**Furniture specifications**

1. **: GENERAL**
   1. **SUMMARY**

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| --- | --- |
| Delivery terms (Incoterms 2010) | DAP  *Note: for import clearance the consignment shall be addressed to Peace Corps c/o US Embassy, Lome, Togo.* |
| Address of delivery | Building located along the Route de Kpalime / Boulevard de la Victoire / Boulevard du 30 Août at GPS coordinates GPS: 6.15445, 1.20190, approx. 150 meters north of the College du Plateau. |
| Latest expected delivery date | 120 days from the issuance of the Purchase Order |
| Delivery schedule | Required |
| Packing requirements | Furniture must be delivered fully assembled for installation or assembled and installed by the supplier at the final destination |
| Pricing | Peace Corps is a qualified U.S. Government agency. All companies with valid Schedule Contracts are required to provide their goods and services at amounts not to exceed the agreed-upon prices. |
| Value added tax on price quotation | Must be exclusive of VAT and any other applicable indirect taxes |
| After-sales services required | Warranty supplied items for minimum period of one year |
| Deadline for the submission of quotation | 17:00 GMT, Friday 28 May, 2021 |
| All documentation, including catalogs, instructions, and operating manuals, shall be in this language | English and French |
| Documents to be submitted | * Duly completed BOQ Form (see Part E) as provided herewith and in accordance with the list of items * Pro-forma invoice, inclusive of shipping to Lomé, Togo * Quality certificates (e.g., if items are ISO or similarly certified, etc.) * Latest business registration certificate * Manufacturer’s authorization of the company as a sales agent (if supplier is not the manufacturer) * Certificate of exclusive distributorship in the country (if applicable, and if supplier is not the manufacturer) * Samples (see A.4 C below) |
| Period of validity of quotes starting from the date of submission | 120 days  *Note: Peace Corps reserves the right to extend the initial request that these quotes remain valid for an additional 90-120 days. In the event that this is needed, the Peace Corps contracting officer will confirm with the vendor in writing that said supplier agrees to honor the initial quote submitted to Peace Corps for said supplies / services.* |
| Partial quotes | Quotes shall be for all items within each individual lot. Suppliers may submit for one or more lots. |
| Payment terms | 100% upon complete delivery of goods and within 30 days of submission of invoice. |
| Liquidated damages | Delivery time is within 120 days after issuance of Purchase Order. Any late delivery of goods will be penalized with 0.5% per day up to a maximum of 10% of the Purchase Order amount. After that, “Special conditions of contract / PO” will be applied. |
| Evaluation criteria | * Technical responsiveness / full compliance to requirements * Full acceptance of the PO / contract general terms and conditions * Duly completed the Compliance to Requirements Form (see Part D) in accordance with the list of requirements * Registration certificates * Compliance with the pricing conditions set in the RFQ * Compliance with other conditions related to requirement * Compliance with requirements related to technical design features or the products’ ability to satisfy functional requirements * Compliance with delivery timeframe of 120 days from the date of signing of Purchase Order * Quality certificates / similar experience in supply of such items |
| Peace Corps may award to: | One or more suppliers, with all items in any one lot going to a single supplier |
| Type of contract to be signed | Firm fixed price contract for provision of goods and services (see Sample Contract) |
| Special conditions of contract / PO | Peace Corps reserves the right to cancel the PO / contract if the delivery / completion is delayed by more than 20 days |
| Conditions for release of payment | * Meeting all requirements: items should be as per mentioned technical specifications * Written acceptance of goods based on full compliance with RFQ requirements |
| Point of Contact for inquiries (written inquiries only) | [TG-Procurement@peacecorps.gov](mailto:ProcurementTG@peacecorps.gov)  Attn.: David Rothschild |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described herein.

The quotations that comply with all of the specifications, requirements and offer the lowest prices, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by Peace Corps. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Peace Corps’ re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Peace Corps after it has received the quotation. At the time of award of contract or purchase order, Peace Corps reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum of twenty five percent (25%) of the total offer, without any change to the unit price or other terms and conditions.

