# REQUEST FOR QUOTATION (RFQ)

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| RFQ NUMBER: | 304-3041-2024-027 |
| FOR THE PROCUREMENT OF: | **Office furniture (two-pedestal table, set-top box, book shelf, semi-soft chairs, bench 3-seater)** |
| ISSUED BY: | **Branch Office of “East-West Management Institute” in Kyrgyz Republic** |
| DELIVERY ADDRESS: | **Nookat rayon administration, Nookat city, Osh oblast**  **Kyrgyz Republic** |
| DATE ISSUED: | **Tuesday, 26 March 2024** |
| QUOTATION DUE: | **Monday, 8 April 2024** |
| QUESTIONS DUE: | **Friday, 5 April, 2024 (incl.)** |
| QUOTATION TO BE SUBMITTED BY EMAIL TO: | **Zhyldyz Satybekova**  [**procurement\_kg@ewmi-kg.org**](mailto:procurement_kg@ewmi-kg.org) |

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| East-West Management Institute, Inc. (EWMI) is a U.S. not-for-profit organization promoting the rule of law, civil society and free market systems globally. EWMI implements the Ukuk Bulagy project funded by the United States Agency for International Development (USAID).  EWMI is committed to promoting fair and healthy competition in the Kyrgyz Republic. EWMI does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.  Employees and agents of EWMI are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, EWMI will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business. |

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| SECTIONS  1. Instructions  2. Technical Specifications  3. Terms and Conditions  4. Award Criteria All correspondence and/ or inquiries regarding this RFQ must reference the above RFQ Number and must ONLY be by e-mail. |

**1. INSTRUCTIONS**

**RESPONSIBILITY OF SUPPLIERS:** Suppliers are responsible for ensuring that their offers are received by EWMI in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

**REGISTRATION:** Organizations responding to this RFQ are requested to submit a copy of their official registration or business license. Individuals responding to this RFQ are requested to submit a copy of their private entrepreneur registration documents and tax registration documents.

**DUE DATE:** Offers must be received by the date and time indicated on the first page of this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of EWMI.

**QUESTIONS:** Please reference the RFQ number in any correspondence relating to this RFQ. Questions regarding the technical or administrative requirements of this RFQ may be submitted by email to the email address indicated in the first page of this RFQ. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that EWMI believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by EWMI will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of EWMI or any other entity should not be considered as an official response to any questions regarding this RFQ.

**DELIVERY:** The delivery location for the items described in this RFQ is the Nookat rayon administration, Nookat city, Osh oblast, Kyrgyz Republic (address is listed on the first page of this RFQ.)

**COMMERCIAL REFERENCES:** All quotations submitted must include the current contact information for at least two (2) commercial references. EWMI plans to contact these references to determine the quality and consistency of each supplier’s previous performance in the marketplace.

**QUOTATION SUBMITTAL CHECKLIST:** Offers are to be submitted as an attached file (in .PDF or MS Word and Excel format). Do not submit a quotation unless you also submit all of this documentation at the same time. To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ.

**1. Cover Letter on company letterhead signed by an authorized representative of supplier. (Appendix A of this RFQ.)**

**2. Price Quotation Table: Fill out our Price Quotation Table Template (Appendix B of this RFQ) listing all specifications of offered items and submit as MS Excel document.**

**3. Copy of supplier’s registration or business license, copy of Charter.**

**4. Commercial References (minimum two)**

**2. SPECIFICATIONS**

**Quotation Basis:**

* Prices must be quoted in Kyrgyz Soms (KGS).
* Prices must not include sales tax.
* Quotations in response to this RFQ must be priced on a fixed-price, all‐inclusive basis, including delivery and all other costs.
* VAT for each item should be listed on a separate line. Prices should show the total cost of each item without VAT and total VAT.

