



Request For Quotation (RFQ)
Office Furniture and Equipment

RFQ No:	RESET002 – Caribbean RESET - Barbados
Title:	Supply of Office Furniture and Equipment
Issuing Office and Address for Bid Submission:	Abt Global LLC. 6130 Executive Boulevard Rockville, Maryland 20852 <i>Contact person:</i> <i>Tinbit Dagne</i> <i>Tel: 301.634.1893</i>
RFQ Issuance Date:	Wednesday, June 12 th , 2024
RFQ Closing Date:	Friday, June 19 th , 2024, by 4PM EST
Email Address for Questions and Bid Submission:	tinbit.dagne@abtglobal.com
Anticipated Type of Award:	Firm Fixed Price Purchase Order
Basis of Award:	See “Evaluation Criteria” section
Funding Agency	United States Agency for International Development (USAID)
Prime Contract Number:	72053824C00001
USAID Source / Nationality (Geo) Code:	USAID Geo Code 937 ¹

¹ Under Geo code 937, goods and services can be sourced from the United States, Barbados, and developing countries other than advanced developing countries and excluding prohibited sources.
For list of advanced developing countries excluded under this code see:
<https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.pdf>

Introduction

Founded in 1965, Abt Global (formerly Abt Associates Inc) is a mission driven, global leader in research and program implementation in the fields of health, social and environmental policy, and international development.

Abt is recognized as an engine for social impact, fueled by caring, curiosity, and cutting-edge research that moves people from vulnerability to security. Whether it's welfare or weather disasters, the environment or economics, agriculture or HIV and AIDS, Abt Global addresses the world's most pressing issues, and is known for its rigorous approach to solving complex challenges.

Abt excels thanks to its diverse staff of more than 3,600 Bold Thinkers around the world. Abt crosses disciplines, methods and geographies; and builds mutual trust and respect in the communities where we work. At Abt, we are united by a shared mission: improve the quality of life and economic well-being of people worldwide.

The Purpose of this RFQ is to obtain quotations for the supply of office furniture and equipment for use by RESET project.

About the RESET Project:

The purpose of the Caribbean Resilient Economies and Sectors (RESET) Activity is to reduce constraints to climate and disaster finance and increase investments in climate and disaster resilience across economic sectors. This will be done by building capacity of national governments for critical investments in key sectors, encouraging investment that supports the uptake of climate smart technologies and approaches by small businesses, and promoting inclusive growth through catalyzing partnerships, and training of youth and vulnerable groups.

Instructions to bidders

1. All documents submitted in response to this RFQ, as well as all related correspondence, will be in English.
2. Offerors are required to fully review all instructions and specifications contained in this RFQ. Failure to do so will be at the offeror's risk.
3. At any time prior to award of the contract, should Abt deem it necessary to change the RFQ provisions, it will provide such amendment(s) in writing. No oral instructions by any person will in any way be considered to limit, exclude, modify, or otherwise affect any terms or conditions of this solicitation, and no supplier shall rely on any such instructions.
4. Responses to technical questions will be distributed to all bidders.
5. All responses to this RFQ shall be submitted via email to Tinbit Dagne: tinbit.dagne@abtglobal.com
6. Quotes from Offeror(s) on US government debarred list will not be considered
7. At a minimum, quoted products must brand new and be suitable for use in the destination country and manufactured at sites compliant with applicable ISO and/or in keeping with country requirements and regulations in Barbados.
8. Bidder shall submit offer(s) with the following naming convention:
 - a. **Email subject line** (no space before/after dashes "-"): **RFQ# RESET002-Your company name**

9. **Attachments:** eg Quote/product literature/registration certificates etc
RFQ# RESET002-Your company name- Quote
RFQ# RESET002-Your company name- Product Literature
RFQ# RESET002-Your company name- Registration certificate etc
10. Abt Global LLC reserves the right to reject bids submitted without all requested information as non-responsive.
11. No advance payment is expected after winning the contract and successful bidder/s shall be paid on regular intervals as agreed before the signing of the contract. Note that Abt Standard payment terms are net 30 days. Payment terms are part of the evaluation criteria.

