

**TENDER NOTICE**

***Supply of furniture for schools***

**Background:-**

UMCOR’s Haiti mission is to provide emergency response, early recovery and transitional development assistance in the affected regions of Haiti. UMCOR is currently working very closely with Ministry of Education and constructing school buildings at Miraguane, Corail and Carrefour for provision of safe learning environment to vulnerable Haitian communities generally and children specifically.

UMCOR Haiti is seeking a service provider/manufacturer to supply furniture for schools as listed in annex. The service provider/ contractor will be responsible to deliver high-quality furniture based in accordance with specification aforementioned in document.

. **Description:-**

Sealed tenders are invited from the well reputed contractors/ contracting firms or companies that have sufficient experience of the captioned work with their complete profile containing details of similar business presently being done and those carried out during the last 03 years with the cost supported by documentary evidence.at the time of submission of tender documents (Photostat copies to be attached) and undertaking to the effect that the firm has not been black listed by any organization, by following the terms and conditions in true letter and spirit, failing which their tenders are liable to be rejected.

**Deliverables:-**

Service provider/vendor is responsible to deliver mentioned quantity coupled with design of furniture in accordance with specification as mentioned in the document. Drawings need to be submitted by the bidders.

**Submission of Bids:-**

The contractors are requested to submit sealed Bids from:

**August 8, 2016 to August 10, 2016 before 2h00 p.m** and it is anticipated that bids should be submitted in ***English***.

**Opening of Bids:**

Contractors are invited to the bid opening which will be at: UMCOR Port-au-Prince office

On: 3pm August 11th, 2016

The bid must include:

1. Complete the attached BOQ template by adding the unit costs. These should include all costs, including materials, transport.

Bids can be submitted in a sealed envelope to the following address:

**UNITED METHODIST COMMITTEE on RELIEF (HAITI)**

**P.O Box 15562, HT 6140, Port- au-Prince, Haïti,Or** Sealed bids can be submitted by hand at **16, Delmas 54 office UMCOR-Haiti**

(Separate box is designated for submission of Bids),For question & clarification, please can contact: ***procurement@umcor-haiti.org***

**Bids Evaluation:-**

The evaluation will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical bids which represent 60% of the points and then evaluation of financial bids which represent 40% of the points. The Bidders selected on technical grounds would be eligible to compete for financial evaluation

**Refusal of Bids:-**

UMCOR Haiti reserves the right to cancel tender process or to reject all bids without incurring any liability to bidders.UMCOR Haiti has no liability of payment incurred for documentation of bids /transportation and any other relevant cost.

Note: - Bids submitted electronically will be considered in-eligible for process.

**Annex-1**

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| **Annex 1: School Furniture List / Liste des mobiliers scolaires** | | | | |  |
| **Drawing No.** | **Description** | **Quantity** | **Unit Unit** | **Total Price** |  |
| 1 | Teacher Tables/ Tables pour les profs. | 20 |  | 0 |  |
| 2 | Teacher Chairs/ Chaises pour les profs. | 20 |  | 0 |  |
| 3 | 3 seats Benches/ Bancs de 3 places | 290 |  | 0 |  |
| 4 | Trash can /Pourbelles(30ls) | 20 |  | 0 |  |
| 5 | Director armchair / fauteuil pour le directeur | 5 |  | 0 |  |
| 6 | Director desk / Bureau pour le directeur | 5 |  | 0 |  |
| 7 | Metal filing cabinet/Classeur métallique | 5 |  | 0 |  |
| 8 | Transport (Miragoane ,Corail ,Carrefour) | 1 |  | 0 |  |
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