

## **Request for Quotation Document for Furniture & Fixture**

Name of Purchasing Entity: Project Management Unit (KITE) C&W Department Peshawar  
Govt of Khyber Pakhtunkhwa

Loan or credit number. 6462-PK

Contract title: Procurement of Furniture & Fixture Equipment.

Purchaser's address,

Project Director,

Project Management Unit (KITE)C&W Department.

Mardan House# 08-BC, Park Road, Near Fowara Chowak, University Road  
Peshawar.

Ph: 091-9224270

Email:, pdkitecd@gmail.com

### **Scope of Work:**

Supply of furniture

- I. Executive Office Table With Glass Qty:10,
- II. Guest Table Qty: 20
- iii. Visitor Chair Qty: 80
- iv. Cupboard Steel Qty: 20
- v. Conference Room Table Qty: 01
- vi. Steel Safe/ Locker Qty: 06
- vii. Wooden Rack Qty: 20
- viii. Executive Revolving Chair Qty: 12
- ix. Sofa Set 5 Seater Qty: 02
- x . Curtin for Entire Office (RFT)
- xi. Computer Table Qty: 06
- xii Medium Table Qty: 12

### **General Terms and conditions:**

Offeror shall quote for all of the items in the lot.

Offerors shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the World Bank.

All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in Procurement Regulation, and all expenditures made under the contract will be limited to such goods and services.

The Offeror shall bear all costs associated with the preparation and submission of its Quotation, the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Quotation process.

The Quotation prepared by the Offeror, as well as all correspondence and documents relating to the Quotation exchanged by the Offeror and the Purchaser shall be written in English.

The Offeror shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Quotation price of the goods it proposes to supply under the contract.

Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices.

The quoted price shall include all Govt. applicable taxes, Mardan House# 08-BC, Park Road, Near Fowara Chowak, University Road Peshawar, University Town.

Prices shall be quoted in Pak Rupees and shall be fixed during the performance of contract.

The offered price shall remain valid for 90 days

Alternate Quotations will not be acceptable

Any Quotation received by the Purchaser after the deadline for submission of Quotations i.e. 18<sup>th</sup> May 2020 1100hrs by the Purchaser will be rejected and returned unopened to the Offeror, Quotations will be open on same date at 1100 hrs at the purchaser address.

**Offeror meets the qualification criteria below listed criteria**

The Offerors must be Sales Tax and Income Tax registered and must be on active Tax payer list of FBR.

The Offeror must be a manufacturer or authorize agent of the manufacturer of required equipment in Pakistan. valid authorization certificate of manufacture must be provided.

With a minimum of three (03) years of experience in supplies of similar nature machinery of offered brand. Should have a documented track of supplying at least five (05) similar (as related to the specific lot) assignments, during last Five (5) years.

The Offeror must provide quality assurance certificates, along with performance satisfactory report from the last supplies made.

The Offeror must not be blacklisted by World Bank.

Bank Security 2% in form of CDR must be submitted with the quotation.

The Offeror should have after-sale services facility.

Item must be delivered and installed within two months' time from issuance of purchase order.

Quotation must be signed and stamped.

One-year warrantee should be provided.

Non-Compliance of any of the above will result in rejection of Quotation.

**Documents to be attached with the Quotation:**

- Documentary evidence of the legal name and status of the firm
- NTN, STRN, and evidence of Active Tax payer certificates.
- Manufacturer Authorization certificate
- Documentary proof of pervious supplier, including name of the client, year of supply, quantity of the supply.
- Declaration of firm not being blacklisted by World Bank.
- Delivery Schedule of the supply.
- Performance satisfactory report from last supply made.

Non provision of any of the above will result in rejection of Quotation.