Peace Corps is not bound to accept any quotation, nor award a contract / purchase order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

* 1. **LIST OF ITEMS TO BE SUPPLIED**

This section includes, but is not limited to fabrication, finish, hardware, delivery to site and installation of standard furnishings, described in Specifications, and as listed below:

Lot 1: desks and meeting tables

1.1 Adjustable height, standing desks

1.2 Fixed height desks / tables

1.3 Meeting tables

1.4 Cafeteria / work tables

Lot 2: chairs

2.1 Desk chairs

2.2 Meeting and visitors’ chairs

2.3 Cafeteria and conference room chairs

Lot 3: upholstered furniture and low tables

3.1 Upholstered furniture

3.2 Low tables (to complement upholstered furniture)

Lot 4: storage units

4.1 Mobile storage / pedestal cabinet

4.2 Closed cabinet

4.3 Open bookcase

4.4 Combination bookcase / cabinet

Lot 5: office accessories

5.1 Glass whiteboards

5.2 Waste baskets

5.3 Wall clocks

5.4 Sign holders

5.5 Graphic signs

Lot 6: metal lockers, industrial shelving, tables, and equipment

6.1 Lockers

6.2 Warehouse shelf units

6.3 Pharmacy shelf units

6.4 Rolling platform ladder

6.5 Tables

6.6 Key safe

6.7 Janitor’s cleaning cart

6.8 Material handling trucks

Lot 7: non load-bearing partition walls

7.1 240 cm. high fixed position partitions

7.2 140 cm. high freestanding partitions

* 1. **SUBSTITUTIONS**

Substitution from those listed in the specification may be considered by Peace Corps if said manufacturer(s) demonstrate that their applicable product(s) are equal in salient characteristics such as construction, size, proportion, comfort, quality, durability, craftsmanship, appearance and warranty to those indicated.

* 1. **SUBMITTALS**

Suppliers shall submit to Peace Corps the following:

1. Product Data

Submit Product Data for each type of furniture indicated including construction and finishing processes as required.

1. Shop Drawings

Shop drawings are required only on non-standard manufacturer's items or as required by Specifications.

1. Samples

Submit (2) samples of each fabric

Submit (2) samples of each wood finish

Submit (2) samples of each laminate finish

Submit (2) samples of each color for painted metal

* The cost of shipment and return for the proposed submittal item shall be the responsibility of the Contractor.
* All samples shall be submitted for Peace Corps’ approval before application or fabrication.
* Samples for this section shall be sent to:

AMERICAN AMBASSADOR

AMERICAN EMBASSY

4332, BLVD Gnassingbé Eyadema,

Cité OUA, B.P. 852

Attn.: David Rothschild Tel. +228-90-10-38-21

“DIPLOMATIC CARGO”

LOME TOGO

WEST AFRICA

* 1. **QUALITY ASSURANCE**

Installer Qualifications

* Installation shall be performed by personnel that have minimum two years of experience installing furniture of comparable quality with ability to install work to meet specified standards.
* Supplier shall provide an on-site supervisor to direct installation of all furniture items.
  1. **DELIVERY, STORAGE & HANDLING**

Furniture may be assembled and finished at factory to be delivered to site ready for installation or, where appropriate, delivered as component parts which may be assembled by qualified installers at site. Protect items during delivery, storage and after installation so that there will be no indication of abuse or damage at the time of substantial completion of the Project. Replace or repair, to showroom condition, damaged work as directed by Peace Corps. Materials damaged due to improper protection during storage (dampness included) shall be rejected and removed from the site.

1. **: PRODUCT WARRANTY / GUARANTEE**

The items specified herein shall be fully and unconditionally guaranteed by the manufacture against defects in materials, workmanship and installation for the manufacturer’s standard warranty period after acceptance of installation.

1. **: LIST OF ITEMS**
2. **Lot 1: desks and meeting tables**
   1. Adjustable height, standing desks (three sizes)
      1. Standard: approx. 1200 mm wide x 700 – 800 mm deep
      2. Large: approx. 1500 mm wide x 700 – 800 mm deep
      3. Extra-large: approx. 1800 mm wide x 700 – 800 mm deep.

