**Major Procurement – Limited Shopping (Goods)**

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|  | Purchaser: Ministry of Education, Youth and Sports  |
| Procuring Entity: Central Procurement Unit (Fetelika. Failautusi, Phone: +688 20046, E-mail: babavoss041221@gmail.com)  |
| Goods Required*: School Furnitures for Tutasi Primary School*  |
| IFQ No: LS/ MEYS 04/2021 |

Date: \_\_**01/ 11/2021**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(****name of company invited****)*

# 1. Invitation for Quotation

1.1 Under Tuvalu’s Limited Shopping Procedures for Goods, you are invited to quote for supply, delivery to Funafuti, Tuvalu and (where indicated) installation of the items listed and specified below. Quotations must be in English with all prices in Australian dollars (AUD). Prices shall include all shipping costs, port clearance charges at Funafuti, taxes and duties, fumigation where necessary to comply with the Quarantine Act and the Plant Act, insurance at full replacement value until delivery in Funafuti, and all other incidental costs.

1.2 Your quotation should be e-mailed or delivered in a sealed envelope to reach the Central Procurement Unit by close of business on the **10th of November at 16:00 hours.** If you submit your quotation by e-mail, electronic signatures are acceptable. The quotation shall be valid for acceptance for 30 days from the date of submission and quoted price shall remain fixed until delivery is completed.

1.3 A responsive quotation is one that contains the Technical and Price Schedule fully completed and signed where indicated. A non-responsive quotation shall be rejected.

# 2. schedule of goods

2.1 The Technical and Price Schedule of the required goods and their technical specification is on the next page. Bidders shall complete the column headed “Goods Offered” entering “Comply” if the goods offered exactly match the Goods Required. Any substantive deviations from the column headed “Required” must be highlighted. Deviations may be accepted or rejected at the sole discretion of the Purchaser. Bidders shall complete columns 5 and 6, the total quotation CIF Funafuti and the information requested below the Schedule. Bidders shall attach to their Quotations brochures or technical literature from the manufacturers showing the detailed specifications of the goods being offered and the manufacturers’ warranty periods. Goods may be sourced from any state or country except those with whom the Government of Tuvalu has officially prohibited commercial relations.

# 3. contract award

3.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the quotation process at any time prior to signing a contract, without incurring any liability to any bidder. Unless there are other exceptional circumstances, the Purchaser shall award a contract to the best value for money quotation, provided further that the maximum delivery period is satisfactory to the Purchaser.

3.2 The Purchaser will enter into a contract with the selected bidder comprising this completed quotation in full and a Purchase Order provided by the Purchaser and signed by the Treasury Department. The contract period will be the date of signature on the Purchase Order plus the maximum delivery period offered by the winning bidder.

# 4. conditions of contract

4.1 The Final Destination for delivery of the goods is either: (1) the Purchaser’s Office, Government Office Building, Funafuti, if the Supplier is a Funafuti-based company; or (2) the Port of Funafuti, if the Supplier is an overseas-based company, or if the goods are being transhipped by the Government to the outer islands.

# Technical & Price Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 = 4 🞨 5 |
| **Item** | **GOODS REQUIRED***School Furnitures*  | **GOODS OFFERED** | **UNIT** | **QUANTITY** | **RATE (AUD)** | **AMOUNT (AUD)** |
| *(Purchaser to complete)* |
| 1 | Compact Desk 450mm x 600mm with powdercoated Steel frame providing kneel and Chairs Clearances (Same height with the Nauti Pri Sch desk) With performances Height 630mm. (Suitable for Class 1 – 3) |  |  | 45 |  |  |
| 2 | Compact Desk 450mm x 600mm with powdercoated Steel frame providing kneel and chairs clearances (Same with Nauti Pri Sch desk) with the performances Height 680mm |  |  | 30 |  |  |
| 3 | Compact Desk 450mm x 600mm with powdercoated Steel frame providing kneel and chairs clearances (Same with Nauti Pri Sch desk) with the performances 725mm height |  |  | 45 |  |  |
| 4 | Student Chair Size 3: 380mm Height (Match with 630mm desk) including a hot stamp of Tutasi on the back of each chair, polypropylene colour (colour to be advise) Same with the Nauti Primary School  |  |  | 45 |  |  |
| 5 | Student Chair Size 4: 430mm (Match with 680mm desk) including a hot stamp of Tutasi on the back of each chair, polypropylene colour (colour to be advise) Same with the Nauti Primary School |  |  | 30 |  |  |
| 6 | Student Chairs Size 4: 450mm (Match with 725mm desk) including a hot stamp of Tutasi on the back of each chair, polypropylene colour (colour to be advise) Same with the Nauti Primary School |  |  | 45 |  |  |
| 7 | Titan Execute Chair with ergonomic back support, black fabric seat with nylon swivel base  |  |  | 10 |  |  |
| 8 | Smart Desk for Teacher 1200mm x 700mm, light grey and charcoal with drawers  |  |  | 10 |  |  |
| 9 | Smart Cupboard 1720mm x 400mm w deep, light grey and charcoal colour, fully locking  |  |  | 10 |  |  |
| 10 | Magnetic White Board 300mm x 1200mm Anodised aluminium frame, porcelain surface comes complete with the pen tray and wall amount equipment. |  |  | 10 |  |  |
|  |  |  | **TOTAL QUOTATION CIF FUNAFUTI (AUD)** |  |

Bidder to state the warranty period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ months.

Bidder to state maximum delivery period offered from date of placing order: \_\_\_\_\_\_\_\_\_ calendar days.

Bidder’s name and seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed over printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.2 The Contract shall be subject to the laws of Tuvalu. Every effort shall be made to resolve disputes amicably without referral to third parties. Any dispute that cannot be resolved amicably shall be referred to arbitration under procedures described in the Arbitration Act, 2008 Revised Edition.

4.3 The Contract shall be amended only by written agreement between the Purchaser and the Supplier.

4.4 If Force Majeure makes completion of the contract impossible, the Supplier may ask the Purchaser to be released from the Contract. For the purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier.

4.5 The Supplier guarantees that all goods supplied will be new and unused and carry a warranty for the duration specified in the Quotation. Throughout the Contract and warranty period, the Supplier agrees to make good, at its own expense, any defect that is due to the quality of materials or workmanship.

4.6 The Government of Tuvalu has a policy of zero tolerance of fraud and corruption and shall reject a quotation, or cancel a Purchase Order already issued, if it determines that the bidder concerned, or any of its personnel or agents has directly or indirectly engaged in fraud and corruption in securing a contract or implementing a contract. The bidder concerned shall be liable to debarment from all future Government contracts for a period stated in the Procurement Suspension and Debarment Procedure issued by the Central Procurement Unit.

4.7 Within 30 days of receiving invoices, the Purchaser shall pay the Supplier as follows:

1. Funafuti-based and Overseas-based Suppliers: 100% of the contract price on satisfactory inspection of the delivered goods by the Purchaser.

4.8 The Purchaser has the right to reduce the payment to the Supplier by 0.1% of the Contract price for each day of delay beyond the contracted completion date. The reduction is up to a maximum of 10%, after which the Purchaser has the right to terminate the contract.

4.9 The purchaser shall provide to the supplier clear description of packaging of the goods on a case-by-case basis. Supplier must follow the purchaser packaging preference **OR** suggest an appropriate packaging that eliminates potential harm to the supplied goods.