



REQUEST FOR QUOTATION

Number: RFQ TZ-RFP-24-001
Offer Basis: Dar es Salaam, Tanzania

IBI, acting for the **Tanzania Monitoring, Evaluation, Learning, and Adaptation Activity (USAID T-MELA)**, is soliciting offers for the supply of office space partition – demolition (remove from pre-existing office for reinstallation) and installation described in the attached Technical Specifications Sheets and Bill of Quantities (BOQ). The **USAID T-MELA, Project** is an official project of the U.S. Agency for International Development (**USAID Contract No. 7200AA20D000026 / 72062123F00001**) and is being carried out in Tanzania.

Please submit your offer for the materials and services described in the attached Technical Specifications and outlined in the BOQ and Office Space Blueprint Layout in accordance with the Instructions to Offerors and Terms of Contract of this RFQ.

This RFQ includes the following sections:

1. Instructions to Offerors
2. Technical Specifications Sheet
3. Commodity Schedule
4. Offeror's Summary Sheet
5. Relevant AID Geographic Codes
6. Bill of Quantities (BOQ) for new office space
7. Blueprint Layout for new
8. Blueprint Layout for current office space

All correspondence and/or inquiries regarding this Request for Quotation must reference the above RFQ number and be directed to the attention of the undersigned.

For IBI:

Andrew Dicello
Vice President, Monitoring, Evaluation, and Learning

1.0 INSTRUCTIONS TO OFFERORS

1.1 OFFER DEADLINES

Emailed offers must be received no later than 17:00 Tanzania local time on July 17, 2024, to the email addresses provided below. Late offers will be considered at the discretion of the Agent. Submission of quotation is not automatic qualification for contract award.

1.2 REPLY TO

Offers may be submitted in hard copy (preferred) or electronically. All electronic copies must be emailed to gibada@Tanzania-TMELA.com. Hard copies may be submitted to Mlimani City Office Park, Block No. 6 – Sum Nujoma Road – Ubungo, Dar es Salaam, but electronic submission are preferred.

1.3 REQUIRED DOCUMENTS

The following required documents comprise the offer:

- A. Specifications Sheet
- B. Commodity Schedule
- C. Offeror's Summary Sheet
- D. Company Information and Past Performance

A complete offer must include all of the above.

1.4 SOURCE/ORIGIN

All goods and services supplied under this order must meet **USAID Geographic Code 935** (United States, the recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources¹). Offerors are requested to specify the geographic location in which the ITEM was manufactured.

Further all items pertaining to IT must comply with US Governments Federal Acquisition Regulation (FAR) section 889(a)(1)(B).

1.5 BRAND NAME

Specific brands and/or models indicated, while often preferred, are for description only. An equivalent substitute, as determined by the literature, will be acceptable.

¹ Please check [Sanctions Programs and Country Information | Office of Foreign Assets Control \(treasury.gov\)](#) for current list of prohibited sources as determined by OFAC.

1.6 QUOTATIONS

Offerors may respond to all, or part, of the request for Office Space Partitions – uninstalation and installation as described in the attached Technical Specifications Sheets.

Prices must be quoted on a lump-sum, all-inclusive basis. Any taxes or fees are not to be added later. **Note that all offers should be based on duty free prices, as per the U.S.- Tanzania bilateral agreement.** Offers must show unit prices, extensions, and total price. All items, services, spare parts, etc. must be clearly labeled and included in the total price. Quotations must be a fixed price, expressed in U.S. dollars.

Quotations should be valid for 60 days.

1.7 BASIS FOR AWARD

Awards will be made to a responsible offeror whose offer follows the RFQ instructions, meets the technical specifications, meets the origin requirements, and is judged to be the most advantageous to the Buyer in terms of cost, quality of equipment, quality of local service, experience, delivery, and ability to reuse materials from one office location to the other.

1.8 NEGOTIATIONS

Best offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, IBI reserves the right to conduct negotiations and/or request clarifications prior to award.

1.9 Delivery Period

Required delivery period of items is by August 31, 2024.

2.0 TECHNICAL SPECIFICATIONS SHEET*

DESCRIPTION/ITEM	QUANTITY	UNIT
WALLING - Supply and fix Anodized Aluminium Profile framing ex-UAE 100mm × 45mm ×1.2mm thick. Infill 10mm thick clear laminated complete with all fittings and accessories all necessary iron mongery.		
Heavy duty aluminum alloy panels	70	M ²
Supply and fix MdF sheets fixed with aluminium profile size 100mm complete with all accessories, colour approved with Architects.	492	M ²
Concertina wall divider for conference room	-	-

DOORS - Supply and fix Alluminium doors with associate accessories		
Overall size 2700x2400mm high	1	-
Overall size 2400x2400mm high	2	-
Overall size 800x2400mm high	13	-
ELECTRICIAL AND PLUMBING - The following provisional sums are for the works or costs which can not entirely be foreseen, defined or detailed during the preparation of Bills of Quantities and should be used in whole or in part at the discretion of the Architect:		
Provide sum to cover electrical works <ul style="list-style-type: none"> - Trunking - Double socket with switch - Trunking mounting box (PVC) - cables 		
Provide sum to cover plumbing works		
DEMOLITION AND ALTERATIONS		
Carefully demolish the existing mdf sheet and prepare the surface for new works and remove all debris away from site	approx. 596	M ²
Uninstallation of Aluminum partition frame with half MDF and half glass		
Kitchen uninstallation		
Electrical uninstallation		
Cleaning of old office to its original state		
LABOR CHARGES		
Labor Charges		

* Please note that these are minimum required specifications.

*Attached is the architecture blueprint layout and BOQ for reference.

3.0 COMMODITY SCHEDULE

Offeror _____

Item	Qty	Origin (Geographic Location Where Item Was Manufactured)	Unit Price	Total Price
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		
		935		

Total Cost: \$ _____

4.0 OFFEROR'S SUMMARY SHEET

I. Name of Offeror:
Address:
Telephone/Fax No.

III. Authorized Agent(s) in Tanzania:

Name(s):
Address(s):
Telephone No.(s):
Email Address:

IV. Total Commodity Schedule Cost	\$ _____
Labor	\$ _____
Discount from reusing materials (if possible)	\$ _____
Other	\$ _____
TOTAL COST	\$ _____

V. Delivery time

From receipt of order to delivery _____ calendar days

Signature: _____

Name: _____

Title: _____

5.0 COMPANY INFORMATION & PAST PERFORMANCE

- I. Provide a copy of your company's profile and business registration certificates
- II. A list of previous clients, for example, Government Institutions, NGOs, or USAID projects.
- III. Photo attachments of recent/previous work.
- IV. References letters (1-3).