* Desk tops to be in light colored wood (e.g., bamboo) or high density laminate material with PVC edge banding of similar appearance.
* Desks to be adjustable in height with range to include from approx. 680 mm (27 inches) to 1200 mm (47 inches). If another range option is available, please quote that version as an alternative. Height adjustment to be electrically operated (230V AC / 50 Hz) with programmable preset stop positions.
* Metal support pedestal structure to be flat black powder coat baked enamel finish resistant to stain and scratch.
* As options, to be quoted separately, all desks may be provided with
  + cable management
  + wire management grommets
  + desk-mounted (e.g., clamp type) monitor support (for screen up to 27”)
  + desk-mounted (e.g., clamp type) double monitor support (for screens up to 27”)
  + keyboard tray for standard keyboard and mouse
  + slide-out tray for objects
  + modesty / privacy panels (side and back)
  + anti-fatigue floor mat
  1. Fixed height desks / tables (two sizes)
     1. Standard side table: approx. 1200 mm wide x 600 - 700 mm deep x approx. 600 – 700 mm high, rectangular
     2. Large: approx. 1800 wide x 800 - 900 mm deep x approx. 700 – 750 mm high, rectangular
* Desk tops to be in light colored wood (e.g., bamboo) or high density laminate material with PVC edging of similar appearance
* Metal support structure (please specify options for double pedestal or 4 legs) to be flat black powder coat baked enamel finish resistant to stain and scratch.
* Suppliers to indicate availability and cost for optional modesty, back, and side panels and accessories (e.g., tray, shelf)
  1. Meeting tables
     1. Barrel shaped or open center, approx. 5500 – 6000 mm length x 1500 - 1800 mm width, with pedestal supports, for 16-20 people
     2. Round, approx. 1400 mm diameter, with single pedestal support for 6 people
     3. Round, approx. 900 mm diameter, with single pedestal support for 3 to 4 people
* All tables to have light colored wood veneer or high density laminated surface with PVC edging, height approx. 730 mm, with metal supports to be flat black powder coat baked enamel finish resistant to stain and scratch.
  1. Cafeteria / work tables
     1. Square tables, approx. 1000 x 1000 mm x 720 mm high with single pedestal aluminum or chrome support, for 4 people, to have white laminated surface
     2. Rectangular training tables, approx. 700 x 1800 mm x 650 - 720 mm high with two pedestals or four legs, for computer training for 2 people, to have white laminated surface.
     + As options, to be quoted separately, these tables may be provided with
       - cable management
       - desk-mounted (e.g., clamp type) monitor support (for screen up to 27”)
       - keyboard tray for standard keyboard and mouse
       - slide-out tray for objects
       - modesty panel

1. **Lot 2: chairs**
   1. Desk chairs
      1. Standard desk chair (Herman Miller Aeron or similar)
      2. Standing desk chairs (HÅG Capisco Puls or similar), with option for seat heights (e.g., choice of gas cylinder size) to adapt to adjustable height (standing) desks

* Ergonomic design with multiple seating positions
* Adjustable back height, seat depth and tilt
* Five star cast aluminum base, black, with castors for hard floors
* High quality fabric upholstery
* Durable, easy wash materials
  1. Meeting and visitors’ chairs
     1. Skid-type metal frame with arms, ergonomic back support, preferably stackable (with optional trolley / rack)
     2. With wheels, five star cast aluminum base with castors for hard floors, adjustable seat height, arms, ergonomic back support
* Models both with and without wheels to have the same esthetic design so that they may be used together in the same spaces.
* Durable upholstery or, in alternative, mesh
  1. Cafeteria and conference room chairs
* 4 legs or skids, stackable to min. 15 high.
* Molded plastic seat and back (not upholstered)
* Optional cart for transporting

1. **Lot 3: upholstered furniture and low tables**
   1. Upholstered furniture
      1. one-seat armchair
      2. three-seat sofa

* Contemporary, spare design
* Foam covered seat cushions may be either fixed or removable
* Contract, high grade fire-retardant fabric upholstery (supplier to provide color swatches)
  1. Low tables

Style and frame materials to match / complement those of upholstered furniture. Top to match or complement desk tops, with scratch resistant surface.

* + 1. Small coffee table, round: approx. 600 mm diameter x 500 mm high.
    2. Medium size coffee table, rectangular with radius corners: approx. 900 mm x 500 mm x 50 mm high.
    3. Small end table, square: approx. 500 mm x 500 mm x 500 mm high.

1. **Lot 4: storage units**
   1. Mobile storage / pedestal cabinet (metal or wood)

Under-table mobile storage / pedestal cabinet unit (approx. 400 mm wide x 500 mm deep x 550 - 650 mm tall) with option for either 2 drawers (of which one for files) or 3 drawers (no file drawer), on castors suitable for hard flooring. Design and finishes to match or complement desks.

