



REQUEST FOR QUOTATION OFFICE FURNITURE – IFES LIBERIA

Ref.: RFQ/10/028

Date: May 25, 2010

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.

DESCRIPTION OF GOODS/SERVICES

DESCRIPTION <i>(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.)</i>	QUANTITY
Executive Desk Set: table top desk with no front panel, matching side table and 2 to 3 mobile drawers	1
Executive Cabinet: to match Executive Desk Set	1
L-Shaped Writing Table: with 2 to 3 mobile drawers and simple table riser (approx. 70' to allow person to see above riser when seated)	1
L-Shaped Writing Table: compact with 2 to 3 mobile drawers	2
Writing Table: approx. 60' x 30' with 2 to 3 mobile drawers	8
Writing Table: approx. 45' x 30' with 2 to 3 mobile drawers	4
Writing Table: approx. 50' x 30' with 2 fixed drawers, pie connector and 2 nd writing table approx. 30' x 25'	2
Steel Filing Cabinet: 4 drawer	4
Steel Filing Cabinet: 3 drawer	5
Open Bookshelf: approx. 7" with 3 to 4 movable shelves	6
Cabinet/ Cupboard: approx. 7" with 3 to 4 movable shelves	6
Cabinet/ Cupboard: approx. 4" 6' with 2 to 3 movable shelves	1
Executive Arm Chair: high back, adjustable seat and head rest, removable arms, wheels	3
Standard Arm Chair: medium back, cloth or PVC material, wheels	14
Executive Visitor Chair: low or medium back, fixed (ideally same style as Executive Arm Chair)	6

Standard Visitor Arm Chair: medium or high back, cloth material, fixed	14
Standard Conference Chair: low back, cloth material, no arms	20
Conference Table: approx. 12''x 4'' with seating for 10	1

TERMS AND CONDITIONS

1. Prices quoted must be valid for 90 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:

Date: No later than June 30, 2010

Address: Monrovia, Liberia (exact address TBD)

If you are US based company and cannot deliver to Monrovia, please consider Ex-works price and send full address with packing information.

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. Indicate the origin of each item in the quote.
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 Manager at jacosta@ifes.org and Ragheed Al Ameen, Procurement Coordinator at ralameen@ifes.org by 12pm EDT (-4:00GMT) June 8, 2010.

Jaime Acosta
Procurement Manager