

INVITATION TO BID (ITB)

Vendor / Company Name: _____

Date: _____

Cell phone: _____

Date: 15 th May 2024	No. of pages including this page: 2
Tender title: Meeting Table and Chairs	Ref no:

Submission:

Completed tender documents (Mandatory Requirement along with the Quote) in sealed envelope clearly marked with the Meeting Table and Chairs

Must be deposited in the tender box located at WVS Hargeisa Office before the deadline date and time (updated the date and time), and recorded in the attendance sheet.

Closing deadline: time: 4.00 pm date: 21st May 2024

Important:

Offers transmitted in any other manner than those indicated above will not be considered.

Requirements:

World Vision Somaliland invites pre-qualified and reputable Suppliers with proven experience in Supply of **Meeting Table and Chairs** to make an offer based upon the conditions stated in this invitation to tender for the Items in Annex 1.

Your offer should clearly indicate:

1. Unit price as per the attached RFQ
2. Price should be net after deduction. Applicable Taxes must be clearly stipulated and separated from the base costs.
3. Validity of the offer.
4. Delivery time.
5. You should have a furniture shop

Information to bidders:

1. Currency of offer should preferably be in US Dollars, but in case local currency is offered, the comparison of offers will be based on the prevailing rate of exchange.
2. World Vision reserves the right to accept the whole or part of your offer.

3. World Vision Somaliland reserves the right to accept or reject any application (bid), and is not bound to give reasons for its decisions. Canvassing or giving false information will lead to automatic disqualification.

4. **Tender prices must remain valid for 90 days from the date of tender closing**

EVALUATION CRITERIA

- You should have a furniture shop

1. Mandatory Requirements:

1. Provide a certified copy of a certificate of business registration.
2. Provide a certified copy of tax registration.
3. Provide references from previous customers

ANNEX 1: QUOTATION -MEETING TABLE AND CHAIRS

Items Description	Unit	QTY	Unit cost in USD	Total cost in USD
Meeting Table 6m	PCS	1		
Chairs	PCS	50		
Grand Total				

Meeting Table picture 6m



Chairs