* + 1. 2-drawer unit
    2. 3-drawer unit
  + Optional cushion top
  + Optional locking mechanism
  1. Closed cabinet (metal or wood)

Cabinets with hinged or sliding doors, approx. 900 mm wide x 350 mm deep x 1000 mm high with two adjustable shelves and optional locking mechanism

* 1. Open bookcase (metal or wood)
     1. 3 shelf bookcase, approx. 900 mm wide x 350 mm deep x 1000 mm high with two adjustable shelves.
     2. 5 shelf bookcase, approx. 900 mm wide x 350 mm deep x 1600 mm high with four adjustable shelves
  2. Mailboxes (metal)

Pigeon hole mail boxes, approx. 200 mm wide x 120 mm tall x 250 mm deep each box. Boxes to fit within an overall wall opening of approx. 3450 mm wide x 1000 mm tall (e.g., 8 boxes high x 15 boxes wide, for a total of 120 boxes). Boxes to have keyed lock on front (user-access) side, and open for sorting of mail from back side.

1. **Lot 5: office accessories**
   1. Glass whiteboards

* commercial quality glass dry erase boards, with “button” mount hardware
  + 1. Approx. 1200 mm tall x 2400 mm wide
    2. Approx. 1200 mm tall x 1800 mm wide
    3. Approx. 1000 mm tall x 1600 mm wide
    4. Approx. 600 x 900 mm
    5. Approx. 450 x 600 mm
* Optional magnetic board (metal backing)
* Optional organizing tray for pens and eraser
  1. Waste baskets
     1. Medium size (40- to 50-liter) brushed stainless steel, with touch lid
     2. Small size, individual use, metal mesh basket, black
  2. Wall clocks
* Approx. 250 mm diameter, plastic, solid color frame (supplier to advise colors available) with transparent dial cover. Black numbers in easy to read font on white face.
  1. Sign holders
* Holders to be in either glass or clear, non-glare acrylic, with mounting “buttons”, with option to mount in either horizontal (landscape) or vertical (portrait) position
  + 1. Room signs to hold A5 (210 x 148mm) format printed graphic.
    2. Wall signs to hold A3 (420 x 297) format printed graphic
  1. Graphic signs
  + Signs to have internationally accepted symbols to denote purpose
    1. Toilet symbols (pair, one male and one female pictogram), approx. 150mm high by 100mm wide (each)
    2. Toilet symbols (combined male and female pictogram), approx. 150mm square
    - All toilet symbols shall be in brushed aluminum or stainless steel, min. 1 mm thick
    1. LED Illuminated exit signs, dual face, to comply with ISO 7010 and ISO 3864-3. Polycarbonate or similar housing with acrylic diffuser with pictogram legends, approx. 200 x 300mm. Lamp to be surface mounted to suspended ceiling. Supplied voltage is 230 V AC. Units to provide min. 2 hour battery backup.
    2. LED Illuminated exit signs, single face, to comply with ISO 7010 and ISO 3864-3. Polycarbonate or similar housing with acrylic diffuser with pictogram legends, approx. 200 x 300mm. Lamp to be surface mounted to suspended ceiling. Supplied voltage is 230 V AC. Units to provide min. 2 hour battery backup.
    3. Fire extinguisher signs. These shall be approx. 150 mm square, printed on rigid plastic or aluminum min. 1.5 mm thick, or other approved material, and shall comply with ISO 7010 and ISO 3864-3. They are to be mounted flat against wall.
  1. Electric hand dryers

Energy efficient, low noise level (<80dB), preferably with HEPA-filter (Dyson Airblade model 9jK or similar)

1. **Lot 6: metal lockers, industrial shelving, tables, and equipment.**
   1. Lockers

Lockers shall be metal treated to resist rust, powder coat baked enamel finish resistant to stain and scratch. Each unit shall be provided with locking mechanism or hardware to attach a padlock. Grouped units shall be provided with means to anchor to wall or back to back.

* + 1. Small lockers: individual compartments shall be stacked four high, with each individual locker unit having an opening and interior space sufficient to hold a standard motorcycle helmet (e.g., approx. 400 mm. wide x 400 mm. deep x 400 mm. tall.
    2. Large lockers: units shall be single height, approx. 350 mm. wide x 500 mm. deep x 1800 mm. tall.

Supplier shall specify various combinations available (e.g., 1, 2, 3 modules wide) and dimensions for each.