Quote Validity/Performance Period:

Submitted offers/Bids shall be valid for at least a period of 120 days from RFQ closing date

Preparation of Bids:

Bidders/Offerors are expected to examine the technical specifications and all instructions contained in this RFQ. Failure to do so will be at the offeror's risk

Offers shall provide unit and total price per line. In case of discrepancy between unit and extended/total price, the unit price shall prevail.

Offers shall include delivery lead time in weeks. That is, number of weeks from order receipt to delivery at the designated delivery point (Inco Place).

Descriptive literature, quality standard supporting documentation, full technical specification per quoted item must be submitted with the bid. Submitted literature will be used to demonstrate compliance with the stated technical specification but shall in no way be considered to amend the quotation and the applicable RFQ requirement.

Amendments:

If it becomes necessary to modify this RFQ, an amendment will be issued and be binding to all bidders. Amendment(s) will be sent return receipt requested, and will be numbered consecutively commencing with **Amendment-01, 02** etc. Bidders are required to reference such amendments in their subsequent response and/or communication.

Clarifications:

All questions with regard to this RFQ shall be addressed to tinbit.dagne@abtglobal.com. The deadline of submitting questions is 16:00hrs EST on Tuesday June 11th, 2024. Oral communication concerning this RFQ will not be accepted except for administrative clarification regarding submission format or location of the office, etc.

Equipment and Operating Conditions:

Operating and service manuals must be provided for all equipment. Furniture must be delivered fully assembled when possible.

Packing:

Supplier shall be responsible for packaging, marking and shipping the goods in accordance with the terms stated in the order, good commercial practices and all applicable laws. Each package shall be marked with handling instructions, shipping information, order number and part or item number. An itemized packing list shall accompany each shipment. Abt reserves the right to reject any shipment not meeting these requirements.

Delivery Location:

Products shall be delivered to Abt Barbados – Caribbean RESET, Radley Court, Upper Collymore Rock, St. Michael, Barbados

Packing List:

As applicable, a complete itemized packing list shall be affixed in an appropriate “Packing List” envelope outside the shipper box or container used to deliver commodities. Each packing list shall include a complete description of the goods, all applicable catalog numbers as also indicated in the applicable Purchase Order

Invoices and Payments:

Payments will be made net thirty (30) days after Abt Global receives a complete and correct invoice from supplier based solely on Services actually performed by Supplier and/or Goods actually supplied by supplier pursuant to a Purchase or Deliver order.

Product Description and Specifications:

Seq #	Product Description	Corresponding Rooms (Refer to Attachment 3)	Additional information/Specs	Unit of Measure	Quantity
NOTE: <i>Where manufacturer name and catalog numbers are provided, they are for reference purposes only intended to provide a common reference point for all bidders. Other brands will be considered provided they meet the salient technical specifications. So, wherever a manufacturer or catalog numbers is mentioned, the words or equivalent are implied.</i>					
1	Office Desk, Height Adjustable Electric Sit Stand Desk (White Metal Frame + Mahogany Desktop, minimum dimensions: 55.1"D x 27.5"W x 23.6"H. Able to adjust to minimum 48" high. Acceptable Colours: White, light browns (such as oak and walnut), greys and light blues to coordinate with office colour scheme	1x COP 1x DOO 1xGAR 1xEx Office 2 2xEx Office 1	Adjustable Desks	Each	6
2	Rectangular Desk with drawers to be used as return for adjustable desk to create an L-shape Minimum Dimensions: 30"Lx24"Wx 23"H Must match colour of adjustable desk	1x COP 1x DOO 1xGAR 1xEx Office 2 2xEx Office 1	Rectangular Desk - return for Adjustable desk	Each	6
3	L-shaped desks Minimum dimensions 43.3"D x 59"W x 29.52"H Acceptable Colours: White, light browns (such as oak and walnut), greys and light blues to coordinate with office colour scheme	WS 1,2,3	L-Desk	Each	3
4	Partitions to establish Modular workstation setup to accommodate 3 total persons. Two persons will be seated side by side, the third will be standalone. Refer to office layout for WS1,2,3. Each station: 64"Wx48"Hx36"D Wood or metal frame	WS 1,2,3	Partitions To develop an overall look similar to this: Modular workstation with Partition - 2 persons	Each	3

