

Request for Quotations (RFQ)



*Ministry of Energy
(Power Division)*

Renovation of Office of PIU Procurement of Furniture (Lot-1)

Reference No. PK-MOE-420510-CW-RFQ

**Program Implementation Unit (PIU)
Electricity Distribution Efficiency Improvement Project (EDEIP)
Ministry of Energy (Power Division)
Government of Pakistan**

Evacuee Trust Complex Building, 1st Floor, Office No. 112,
Agha Khan Road, F-5/1, Islamabad

6th March, 2025

Request for Quotations (RFQs)

The Program Implementation Unit (PIU) invites quotations from eligible firms for “**Procurement of Furniture (Lot-1)**” for Electricity Distribution Efficiency Improvement Project (EDEIP) through Request for Quotation (RFQs)/Shopping method as defined in World Bank Procurement Regulations. For this purpose Program Implementation Unit (PIU) invites quotations from eligible firms to submit quotations for supply & delivery of office furniture as per the following:

Schedule of Requirements:

| Sr. | Item | Specifications | Qty | Unit Price (PKR) | Total Amount (PKR) |
|-----|-----------------|--|-----|------------------|--------------------|
| 1 | Executive Table | L:914mm W:1828mm H:760mm Structure made of veneer pressed & leatherite wrapped on particle board + solid wood & imported inlay pressed + polish finish. | 01 | | |
| 2 | Side Rack | L:457mm W:1220mm H:760mm Structure made of veneer pressed on particle board with solid wood & imported inlay + polish finish. | 01 | | |
| 3 | Visitor Chair | L:490mm W:670mm H:930mm Acacia Wood Structure Fabric: Waffle Black Aluminum Powder Coated Frame. | 04 | | |
| 4 | Sofa (3-seater) | L:840mm W:2362mm H:800mm Fully Upholstered with best quality foam and leatherite. Inner structure made of solid acacia wood. | 01 | | |
| 5 | Sofa (1-seater) | L:840mm W:1092mm H:800mm Fully Upholstered with best quality foam and leatherite. Inner structure made of solid acacia wood. | 01 | | |
| 6 | Center Table | L:600mm W:1051mm H:496mm Made of veneer pressed on particle board + legs & rails including inlay in solid wood + polish finish. | 01 | | |

| | | | | | |
|---|--------------------|---|----|--|--|
| 7 | Side Table | L:600mm W:600mm H:496mm Made of veneer pressed on particle board + legs & rails including inlay in solid wood + polish finish. | 02 | | |
| 8 | Executive Table | L:840mm W:1600mm H:762mm Top Material: Ash/Oak wood veneer. Finish: Smoked Walnut Base: Ash/Oak wood veneer. Finish: Black | 01 | | |
| 9 | Side Rack | L:600mm W:1200mm H:762mm Top Material: Ash/Oak wood veneer Finish: Smoked Walnut Base: Ash/Oak wood veneer Finish: Black | 01 | | |
| 10 | Executive Chair | L:660mm W:760mm H:710mm Acacia Wood Structure Fabric: Waffle Black Aluminum Powder Coated Frame | 01 | | |
| 11 | Visitor Chairs | L:490mm W:670mm H:930mm Acacia Wood Structure Fabric: Waffle Black Aluminum Powder Coated Frame | 04 | | |
| 12 | Sofa (1-Seater) | L:1016mm W:1092mm H:812mm Fully Upholstered with best quality foam and leatherite. | 01 | | |
| 13 | Side Table | L:500mm W:500mm H:565mm Structure made of veneer pressed on particle board both sides of table top + legs in solid wood + polish finish. | 01 | | |
| Total Amount inclusive of all applicable taxes (PKR) | | | | | |

Instructions to Bidders:

1. Eligibility Criteria:

- a) Registered with FBR (NTN/GST);
- b) General Order Supplier or Furniture Manufacturer;
- c) Not blacklisted by any public procuring agency or any financial institution of Pakistan.

2. Validity of offers

The offers shall be valid until ninety (90) days from the date of opening of the quotation.

3. Preparation of Quotations

Your price quotation/(s) shall be for all the items as described in attached "Schedule of Requirements".

4. Quoted Price

The quoted price will be including all applicable taxes.

5. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference above, and the name of the Supplier.

6. Submission of Quotations

- a. Quotations are to be submitted in the form attached **by courier or by email**.
- b. The deadline for submission of Quotations is on or before by **11:00 AM on 13th March, 2025**.
- c. The address for submission of Quotations is:

Attention: Program Director, PIU-EDEIP Project (Component-IV)

Address: Evacuee Trust Complex Building, 1st Floor, Office No. 112,
Agha Khan Road, F-5/1, Islamabad

7. Evaluation of Quotations

Quotations will be evaluated on lump sum basis (total bid amount) to ensure compliance with the Technical Specifications and quoted price and any other requirements of the RFQ as per Schedule, and the Purchase Order shall be issued to the respective firm offering the lowest evaluated price against estimated quantities.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

8. Award of Purchase Order

The Purchase Order will be awarded for the respective Supplier who:

- a. offers the lowest evaluated price,
- b. technically responsive to specifications.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

Terms & Conditions:

- i. Payment shall be made within 30 days upon submission of invoice.
- ii. Payment shall be made after deduction of all applicable taxes.

Program Director (PIU)

EDEIP Project (Component-IV)

Evacuee Trust Complex Building, 1st Floor, Office No. 112, Agha Khan Road,
F-5/1, Islamabad

Tel. 0300-4443535 Email: pcs.moe.edeip@gmail.com

ANNEX 1: Quotation Forms Supplier Quotation Form

| | |
|-----------------------------------|---|
| From: | [Insert Supplier's name] |
| Supplier's Representative: | [Insert name of Supplier's Representative] |
| Title/Position: | [Insert Representatives title or position] |
| Address: | [Insert Supplier's address] |
| Email: | [Insert Supplier's email address] |

| | |
|------------------------------------|---|
| To: | PIU, EDEIP Project (Component-IV) |
| Purchaser's Representative: | |
| Title/Position: | Program Director (PIU) |
| Address: | Evacuee Trust Complex Building, 1st Floor, Office No. 112, Agha Khan Road, F-5/1, Islamabad |
| RFQ Ref No.: | |
| Date of Quotation: | |

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Services, as per this Quotation and in conformity with the RFQ. We confirm that we have examined and have no reservations to the RFQ.

2. Quotation Price

The Price Schedule is as under *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

3. Quotation Validity

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

4. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject all Quotations and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. Annul the RFQ process at any time prior to the award of the Purchase Order without incurring any liability to Suppliers.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation:

Signature of the person named above: Date: