

**PEACE CORPS**

Overseas Request for Quotation (RFQ) for Office Equipment and Furnishings

Date: 08 June 2015

Peace Corps intends to offer a firm-fixed price contract(s) for provision of office equipment/furnishings described in the attached Statement of Work.

Interested vendors should submit a quote for the supplies as described in this RFQ.

RFQ is open until it is filled.

Any questions regarding the RFQ may be addressed to the below person. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

**Name:** Daniel S Mandell

**Address:** Peace Corps Timor-Leste (Office #J101 Palm Beach Apartments, Pantai Kelapa, Dili)

**Email:** dmandell@peacecorps.gov

**A. Price/Period of Performance:**

**Supplies or Equipment**

Item	Description	Qty	Unit Price	Total Price
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total				

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

**Warranty Information**

Item	Description	Warranty Available (Y/N)	Duration	Warranty Conditions
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
Total				

**Extended Warranties Offered by Supplier, if applicable**

Item	Description	Unit/Qty	Unit Price	Total Price
0001	XXXXX	XXX		
0002	XXXXX	XXX		

**B. Statement of Work/Specifications**

- Vendor(s) should provide quality and reliable supplies/equipment for PC Timor-Leste’s Office. The office equipment and supplies should meet the criteria required by PC Timor-Leste below or equivalent.
- Vendor(s) are invited to submit proposals **even if they do not carry all the items listed below**—quantities are not provided. Vendor(s) are not required to be able to provide/stock all items listed, and may provide details on their full lines of goods.
- *An exemplar list of goods follows:*

1. Executive Office desk – L shape wooden desks, optional one or two pieces, with drawers and cabinets (and/or mobile pedestal with drawers). Size 30" D x 60"W x 30"H or larger.
2. Kitchen/break room table – square wooden or steel base-frame table , size 39.3"L x 39.3"W x 29"H
3. Dining/Break room chairs – wooden or steel base-frame with wooden back and seat, without armrest
4. Lockable file cabinets – Steel, vertical file cabinet - 4-5 x file drawers
5. Wide Lockable file cabinets – Steel, vertical file cabinet – 5-6 x file drawers

6. Office chairs - Fabric, steel base-frame, without armrest, lightweight, stackable
7. Office chairs - High tech mesh fabric, highly adjustable, posture fit, , ergonomic, posture fit back/lumbar support, adjustable padded arms, silent motion, tilt limiter, casters
8. Office desk – Wooden or steel base-frame office desk with drawers and cabinet (and/or mobile pedestal with drawers). Size 28" D x 47.5"W x 30"H or larger.
9. File cabinets – Wooden file cabinets - 3-4 x file drawers
10. Outdoor chairs - Steel base-frame, woven PE (artificial) rattan or bamboo chairs
11. Outdoor table – Steel base-frame woven PE (artificial) rattan or bamboo table. Size 39.3" L x 39.3" W x 29" H
12. Shelves – wooden office shelves, 4-5 levels. Optional with or without locking cabinet at base
13. Small coffee table - wooden or steel base-frame
14. Soft armchairs – Washable, stain resistant fabric, soft armchair
15. Soft sofa – Washable, stain resistant fabric, soft sofa for seating 2 persons
16. Soft sofa – Washable, stain resistant fabric, soft sofa for seating 3 persons
17. Soft furniture – Washable, stain resistant fabric soft sofa for seating 3 persons and 2 armchairs
18. White board – 72"W x 48"H or larger wall mountable
19. White board – 48"W x 39.3"H or larger mobile (wheel-mounted) and free-standing
20. Boltless rack shelving unit – 4-5 levels, 60"W x 72"H or larger
21. Small meeting table – round wooden or steel base-frame table , size 39.3"D x 29"H or slightly larger

**\*Note: 1" = 0.0254 meter**

- Vendor submissions shall include catalog(s) or appropriate images of items that can be supplied.
- The vendor(s) shall have representative items in stock while submitting RFQ and to be able to provide dependable delivery timeframe acceptable to PC Timor-Leste (delivery timeframe is one of the evaluation criteria).
- Vendor(s) shall be able to restock and supply multiple units within the proposed timeframe. Vendor(s) shall clearly state all stock/delivery constraints in the submission.
- Vendor(s) shall accept EFT payment according to Payment Schedule under the Terms and Conditions.
- Vendor(s) shall deliver purchased items to address below at no additional charge, to the appointed location within Peace Corps' office, and assembled as necessary. Any debris/packaging will be removed by the vendor.

### **C. Delivery Location**

Peace Corps Office  
15 Rua Nu'u Laran, Bairro dos Grilhos, Dili, Timor Leste

**D. Delivery Schedule**

**Delivery Date(s):**

Item	Description	Date
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

**Delivery Point of Contact:**

POC Name: Deolindo Gusmao

Email Address: [dgusmao@peacecorps.gov](mailto:dgusmao@peacecorps.gov)

Phone Number: 77127868

**E. Reference Check**

Provide the information requested below for three (3) individuals who can provide information to Peace Corps on vendor's performance of past or current work that was/is similar to what is requested in this RFQ (ex: clients, students, etc.):

	Reference 1	Reference 2	Reference 3
Name			
Title			
Address			
Telephone Number			
E-mail Address			

**F. Acceptance Criteria**

Supplies and Equipment shall match the specifications with like or similar items as detailed in Statement of Work and will be evaluated by the Peace Corps as stated in Evaluation Factors below.

**G. Contract Terms and Conditions**

As stated in the standard Peace Corps Firm Fixed Price Contract.

**H. Peace Corps Payment Schedule and Terms**

Supplier will receive payment by EFT (Electronic Fund Transfer) in approximately 30 days after acceptance and receipt of valid/accurate invoice. If other payment terms are proposed, these must be clearly stated in the bid and will be factored into the evaluation.

**I. Evaluation Factors:**

Award will be made after consideration of the following factors as marked below:

- Price;
- Quality of the products offered—based on brand names, catalogs and images submitted and showroom visit by Peace Corps staff to evaluate stock;
- Delivery Timeframe—including ordering/restocking of items;
- Payment Terms;
- Warranties;
- Past Performance/Reference Checks;

Award may be made to other than the low priced quote. Peace Corps intends to award contract(s) to those firms that are technically acceptable, responsible, and clearly intend to sell products to the Peace Corps at a fair and reasonable price (i.e. at market prices or below).

**J. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section I.
- b. Return completed RFQ as follows:
  - 1) Fill in prices in Section A as well as any warranty conditions and extended warranty options/costs;
  - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section D;
  - 3) List/state any other terms or items in Section K not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section A;
  - 4) Provide company profile, contact information for three references (customers), and all information relevant to evaluation criteria in Section E;
  - 5) Sign and return RFQ by required due date.

**K. Other Terms/Items Offered at No Additional Cost:**

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_