* 1. Warehouse shelf units
* Supports and adjustable height shelves to be galvanized / zinc plated steel. All supports to be approx. 200 cm tall.
  + 1. 40 cm. deep x 240 cm. wide, four shelf unit (two supports)
    2. 40 cm. deep x 220 cm. wide, four shelf unit (two supports)
    3. 40 cm. deep x 180 cm. wide, four shelf unit (two supports)
    4. 40 cm. deep x 180 cm. wide, four shelf unit (add-on, one support)
    5. 40 cm. deep x 200 cm. wide, four shelf unit (two supports)
    6. 40 cm. deep x 200 cm. wide, four shelf unit (add-on, one support)
    7. 40 cm. deep x 160 cm. wide, four shelf unit (two supports)
    8. 40 cm. deep x 160 cm. wide, four shelf unit (add-on, one support)
    9. 60 cm. deep x 160 cm. wide, four shelf unit (two supports)
    10. 60 cm. deep x 160 cm. wide, four shelf unit (add-on, one support)
    11. 80 cm. deep x 200 cm. wide, four shelf unit (two supports)
    12. 80 cm. deep x 200 cm. wide, four shelf unit (add-on, one support)
  1. Pharmacy shelf units
     1. 200 cm. tall x 100 cm. wide x 30 cm. deep five adjustable shelf unit, stainless steel
     2. 200 cm. tall x 100 cm. wide x 30 cm. deep five adjustable shelf unit, stainless steel (add-on, one support)
  2. Rolling platform ladder

Aluminum rolling ladder, 150 kg. load capacity, 60 cm wide steps, with 60 cm deep platform at approx. 80 cm high. Handrails to extend 100 cm above platform.

* 1. Tables
     1. Packing table: Painted steel frame, wood surface, 200 cm. wide x 80 cm. deep x 100 cm. tall with roll holder
     2. Workbench: Rust-resistant painted steel frame, wood surface, 200 cm. wide x 75 cm. deep x 75 - 100 cm. tall (adjustable), with one lockable side cabinet with adjustable shelf and one side set of 4 lockable drawers. Workbench to be provided with full width (200 cm. wide) heavy duty metal peg board for hanging tools, complete with ample assorted hooks.
  2. Key safe

Steel safe with 8 mm thick door, 3 mm thick sides and back, with digital touchpad. Hooks for 120 keys

* 1. Janitor’s cleaning cart

Polypropylene plastic or aluminum frame with two rigid rubber tread-on-core wheels and two swivel casters

* 1. Material handling trucks
     1. Stair-climbing hand truck with strap and buckle with ratchet-style tightener, steel, pneumatic wheels.
     2. Convertible hand truck with pneumatic wheels
     3. Light duty steel platform truck to carry loads up to 250 kg. complete with spring-loaded fold-down handle and wraparound bumpers to protect walls and furniture from damage, nonslip vinyl surface on the platform, two rigid and two swivel casters,

1. **Lot 7: non load-bearing partition walls**
   1. 240 cm high fixed position acoustic partitions with doors and glass panel inserts. Panels to extend upwards from floor, with required structural elements extending to 400 cm. high structural ceiling (drop ceiling level is 300 cm. high)
      1. Approx. 120 cm. wide panels with washable fabric covers.
      2. Approx. 100 cm. wide tempered glass panel
      3. Approx. 90 cm. wide tempered glass panel hinged door
   2. Approx. 140 cm. high by 110 cm. wide freestanding acoustic partitions with painted or chrome steel supports and connectors. Washable fabric covers over solid panels.
2. **: COMPLIANCE WITH OTHER CONDITIONS AND RELATED REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other information pertaining to our quotation are as follows:** | **(Supplier to complete as appropriate)** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, please indicate counter proposal** |
| Delivery lead time |  |  |  |
| Warranty and after-sales requirements (minimum one year warranty of supplied items) |  |  |  |
| GSA pricing |  |  |  |
| Validity of quotation (min. 120 days) |  |  |  |
| 100% payment following delivery of agreed items as per contract and within 30 days of receipt of invoice |  |  |  |
| Delivery condition as indicated |  |  |  |
|  |  |  |  |

1. **: SUPPLIER’S QUOTATION / BILL OF QUANTITY (BOQ)**

See attached Excel file. Note: each lot is on a separate worksheet.