**TECHNICAL SPECIFICATIONS.**

Sr. No	Description	Design	Qty.
i.	<b>OFFICE TABLE</b> Size: 72"x48"x30" 3 Drawer, Upper Drawer lockable running on best quality channel, Made of UV Sheet, PVC edging with foot rest, Structure made of Solid Wood, Table Top Thickness: 25 to 30mm.	Customized	10
ii.	<b>Guest Table:</b> Design Type Customized Structure: Solid / Sheesham Wood	-- Do --	20
iii.	<b>WOODEN VISITOR CHAIR:</b> Wooden chair (Sheesham duly polish) with arms, seat and back cushioned covered with best quality Leather (Size seat height 18", high back 20" from seat width 20", depth 20" – 22") (The Design must be according to the revolving chair high back, with wooden legs.)	-- Do --	80
iv.	<b>OFFICE CUPBOARDS:</b> Size: 6'x3'x18", Shelf: 04, Lockable Doors, 20 Gage over all	-- Do --	20
v.	<b>14 CHAIRS CONFERENCE TABLE: (14'x5')</b> For 14 chairs, made of seasoned solid/ Shisham wood, Wooden top, finished in best quality polish or paint. As per Picture:	-- Do --	01
vi.	<b>Steel Locker/ Account Locker.</b> Thickness: 2mm Four Door, with locking facility	-- Do --	06
vii.	<b>Wooden Rack</b> Solid / Sheesham Wooden, Particle Board with Veneer or Melamine, Number of Grid 5,	-- Do --	20
viii.	<b>OFFICE REVOLVING CHAIR (Imported):</b> Seat and Back: Fully cushioned with best quality cloth, with two Rest Arms, Revolving pedestal.	-- Do --	12
ix.	<b>Sofa Set 5 Seater</b> 5 Seater Fully Cover Sofa Set Dimensions 81 X 84 X 142 - 5 Seater Sofa Set, Leatherate .	-- Do --	02
x.	Curtin. Vertical Blinds,	-- Do --	RFT

xi.	<b>COMPUTER TABLE:</b> Size: 48"x30"x30", With key board Tray, Mouse Tray, One Drawer lockable running on best quality channel, CPU Box, Wooden Structure Made of UV Sheet, PVC edging with foot rest, Table Top Thickness: 16 or 17mm.	-- Do --	06
xii.	<b>Medium Table:</b> Design Type Customized Structure: Solid / Sheesham Wood 3 Drawer.	-- Do --	20

The following information to be filled in by all Offerors.

Name of Firm:	
Legal Status	
Firm Address	
No of Braches	
Website Address	
Contact Person	
Contact No	
Email Address	
NTN No	STRN No:
No year in Business	
Owner Name	

**List of previous supplies:**

S. No	Discription of Items	Qty	Year of Supply	Client detail

Note: provide document proof of mentioned supplies

**Compliance Sheet:**

S. No	Document	Provided/ Not Provided	Annexure
01	Sales Tax and Income Tax registered on active Tax payer list of FBR.	Yes Or No	Annex-I
02	manufacturer or authorize agent of the manufacturer certificate	Yes Or No	Annex-II
03	Proof of minimum of Five (5) years of experience in supplies of similar nature machinery of offered brand	Yes Or No	Annex-III
04	Quality Assurance Certificates of the offered item	Yes Or No	Annex-IV
05	Performance Satisfactory Report from the last supplies made	Yes Or No	Annex-V
06	Declaration of firm not being blacklisted or under litigation by any Govt/Semi Govt or other organization in Pakistan	Yes Or No	Annex-VI

<b>07</b>	Documentary evidence of the legal name and status of the firm	Yes Or No	<b>Annex-VII</b>
<b>08</b>	Warrantee Certificate	Yes Or No	<b>Annex-VIII</b>
<b>09</b>	2 % Quotation security	Yes Or No	<b>Annex-IX</b>

**Price Schedule.**

S.No	Description of item	Material Specification	Unit Cost	Qty	Total Cost

- Delivery Time lines: \_\_\_\_\_
- Price must be included of all applicable taxes.

Letter of Acceptance of the World Bank’s  
Anticorruption Guidelines and Sanctions Framework<sup>1</sup>

Date: \_\_\_\_\_

Invitation of Quotations/Proposals No. \_\_\_\_\_

To: \_\_\_\_\_

We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to quotation by the World Bank’s policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank’s Anti-Corruption Guidelines<sup>2</sup> in connection with the procurement and execution of the contract (in case of award), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement. Further, we are not ineligible under the laws or official regulations of *[Insert name of Employer as per Quotation document]* or pursuant to a decision of the United Nations Security Council.

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We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include the following:

- a. rejection of our Proposal/Quotation for award of contract;
- b. in the case of award, termination of the contract, without prejudice to any other remedy for breach of contract; and
- c. sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>3</sup> (ii) to be a nominated<sup>4</sup> sub-contractor, sub-consultant, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.

For avoidance of doubt, the foregoing effects of ineligibility do not extend to a sanctioned firm's or individual's execution of its ongoing Bank-financed contracts (or its ongoing sub-agreements under such contracts) that are not the subject of a material modification, as determined by the Bank.

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect<sup>5</sup> all accounts, records, and other documents relating to the procurement process and/or contract execution (in the case of award), and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the contract.

Name of the Offeror/Proposer/Consultant: \_\_\_\_\_

Name of the person duly authorized to sign the Quotation/Proposal on behalf of the Offeror/Proposer/ Consultant:

Title of the person signing the Letter: \_\_\_\_\_

\_\_\_\_\_