	Light coloured – to coordinate with colour scheme. Note that the desks at item 3 are for these workstations				
5	Ergonomic Chairs with Lumbar support No Head Rest Preferably seat fabric in dark blue, grey, dark red Fully Adjustable arm rests, back tilt, seat height Materials: Mesh or fabric – no leather	1x COP 1x DOO 1xGAR 1xEx Office 2 2xEx Office 1 3x WS 1,2,3	Office Chairs	Each	9
6	3-Drawer Filing Cabinets Metal or Wood Light grey, tan or oak – must coordinate with colour scheme Approximately 24”Hx18”Wx18”D	1x COP 1x DOO 1xGAR 1xEx Office 2 2xEx Office 1 3x WS 1,2,3	Under desk Filing cabinet	Each	9
7	Small Conference Table Grey, tan, oak, etc – must coordinate with colour scheme Approximately 36” Diameter Round	1x COP	COP Breakout table round	Each	1
8	Guest Chairs Metal or wooden frame Fabric seating	4x COP 1x DOO 1xGAR 1xEx Office 2	Guest Chairs Mesh	Each	7
9	10 Seater Rectangular Conference table Can preferably accommodate outlets at centre Wood or metal frame Light coloured – to coordinate with colour scheme 29.53" H X 94.49" L X 47.24" D	Conference Room	10 seater Conference table	Each	1
10	Conference room chairs High Back, Metal Frame Must have lumbar support, arm rests, adjustable seat height (18” to 23”) Tilt Lock Light coloured – to coordinate with colour scheme	Conference Room	Conference Chairs	Each	10
11	Lunchroom table Must accommodate 4 chairs Wood or metal frame Light coloured – to coordinate with colour scheme Pedestal Base 29" H x 48" W x 48" D	Lunchroom	Lunchroom table	Each	1
12	Lunchroom Chairs Bright coloured – blue etc Metal Frame, plastic seat Easily wipeable 21"D x 22"W x 32"H	Lunchroom	Lunchroom chairs	Each	4
13	Stationery Storage cupboards Wooden or metal Colour scheme must coordinate with conference room furniture 31.5" H X 75" W X 15.75" D	Conference Room	Stationery Storage	Each	2

14	Reception Chair – Single Seater Faux Leather, metal or wooden frame Black, grey, blue etc. 29.75" H X 32.5" W X 32.25" D	Seating/Waiting Reception	Reception Chair	Each	1
15	Reception Chair – Two Seater Faux Leather, Metal or wooden Frame Black, grey, blue etc. 29.5" H X 50.75" W X 31.25" D	Seating/Waiting Reception	Reception Chair 2 seater	Each	1
16	Reception End Table Round or Square 20" diameter if round 2."Wx20"Hx20"D if square Wooden finish – light oak, walnut etc.	Seating/Waiting Reception	Square reception end table Round table Reception	Each	1

Evaluation Criteria:

Abt Global LLC, intends to award a PO (in whole or in part) to the most advantageous technically compliant offer(s), the following factors considered:

- Price and price related factors
- Delivery lead time
- Delivery terms and/or cost
- Payment Terms
- Past performance

A responsive proposal is one that comes from a responsible supplier² and complies with all the terms and conditions stated in the RFQ without material modification. A material modification is any modification that affects price, quantity, quality, delivery or installation date of equipment or materials, or which limits in any way the responsibilities, duties or liabilities of the bidder or any rights of Abt or its clients.

Abt reserves the right to waiver any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.

² For the purpose of this RFQ, a responsible supplier one who is legally, technically, and financially qualified to provide the RFP goods and/or services.

APPENDIX A: BID SHEET

Seq #	Quoted Product Description	Manufacturer Catalog #	Product Quality Std. (attach copy of applicable certificate g ISO)	Country of Origin	Country of Shipping (Source)	Lead Time (in weeks)	Unit of Measure	Unit Price [specify currency]	Extended Price [specify currency]
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
Taxes (specify type and % as applicable)									
Shipping Cost (if applicable)									
Other costs (specify type)									
Grand Total									