



## REQUEST FOR QUOTATION OFFICE FURNITURE – IFES LIBERIA

Ref.: RFQ/09/014

Date: November 24, 2009

### SUBJECT: REQUEST FOR QUOTATIONS

The International Foundation for Electoral Systems (IFES) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following items for IFES office in Monrovia - Liberia.

### INTRODUCTION

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy.

IFES's five-year *Building Sustainable Election Management* in Liberia project will aim to increase the capacity of Liberia's National Electoral Commission (NEC) to efficiently, effectively, impartially, and sustainably manage elections. This project will cover the upcoming constitutional referendum, by-elections, national elections (the second since the end of the civil war), and local elections (the first since the 1980s). IFES will particularly focus on the areas of boundary delimitation, voter registration, and civic and voter education, as well as general capacity building and technical support.

### DESCRIPTION OF GOODS/SERVICES

| DESCRIPTION (NOTE: for all items, please specify dimensions, features, material, and color. Consistent color is preferred throughout; however, color of executive and conference room items may differ from other items.) | QUANTITY |
|---|----------|
| <b>Executive Desk Set:</b> table top desk with no front panel, matching side table and 2 to 3 mobile drawers  | 1        |
| <b>Executive Cabinet:</b> to match Executive Desk Set   | 1        |
| <b>L-Shaped Writing Table:</b> with 2 to 3 mobile drawers and simple table riser (approx. 70' to allow person to see above riser when seated)   | 1        |
| <b>L-Shaped Writing Table:</b> compact with 2 to 3 mobile drawers   | 2        |
| <b>Writing Table:</b> approx. 60' x 30' with 2 to 3 mobile drawers  | 8        |
| <b>Writing Table:</b> approx. 45' x 30' with 2 to 3 mobile drawers  | 4        |
| <b>Writing Table:</b> approx. 50' x 30' with 2 fixed drawers, pie connector and 2 <sup>nd</sup> writing table approx. 30' x 25'   | 2        |
| <b>Steel Filing Cabinet:</b> 4 drawer   | 4        |
| <b>Steel Filing Cabinet:</b> 3 drawer   | 5        |
| <b>Open Bookshelf:</b> approx. 7" with 3 to 4 movable shelves   | 6        |
| <b>Cabinet/ Cupboard:</b> approx. 7" with 3 to 4 movable shelves  | 6        |
| <b>Cabinet/ Cupboard:</b> approx. 4" 6' with 2 to 3 movable shelves   | 1        |
| <b>Executive Arm Chair:</b> high back, cloth material, adjustable seat and head rest,   | 3        |

|   |    |
|---|----|
| removable arms, wheels  |    |
| <b>Standard Arm Chair:</b> medium back, cloth or PVC material, wheels                                 | 14 |
| <b>Executive Visitor Chair:</b> low or medium back, fixed (ideally same style as Executive Arm Chair) | 6  |
| <b>Standard Visitor Arm Chair:</b> medium or high back, cloth material, fixed                         | 14 |
| <b>Standard Conference Chair:</b> low back, cloth material, no arms                                   | 20 |

#### TERMS AND CONDITIONS

1. Prices quoted must be valid for 60 days minimum.
2. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
3. IFES reserve the right to accept or reject any quotation or stop the procurement process at anytime, without assigning any reason or liability.
4. IFES reserves the right to accept all or part of the quotation when awarding the purchase order.

#### Delivery:

Delivery and Installation must be within 5 days from receiving signed PO  
Address: Air field Monrovia, exact address TBD

#### FROM/CONTENT OF RESPONSE

All quotations shall:

1. Be in the English language.
2. Contain detailed cost in US Dollar with applicable Freight, Insurance and Tax/Charges clearly identified.
3. **Any applicable installation cost must be indicated separately and not included in furniture prices.**
4. Indicate the required delivery time.
5. Include a contact name, email address, and telephone number to facilitate communication between IFES and the vendor.
6. Addressed to the attention of Jaime Acosta, Procurement Officer at [jacosta@ifes.org](mailto:jacosta@ifes.org) and Ragheed Al Ameen, Procurement Associate at [ralameen@ifes.org](mailto:ralameen@ifes.org) by 10:00am U.S. Eastern Standard Time (-5:00GMT) November 30<sup>th</sup>, 2009.

Jaime Acosta  
Procurement Officer