



**Federal Republic of Somalia**  
**House of the People**  
**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM: SOMALI FEDERAL PARLIAMENT HOUSE OF THE PEOPLE	May 23, 2024 REFERENCE: RFQ-HoP 0001-2024
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Dear Sir / Madam:

The Federal Parliament of Somalia hereby tenders the supply of office furniture and equipment as detailed here below, for the new parliamentary committee's offices in Villa Hargeisa, Mogadishu Somalia. All selected short list Companies are hereby invited to submit their re-quotation in sealed envelope to Office of the Director Office of the Admin and Finance, at Villa Hargeisa, House of the People not later than **Monday May 27, 2024 at 11:00am** or by email to [procurement@parliament.gov.so](mailto:procurement@parliament.gov.so) [smado@parliament.gov.so](mailto:smado@parliament.gov.so), [smado4@hotmail.com](mailto:smado4@hotmail.com), [maxamedkuble@gail.com](mailto:maxamedkuble@gail.com)

Item	Description	Quantity
1.	VIP Chairs	5
2.	Executive Desk	5
3.	Visitor Chairs	10
4.	Computer Desktop	1
5.	Printing HP- Color	1
6.	Filing cabinet	2
7.	Meeting table	2
8.	Coffee Maker	1
9.	Refrigerator	1
10.	Water Server	1
11.	Office interiors (curtains, blinds, etc)	1

<b>CONDITIONS</b>	
Validity of Quotation	<b>Must Be Valid for 30 Days</b>
Major Conditions	Please deliver in a sealed envelope or e-mail your quotation to HOP Somalia addressed to: - <b>Email:</b> <a href="mailto:procurment.@parliament.gov.so">procurment.@parliament.gov.so</a> , <a href="mailto:smado@parliament.gov.so">smado@parliament.gov.so</a> , <a href="mailto:smado4@hotmail.com">smado4@hotmail.com</a> , <a href="mailto:maxamedkuble@gmail.com">maxamedkuble@gmail.com</a> clearly marked " <b>RFQ NUMBER</b> "
Delivery Lead Time	Specify the Leadtime - <b>A MUST</b>
Payment Terms	Within 30 Days upon receipt of Invoice
Currency	USD



Warranty	State the warranty period
Preliminary Examination - Completeness of quotation.	<b>Partial bids are permitted</b>
Destination	Somali Federal Parliament Building in Villa Somalia.

**REQUIREMENTS**

**1.0 Language**

**1.1** All documentation shall be in: **English**

**2.0 Evaluation of Bids**

- (i) Compliance with the technical specifications provided
- (ii) Vendor must be able to deliver within the delivery lead time stipulated
- (iii) Vendor must be an authorized dealer/ distributor able to enforce warranty on the equipment

**Preliminary Examination:**

**2.1** - Prior to the detailed evaluation, HOP will determine the substantial responsiveness of each Bid to the Request for Quotation (RFQ). A substantially responsive Bid is one which conforms to all the terms and conditions of the RFQ without material deviations.

**2.2** - HOP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids 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 Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

**2.4** - A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

**3.0 Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

**Evaluation Criteria -**

- |     |   |
|-----|---|
| 1.1 | Compliance with pricing conditions set in the RFQ.  |
| 1.2 | Compliance with Special and General Conditions specified by these Solicitation Documents. |

**Following information MUST be submitted: -**

- |     |                             |
|-----|-----------------------------|
| 1.3 | Updated Company Profile- NA |
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**4.0 Award of Purchase Order**

**4.1 Award Criteria:** The procuring Hop entity will issue the PO to the lowest priced qualified Vendor. HOP 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 PO, without thereby incurring any liability to the affected vendor(s) or any obligation to provide information on the grounds for the purchaser's action.

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

**6.0. Anti-Terrorism clause:** The Contractor agrees to undertake all reasonable efforts to ensure that none of the HOP 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 HOP 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, FUNCTIONAL TITLE:

Signature \_\_\_\_\_

E-MAIL ADDRESS:

; (for both quotation/queries);

