



DISTRIBUTION	FURNITURE AND INTERIOR SERVICE PROVIDERS	RFQ NUMBER	IWMI/LKA/S002/2024
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TITLE	FURNITURE AND INTERIOR WORK FOR THE PROPOSED AUDITORIUM AT IWMI HQ	DATE	2-Apr-24
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SUBJECT	PROCUREMENT OF FURNITURE AND INTERIOR WORK FOR THE PROPOSED AUDITORIUM AT IWMI HQ		
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TO (VENDOR)		DESTINATION E-MAIL:	
FROM CONTACT PERSON	Subodha Perera - Acting Procurement Lead, International Water Management Institute (IWMI), 127 Sunil Mawatha, Pelawatta, Battaramulla, Sri-Lanka	RETURN TELEPHONE	Tel: + 94-11-2880000 Fax: + 94-11-2786854 Email: subodha.perera@cgiar.org
NUMBER OF PAGES INCLUDING THIS ONE	Sixty Five (65)		

MANNER OF SUBMISSION

Offers must be submitted **via mail** (G.HALVITIGE@CGIAR.ORG) and must be addressed to "**Head of Finance, International Water Management Institute, 127, Sunil Mawatha, Pelawatte, Battaramulla, Sri Lanka**" and submitted on letterheads furnishing bidder's name, address and contact telephone number with signature & official stamp.

CLOSING DEADLINE: DATE	25-Apr-24	TIME	12.00 Midnight (SL Time)
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IMPORTANT

To enable you to submit a proposal, please find enclosed:

- Annexure 1 - Auditorium BOQ - Furniture & Interior work
- Annexure 2 - Tender Document
- Annexure 3 - CAD drawing - Audi and Offices
- Annexure 4 - General Layout 1
- Annexure 5 - General Layout 2
- Annexure 6 - Furniture layout 1
- Annexure 7 - Furniture layout 2
- Annexure 8 - FUR_1_1
- Annexure 9 - FUR_1_2
- Annexure 10 - FUR_1_3
- Annexure 11 - FUR_1_4
- Annexure 12 - FUR_1_5
- Annexure 13 - FUR_1_6
- Annexure 14 - FUR_2_1
- Annexure 15 - FUR_2_2
- Annexure 16 - FUR_2_3
- Annexure 17 - FUR_2_4
- Annexure 18 - FUR_2_5
- Annexure 19 - Chair schedule 1
- Annexure 20 - Chair schedule 2
- Annexure 21 - Ceiling 1
- Annexure 22 - Ceiling 2
- Annexure 23 - Coffee corner
- Annexure 24 - Door Window
- Annexure 25 - Wall finishes 1
- Annexure 26 - Wall finishes 2
- Annexure 27 - Supplier Registration Form Failure to comply with the conditions stated herein will lead to the rejection of offer submitted.

IWMI reserves the right to:-

1. Decide on the selection criteria, which will be based on price and quality as assessed by IWMI
2. Identify the supplier who submits the most responsive bid
3. Accept the whole or part of your offer.

Information provided by the bidder will constitute the basis for any eventual award of the contract. The decision of IWMI will be final.

The contract will be subject to IWMI's General Conditions for the purchase of goods and services.

REQUIREMENTS

THE OFFICE INVITES YOUR COMPANY TO MAKE A FIRM OFFER FOR THE FOLLOWING

MERCHANDISE		QUANTITY	Please refer Annexure 1
SPECIFICATIONS	Please refer Annexure 1	DELIVERY PLACE	

YOUR OFFER SHOULD CLEARLY INDICATE

1. Please note that price needs to be quoted as per the following : TOTAL PRICE (LKR)	
2. PRICES SHOULD BE NET AFTER DEDUCTION OF DISCOUNTS AND SHOULD BE INCLUSIVE OF ALL TAXES	3. STANDARDIZATION : Details of any standardization to be provided
4. PLACE OF MANUFACTURE AND COUNTRY OF ORIGIN: To be specified	5. DETAILED SPECIFICATIONS : Detailed specifications should be submitted. If more than one option is quoted, detailed specifications for each option must be included in the bid documents
6. FOLLOWING INFORMATION SHOULD BE INCLUDED : - Value added services, if any service are provided free of charge or complementary.	
7. VALIDITY OF THE OFFER: The offer in all its terms and conditions should be valid for a period of 90 days from the 25th April 2024.	8. PAYMENT TERMS: Payment terms to be stated by the supplier.
9. COMPANY PROFILE : To be submitted with background, expertise/experience in providing related services.	
10. DELIVERY: Date(s) should be stated and will be an important element in the selection criteria. Suppliers are hereby advised to indicate realistic time frames for delivery, since IWMI needs the items/services on a priority basis. Please note that requests for granting extensions of delivery deadlines given by IWMI at any stage of the process will not be entertained.	
11. LIQUIDATED DAMAGES: Late delivery, or dispatch outside the agreed schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 1 percent of the Contract value per day or part thereof. The assessment will not exceed 10 percent of the Contract value.	
12. Any queries with regards to this bid should be addressed to Subodha Perera via e-mail to subodha.perera@cgjar.org <u>Last date for raising such queries shall be 7 days before the bid closing date mentioned</u>	
13. OTHER TERMS: All the applicable general terms and conditions are listed in the "General terms and conditions" document and vendors can access it via https://www.iwmi.cgjar.org/about/our-policies/ Also, it contains Procurement Grievance Submission Process for Suppliers.	