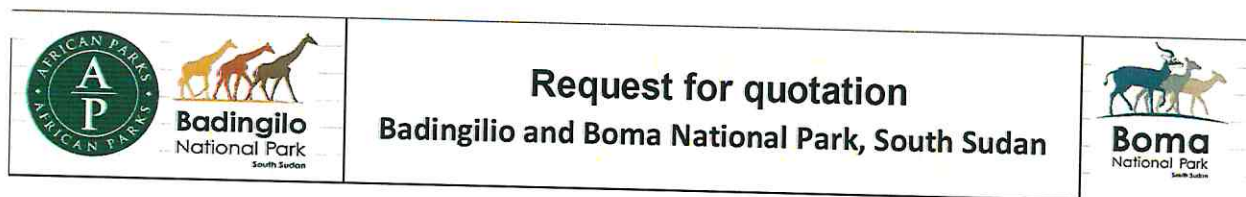


## REQUEST FOR QUOTATION FOR OFFICE FURNITURE

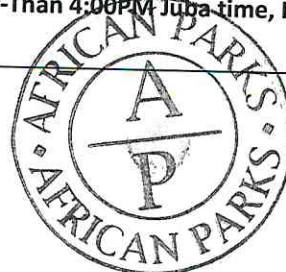


African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, South Sudan Zambia and Zimbabwe. Currently African Parks will manage Badingilo and Boma National Parks in South Sudan

### Description of Services/Goods







African Parks Network South Sudan will procure goods and services on a regular basis throughout the year, as programme demands dictate. We are now calling for qualified, competent Service Providers-Supplier/Vendor for **Office Furniture** to support a range of upcoming procurement. In most of the procurement processes, African Parks South Sudan ensures that competitive prices and value for money is obtained by way of "Competitive Negotiated Procedure". Therefore, African Parks South Sudan is calling for Competent reliable registered Supplier/Vendor which will provide African Parks Sudan with Furniture on need basis and with whom African Parks South Sudan would contract for the next 12 months to support its project implementation in South Sudan

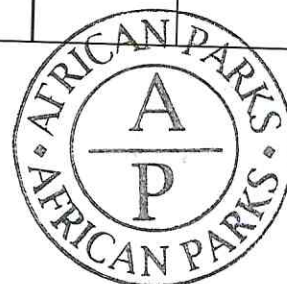
<b>Issuance Date</b>	Wednesday 29 <sup>th</sup> February 2025
<b>Closing Date</b>	<b>Friday 14<sup>th</sup> February 2025</b>
<b>Activity Title</b>	<b>RFQ-JUB-2025-Office Furniture-014</b>
<b>Determination of Award</b>	Technically acceptable, reasonable price, best value.
<b>Quotation</b>	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
<b>Evaluation Criteria</b>	Award will be made to the offeror that meets the minimum criteria and technical specificity for acceptable award at the lowest reasonable cost or price.
<b>Award Type</b>	<b>Firm Fixed Price Agreement-Framework Agreement for 12 Months</b>
<b>Submission Deadline</b>	<b>Quotations must be received No-Later-Than 4:00PM Juba time, Friday, 14<sup>th</sup> February 2025</b>






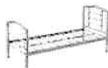





<b>Submission Address</b>	<p><b>Hard copies can be delivered IN A SEALED ENVELOPE</b> clearly labeled with the name of the vendor and the RFQ activity Title to Care Office located at NPA Building 3<sup>rd</sup> Floor Opp Unicef Office-Juba South Sudan . Electronic submission can be sent to : <a href="mailto:ssdprocurement@africanparks.org">ssdprocurement@africanparks.org</a></p> <p>Cc:pujag@africanparks.org; cc: christophera@africanparks.org</p>
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### Annex 1- Service Detail specification









