to Quote: You are required to meet the following criteria to be eligible to quote:

- a) Should have at least three years experience in supplying office furniture
- b) Should be registered with Income Tax and Sales Tax authorities.

Following documents shall be required to be submitted to establish eligibility:

- a) Proof of registration with Income Tax Department and Sales Tax Department
- b) Company's profile containing list of clients supplied with similar furniture.

A supplier may only submit 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.

4. Contents of Quotation Documents: The set of proposal documents comprises the documents listed below:

Section I	Invitation to Quote
Section II	Instruction for Preparing Quotations
Section III	Specifications
Section IV	Form of Quotation
Section V	Form of Contract Agreement
Section VI	Conditions of Contract

5. Documents Comprising the Proposal: The Quotation submitted by the Supplier shall comprise the following documents:

- (i) Form of Quotation (as per sample attached)
- (ii) Eligibility and Experience Information (Profile)
- (iii) Copies of taxation documents

6. Price Quotation: The Contract shall be for the whole supplies and shall be based on the unit and total price for fixed unit rate contract. 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. All duties, taxes and other levies payable by the Supplier under the Contract, shall be included in the rates, prices, and total price Quotation submitted by the Supplier. The rates and prices quoted by the Supplier shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.

7. **Item-by-Item Commentary on the Technical Requirements:** The Offeror must provide an item-by-item commentary on the Implementing Entity's Technical Requirements, demonstrating the substantial responsiveness of the overall design offered to those Requirements
8. **Validity of Quotations.** The price quotation shall remain valid for the period of thirty (30) calendar days counted from the date of submission of Quotation. The Purchaser may request the Suppliers to extend the period of validity for a specified additional period. The Purchaser's request and the Suppliers' responses shall be made in writing or by fax or electronic mail. A Supplier may refuse the request for extension of Quotation validity in which case it may withdraw its Quotation without any penalty. A Supplier agreeing to the request for extension of Quotation will not be required or permitted to otherwise modify its Quotation.
9. **Language of the Quotation:** All documents relating to the Quotation and contract shall be in the English language.
10. **Preparation of Quotations:** The Supplier shall prepare one original of the documents comprising the Price Quotation as described in Clause 6 above, with the Form of Quotation, and clearly marked "**Original**". In addition, the Supplier shall also submit one copy which shall be clearly marked as "**COPY**". In the event of discrepancy between them the original shall prevail. The original and the copy of the Price Quotation shall be signed by a person or persons duly authorized to sign on behalf of the Supplier. All the pages of the Quotation (Price Quotation) where entries or amendments or corrections have been made shall be initialed by the person or persons signing the Price Quotation.
11. **Place and Deadline for Submission of Price Quotations:** The Price Quotations shall be delivered to the Purchaser at the address given in Paragraph 4 of the Invitation to Quote. Whereas the supplies are to be supplied to the mentioned office.
12. **Process to be Confidential:** Information relating to examination, clarification, evaluation and comparison of quotations and recommendation for the PO/contract award shall not be disclosed until the award to successful Supplier has been announced.
13. **Evaluation and Comparison of Quotations:** The Purchaser will award the Contract to the Supplier whose Quotation has been determined to be substantially responsive to the proposal documents and who has offered the lowest evaluated price quotation. In evaluating the quotations, the Purchaser will determine for each proposal the evaluated price quotation by adjusting the price quotation by making any correction for any arithmetic errors as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - (c) If a Supplier refuses to accept the correction, his Quotation will be rejected.
15. **Purchaser's Right to Accept Any Quotation and to Reject any or all Quotations:** The Purchaser reserves the right to accept or reject any quotation, and to cancel the process of competition and reject any or all quotations, at any time prior to the award of Contract, without thereby incurring any liability to affected Supplier(s).

16. **Purchaser's Right to Increase or Decrease Quantities:** The Purchaser, reserves the right to increase or decrease quantities of supplies.
17. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time, Suppliers are instructed not to approach the Purchaser after opening of quotations until the finalization of award. The Supplier whose Quotation has been accepted will be notified of the award by the Purchaser prior to expiration of validity period of Quotation, by registered letter. This letter will state the sum that the Purchaser will pay the Supplier in consideration of the supply, installation, and commissioning of the Supplies by the Supplier as prescribed by the Contract. The written notification of award will constitute the formation of Contract.
18. **Interpretation:** The purchaser is not responsible for any wrong interpretation of any clause of this document.

Section III Specifications

1. Technical Proposal

This part of the RFQ contains the detailed Terms of the Reference for required services.

2. Payment Criteria

Payment shall be made in the Pakistani currency (Rupees) upon successful delivery and installation of furniture and work (if any) carried out. The invoice will be subject to Govt. taxes as applicable and set by the Govt. of Pakistan. Submission of sales tax invoice is mandatory provided the cost of items includes the same.

3. Project Completion Timeline

The supplier is required to complete the supply and fixing within 8 Days of issuance of Procurement Order or signed contract.

4. Warranty

The Supplier should warrant that the products supplied under Contract are new, unused, unaltered and they fully conform to the specifications given in this section. The supplier should further warrant that all Office Furniture supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Office Furniture at the place of delivery.

This warranty shall remain valid for six months and the supplier will provide full support during the warranty period

SCHEDULE OF REQUIREMENTS & SPECIFICATIONS

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

S. No	Description	Required Delivery Schedule from the Date of Notification of Award	Delivery Site
01	Office furniture	15 days after issuance of Purchase Order	Project Management Unit ,

**SCHEDULE OF REQUIREMENTS & SPECIFICATIONS FOR PROJECT
MANAGEMENT UNIT OFFICE .**

S #	Item Description	Specification	Qty
Lot-1			
1	Conference Table	Length 30ft high 2.5 ft weight 3 ft White Super Glass Sheet with 16 mm steel pipe	1 Nos
2	Office Table	Length 6ft High 2.5ft & weight 2.5 fit with white MDF High Glass Sheet with Steel Pipe	1 Nos
3	Executive Computer Revolving Chair	Executive revolving Chair frame made in high quality fiber with cushioned seat five legs revolving hydraulic Padestal	3 Nos
4	Visitor Chairs	Medium high visitor Chairs made of high quality sheesham wood with seat and back made of foam covered with superior quality latherite polished with approved color in design	6 Nos
5	Window Blindes	Sun protecting window shades made of good quality fabric including rolling arrangement and fitting complete	215 Sq Ft

Delivery Time: _____ days

Validity: _____ days

**Section IV
Form of Quotation**

Date: _____ / _____ /2024

To:

The Project Director,
Balochistan Integrated Water Resources Management and Development Project,
House No. 18-B, Jinnah Town, Samungli Road Quetta.

We offer to execute the supply and fixing of the Office Furniture as per Specifications in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____).

We propose to complete the Supplies described in the Contract within a period of _____ (words and number) _____ calendar days 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: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

