

**INVITATION TO BID (ITB)**

**Vendor / Company Name:** \_\_\_\_\_

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

**Cell phone:** \_\_\_\_\_

<b>Date:</b> 4 <sup>th</sup> March 2025	<b>No. of pages including this page:</b> 2
<b>Tender title:</b> Office Furniture	<b>Ref no:</b>

**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: 1:00 am date: 10<sup>th</sup> March 2025**

**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

**1. Mandatory Requirements:**

- Provide a certified copy of a certificate of business registration.
- Provide a certified copy of tax registration.

**2. Technical Evaluation**

- provide references from previous customers with relevant experience
- The company should own a furniture shop, have a proven track record in furniture supply, and demonstrate the capacity to meet quality and delivery standards

**ANNEX 1: QUOTATION -Office Furniture**

Items Description	Unit	QTY	Unit cost in USD	Total cost in USD
Desk # DGO2 Doll 8W/file cabinet # DG02-50	Set	1		
Office chairs White	Pcs	2		
Grey light # Sitting Chairs (Kursi)	Pcs	2		
Coffee Table Bodrum	Set	1		
Desk Round Table	Pcs	1		
<b>Grand Total</b>				

See below Pictures