No.	Item	Image	Q'ty	Unit Price
1	Wooden Desk (appx 140 x 65 cm) w/ storage space Color Medium to Dark Wood		1	
2	1.8 m steel desk w/ leather/vinyl/soft work surface. Please quote drawers on 1-side & both sides of the desk. Color khaki or gray.		1	
3	1.6 m steel desk w/ leather/vinyl work surface. Please quote drawers on 1-side of the desk. Color khaki or gray.		1	
4	1.4 m steel desk w/ leather/vinyl work surface. Please quote drawers on 1-side of the desk. Color khaki or gray.		1	
5	Non-folding Plastic Chairs with Arms, Color White		1	
6	Folding, Durable Plastic Chairs, Color White		1	











7	Executive Desk Chair, Swivel, Leather, Arm Rest, Wheels, Lumbar Support, Black Color with wood and/or metal finishing, Adjustable height		1	
8	Office Desk Chair, Mesh, Swivel, High Back with Arm Rest, Wheels, Color Black, Adjustable Heights, Lumbar Support		1	
9	High Back Desk Chair, Cloth, Swivel, Wheels, Arm Rest, Durable, Cloth, Lumbar Support		1	
10	3-seat reception area sofa made of wood or steel, cloth fabric, easy-to-clean. Color Blue or Black.		1	
11	Electric Table Fan, 16 inches, 3-5 Speed, Durable, 240 Voltage, Durable, Color White or Black		1	
12	Steel Bed - Single 1900 x 900 x 670mm		1	
13	Mattress - Single Length: 189 cm Width: 92 cm Thickness: 18 cm		1	
14	Steel Padded Chair without arms, high back, cloth material, color Black		1	
15	Steel Padded Chair with arms High Back Chair Black cloth with arm rests		1	












16	Heavy Duty Steel Folding Chair Color Black or Metal		1	
17	Steel Padded Basic Chair, Cloth, Lightweight, Black, Red, Blue, Green or Gray color		1	
18	Waste Bins Small/Individual Size w/ open face Medium Size w/ lid		1	
19	Dry Erase White Board. Size: 550 x 12 x 1000mm		1	
20	Dry Erase White Board. Size: 550 x 12 x 1200 mm		1	
21	Dry Erase White Board. Size: 550 x 12 x 2000mm		1	
22	Kitchen Table w/ Chairs, Seats 4, Square, Durable Wooden, Metal or Plastic Frame.		1	
23	Wooden Wardrobe with inside drawers for storage, in medium or dark wood finish.		1	










24	Loveseat sofa, cloth cushions, wooden or wicker frame, lightweight but durable.		1	
25	Sofa chair, cloth cushion, wooden or wicker frame, lightweight but durable.		1	
26	Coffee table, wooden or other durable material, size small to medium.		1	
27	small to medium size night stand, wooden or other durable material		1	
28	Floor fan (flat or w/ pole), plastic or metal frame, lightweight, 240 V, variable speeds, color white, blue or black.		1	
29	27 kgs Fire Proof Safe with Dial Lock 336 (w) x 325 (l) x 444 (H) in mm		1	
30	51 kgs fire proof safe with either key or dial lock – 480 (w) x 400 (l) x 377 (H) in mm		1	
31	95 KGs fire proof safe with dial locks 463 w x 512 l x 665 x h in mm		1	





32	Steel/Metal Cabinet w/ Lockable Door Steel 78" High Storage Cabinet with Locking Swing Out Doors, 36w x 24d, Light Gray		1	
33	Steel/Metal Cabinet Door (no lock) Steel 78" High Storage Cabinet with Locking Swing Out Doors, 36w x 24d, Light Gray		1	
34	Steel/Metal Cabinet 2-door filing cabinet with lock, Color Light Gray or Khaki		1	
35	Wooden Cabinet w/ Lockable Door, Adjustable Shelves, Durable, Color Dark or Medium Wood		1	
36	Wooden Cabinet w/ Open Case, Adjustable Shelves, Durable, Color Dark or Medium Wood		1	
37	Steel Shelving, Holds 3800 lbs. of evenly distributed weight Assembles with only a rubber mallet Assembles vertically or horizontally to fit most any space Durable black powder coat finish Rugged Particle board shelves		1	
38	Utility Table Non-folding legs for added stability Finish on legs and apron helps resist damage Glides on feet protect floor Enamel finish on apron for protection		1	



