



Somali Federal Republic
House of the People
Office of the Speaker's

REQUEST FOR QUOTATION
(RFQ)

NAME AND ADDRESS OF FIRM: _____ _____	DATE: 25/11/ 2018
	REFERENCE: RFQ- HoP# 002

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business as per instructions below:

1. Quotations submitted by hand/mail should be in sealed envelopes and sent to the following address:

Address: House of the People, Somali Federal Parliament
ATT: Said Mohamed Addo
Chief Cabinet of Office of the Speaker HoP,
Mogadishu, Villa Hargiesha

Marked RFQ- HoP# 002



2. Quotations submitted by **email** should be sent to the following email address:

info@parliament.gov.so abdikarimbuh@yahoo.com

OR Hand delivery to Speaker's Office in Villa Hargeisa at Villa Somalia, Mogadishu.

3. Quotations should reach the above address no later than **02 Dec 2018**.

Specifications and Requirements

S/N	DESCRIPTION OF ITEMS	Quantify
1	3.2 m High End L Shaped Computer Desk, Executive L Shaped Office Desk with Hutch (Speaker and Deputies) 	3 sets
	2.8m High End L Shaped Computer Desk, Executive L Shaped Office Desk with Hutch (SG, 3 Whips) 	4 sets
2	executive office leather large sofa set 7 seat	7 sets
3	executive office Boss Chairs 3 with 6 guest chairs	3 sets
4	Boss Office Chairs 4 Chairs with 6 guest chairs	4 sets
5	Smart screen TV 52 inch	3 pcs
6	Primo Stainless Steel 1 Spout Self-Sanitizing Bottom Load Hot, Cold and Cool Water Cooler Dispenser	7 pcs

FORMAT FOR THE PRICE QUOTATION

S/N	Description of Items	Unit	Unit Price	Total
1				
2				
3				
4				
5				
6				
7				
9	Freight		n/a	
10	Insurance		n/a	
11	Grand Total			

Note: Delivery Time should be stated in the quotation

The evaluation will be based on the Grand Total prices quoted by the suppliers

Terms and Conditions

The supplier will be based on the evaluation on the grand total price quoted.

Conditions:	
Warrant/Guarantee	Office Furniture's.
Quote Price	The Price quoted shall be as per in USD
Location of Service	Mogadishu
Deadline for submission of quotes	02 Dec 2018 by 1500 hrs.
Evaluation criteria	The lowest quote will be awarded the contract.
Bid Valid Period	60 Days
Payment Terms	To be made exclusive of VAT (net) 30 days following receipt of invoice for delivered furniture. Payment shall be made by check or bank transfer.
Preliminary Examination- Completeness of Bid	Partial Quotes are not acceptable
Contact person for inquiries (only written inquiries)	Mr. Said Mohamed Addo Chief Cabinet of Office of the Speaker of House of the People, (HoP) Email: info@parliament.gov.so

	Phone: 0612224442/0616101444
BID Security	NOT Required

REQUIREMENTS

1. **Language**
 - 1.1. All documentation shall be submitted in English
2. **Evaluation of quotations**
 - (i) Compliance with the specifications
 - (ii) Supplier must be able to deliver required furniture
 - (iii) Supplier must be a government registered business

Preliminary Examination:

- 2.1 Prior to the detailed evaluation, the House of People, Somali Federal Parliament will determine the responsiveness of each supplier to the Request for Quotation (RFQ). A substantially responsive quote is one which conforms to all the terms and conditions of the RFQ without material deviations.
- 2.2 The House of People, Somali Federal Parliament will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.
- 2.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the correction of errors, its quotes will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
- 2.4 A quotation determined as not substantially responsive will be rejected by the House of People, Somali Federal Parliament and may not subsequently be made responsive by the supplier by correction of the non-conformity.

3. **Award Criteria:** The House of People, Somali Federal Parliament will issue PO/Contract to the selected lowest and qualified supplier. The House of People, Somali Federal Parliament reserves the right to accept or reject any quote, to annul the solicitation process and reject all quotes at any time prior to award of contract, without thereby incurring any liability to the affected supplier(s) or any obligation to provide information on the grounds for the purchaser's action.

4. **Identification of Quotation:** The supplier shall ensure that the quote is on their letter head and / or their quote is stamped.

5. **Anti-Terrorism clause:** The Contractor agrees to undertake all reasonable efforts to ensure that none of the House of People, Somali Federal Parliament funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by the House of People, Somali Federal Parliament hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

I acknowledge that I have read and accept the conditions on reverse

NAME OF COMPANY REP, & FUNCTIONAL TITLE: _____

Signature: _____

Stamp:

E-MAIL ADDRESS: _____ ; (for both quotation/queries);