**Validity**: Prices quoted shall remain valid for thirty (30) calendar days beyond the submission deadline for the RFQ.

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| **Office furniture for Nookat Rayon State Administration** | |
| Characteristics | Unit |
| Laminate/glossy surface  table width -1600 mm  table depth -800 mm  table height –750 mm  with two cabinets | 5 pcs. |
| Laminate/glossy surface  width – 1300 mm  Depth - 900 mm  Height –7 00 mm | 5 pcs. |
| Laminate/glossy surface  Width –1750 mm  Depth – 420 mm  Height –1200 mm  with glass doors | 5 pcs. |
| Metal/fabric  Width –1000 mm  Depth –600 mm  Height - 470mm | 10 pcs. |
| Metal  Width-1710 mm  Depth – 460 mm  Height – 825 mm | 3 pcs. |

**3. TERMS AND REQUIREMENTS**

**General**: EWMI is not obligated to make any award by virtue of having issued this solicitation. EWMI reserves the right : 1) To reject a quotation of any supplier if, in EWMI’s judgment, the supplier is not responsible or responsive or when it is in EWMI’s interest to do so; 2) To conduct negotiations with and/or request clarifications from any supplier prior to award; 3) To increase or decrease the quantity of a line item duly awarded in accordance with the RFQ at the unit price offered. This option shall be exercised, if at all, at the time award is made or up to a sixty (60) days later, if agreed to by both parties; 4) To remove any line item from the RFQ. This option shall be exercised, if at all, at the time award is made; 5) To issue separate purchase orders for each item or batch of equipment, based on delivery dates, or other factors and 6) Cancel this RFQ at any time.

**RFQ Costs**: This is a Request for Quotations only, and in no way obligates EWMI or USAID to make an award or issue a Purchase Contract or pay for costs incurred by potential offerors in the preparation and submission of an offer.

**Title to Goods**: The title to any goods supplied under any award resulting from this RFQ shall pass to EWMI following delivery and written acceptance of the goods by an authorized representative of EWMI. Risk of loss, injury, or destruction of the goods shall be borne by the supplier until title passes to EWMI.

**Restrictions:** All goods and services offered must meet USAID Geographic Code 937 (USA, the Kyrgyz Republic, and developing countries other than advanced developing countries but excluding any country that is a prohibited source) and 110 (USA, the independent states of the former Soviet Union, or a developing country but excluding any country that is a prohibited source) in accordance with the US Code of Federal Regulations, 22 CFR §228. Suppliers may not offer or supply any commodities or services from U.S. foreign policy restricted countries.

**Purchase Contract Terms and Conditions:** EWMI reserves the right to add or modify terms and conditions with any successful Suppliers prior to award.

**Payment Terms:** Payments will be made in KGS by bank wire transfer to the specified bank in the Kyrgyz Republic designated by the supplier who is awarded this procurement. Generally an initial deposit of 30% is made upon award and signing of contract and the remaining payment is made when delivery is completed and items accepted by EWMI.

**Eligibility:** By submitting an offer in response to this RFQ, the supplier certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. EWMI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**Protests**: In submitting a response to this RFQ, the supplier understands that USAID is not a party to this solicitation and the supplier agrees that any protest hereunder must be presented—in writing with full explanations—to EWMI for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. EWMI, at its sole discretion, will make a final decision on the protest for this procurement.

**4. AWARD CRITERIA**

Quotations will be evaluated on the basis of the following criteria, in no particular order:

* Responsiveness to the RFQ in meeting the requirements, following instructions, and providing all of the required information
* Delivery/turnaround time
* Price: Lowest evaluated price (inclusive of options quantities) provided that Supplier’s technical proposal is compliant with the specifications, delivery, other requirements and terms and conditions of the RFQ
* Qualifications and past performance

A responsive offer is one, which complies with all of the terms, conditions and technical requirements of the RFQ without material modifications. A material modification is one which affects the price, quantity, quality, delivery date of the requirement, or which limits in any way the responsibilities, duties, or liabilities of the offerors. If there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. EWMI reserves the right to waive immaterial deficiencies at its discretion.

The successful supplier will be notified, in writing, as soon as selection is formally made by EWMI’s Technical Committee and a Purchase Order Contract is funded and authorized.