39	Single, Durable Locker Heavy gauge, all-steel construction and strong uni-body design stand up to tough conditions; Convenient storage with shelf, bar and double hook; Raised 6" off the floor for easier access and perforated for ventilation GREENGUARD Indoor Air Quality Certified		1	
40	Conference Room table with chairs, Rectangular Shape, seats up to 6 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
41	Conference Room table with chairs, Rectangular Shape, seats up to 8 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
42	Conference Room table with chairs, Rectangular Shape, seats up to 16 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
43	Conference Room table with chairs, Oval Shape, seats up to 6 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
44	Conference Room table with chairs, Oval Shape, seats up to 8 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	
45	Conference Room table with chairs, Oval Shape, seats up to 16 people, built in openings for chords and plugs, wood finishing (dark or medium color)		1	





46	Round Meeting Table with chairs, seats up to 4 people		1	
47	Round Meeting Table with chairs, seats up to 4 people		1	
48	Curved office Desk with three Drawers		1	
49	Plastic chair green for School children/Pupils/Kids		1	



PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION	
Payment Terms	
Delivery Time	
Payment Schedule	
Payment Method	
Price Validity	

### Instructions to Offerors:

#### **Submission Deadline:**

- Final submissions will be due no later than **Friday 14<sup>th</sup> February 2025 1; 1400hrs. (East Africa Time)** submitted Electronically via: [ssdprocurement@africanparks.org](mailto:ssdprocurement@africanparks.org)
- **Question & Answers:** Questions regarding the **RFQ- FOR OFFICE FURNITURE-** shall be submitted to: [ssdprocurement@africanparks.org](mailto:ssdprocurement@africanparks.org)
- Cc: [pujag@africanparks.org](mailto:pujag@africanparks.org); cc: christophera@africanparks.org



no later than **Friday 14<sup>th</sup> February 2025 hrs. (East Africa Time)**. African Parks Network South Sudan will not respond to questions pertaining to this RFQ over the phone. African Parks Network South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

#### **Requirements**

- Submit a quotation in response to this RFQ using the template provided above, all pages should be initiated and stamped officially by the vendor.
- Hard copies quotation: In case of a supplier –Vendor is submitting a hard copy quotation, it shall then be submitted in a sealed envelope, mentioning **RFQ activity Title (for reference)** shall be clearly written on this envelope and shall be registered with African Parks Security Guard at the reception during submission.
- **Vendors are to commit to the delivery time after placing the order, which is critical and important to African Parks Project activities.**
- Quoted Price: Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided for in Annex 1.
- Supplier-Vendors are requested to provide quotations on official letterhead fully stamped
- Supplier-Vendors shall provide contact list of past clients (preferably INGOs and Cooperate Business, at least three (3) they have provided services in the past 3 years, recommendation letters should be attached.
- Suppliers-Vendors are required to submit their business incorporation certificate, and tax clearance certificate updated as per below mandatory submission requirements
- Supplier-Vendors are required to submit cover letter in Annex 3 on an official letterhead, official stamped, signed by an authorized representative of the Supplier-Vendor with company/contact details
- Charges against any of the goods or services will be made against the price quoted in this RFQ in reference with terms and conditions in Annex 1.

**Inspection:** All Goods/ Services will be inspected against conformance to the specifications and technical description attached to this RFQ before approving any payment to the awarded vendor. African Park Team will have a site Visit to verify the quality of the goods and their availability at the Supplier's/Vendor's premises

**Demonstration of Responsibility:** To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor's bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:

- Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration.

**Bank Account:** Awarded Bidder should provide a full bank account information for the purpose of wiring payments

#### **Mandatory Submission Requirements**

S/No	Documents included for vendor set up as a <b><u>COMPANY</u></b>
1.	The company profile
2.	Past work experience letter recommendations

3.	Tax identification number
4.	Tax clearance certificate
5.	Membership certificate from the responsible body where the company operates in.
6.	Registration certificate from the Ministry of Justice
7.	Operation license
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.
9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)
10.	Vendor's questionnaire
11.	First page of memorandum and articles of association and the page with shares allocation/board of directors.
12.	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.
13.	A copy of void cheque of the bank account provided to African Parks Network South Sudan