



Request for Quotation

REQUEST FOR QUOTATION (RFQ) FORM

Trinidad and Tobago Postal Corporation 240 – 250 Golden Grove Road Piarco 350462, Trinidad and Tobago	Date: 31/01/2023
	Reference Number: COM-006/22, DEL-021,022, 002,029,025,016,006,008,014,018,001,004/22, HR-072/22, MD-068/22, OPS-004/22, PRC- 005,013,019,004,011,022/22, PRP-186/22, RET- 028,037/22, SEC-058/22, STO-062/22, RET- 001/23, PRO-001/23

Dear Sir/Madam,

We kindly request you to submit your quotation for **Office Furniture**.

Please note that all quotes shall be subject to TTPOST terms and condition for the supply of goods.

The RFQ details are as follows:

1. **SCOPE:**

- a. Details as stated in section 2 Table 1.
- b. Cost to access package: \$112.50.

2. **REQUIREMENTS/QUOTATION:**

Quotations are evaluated based on value for money.

Table 1- Offer to provide Compliant Requirements

No.	Item	Specifications	Requirements	Brand and Warranty	Units	Quantity	Unit Price	Total Price
1	Executive High Back Chair	Ergonomic, High Back, Back Support, Adjustable Handles, Wheels, No leather	<ul style="list-style-type: none"> • BASE TYPE: Chromed Steel. • BASE SIZE: 350mm. • BASE CAPACITY: 200kgs. • GAS LIFT TYPE: 120D. • CASTER TYPE: PP. • MECHANISM TYPE: Tilt Lock Mechanism. • MECHANISM THICKNESS: 2.8mm. • CHAIR SEATING CAPACITY: 200-300lbs. 		Each	20		
2	Cashiers Chair	Handles but no wheels	Dimensions: Back: 45 x 47cm Seat: 48 x 47cm Height: 59 x 84.5cm		Each	22		
3	Ergonomic Char	No mesh back, High back with back support, no lower back spacing, adjustable handles , wheels, hydraulics and mechanism to adjust height	<ul style="list-style-type: none"> • Seat and backrest follow the movements of the user synchronously thus ensuring the correct seated posture. Infinite adjustment of the backrest counter pressure by means of side tension control, for body weight of approximately 125kg. The synchronize movement can be locked in five positions. Seat depth adjustment (5.0cm) by means of sliding seat (can be locked in five positions) Seat tilt adjustment (-1 or -4 degrees) 		Each	23		
4	Office/Task/Desk Chair	No mesh back, no lower back spacing, adjustable handles, wheels and hydraulics and mechanism to adjust height	Height Minimum 38 " Width Minimum 15" Seat height (without cushion) Minimum 18" Seat height (with cushion) Minimum 20" Frame weight Minimum 3 kgs Frame		Each	66		

Quotations are evaluated based on value for money.

Request for Quotation

			Stainless steel 22 gauge, 202 grade Foam density for seat 32 density (40 mm) thickness Foam density for back rest 23 density (20 mm) thickness Seat and backrest cover ...					
5	Office Waiting Chair	Sturdy Chair, no handles, no wheels	Product Dimensions: 26.5 x 21.75 x 33 inches Back Style: padded back Weight: 200lbs		Each	232		
6	Desk	<ul style="list-style-type: none"> • 30 x48" • 40 x26" • 30 x 48" 	No Drawers - Metal Desk - Grey No Drawers - Metal Desk - Grey 3 Drawers (16x22") - Metal Desk - Grey		Each Each Each	1 1 1		
7	Locker	One sided with 2 shelving and 4 doors per each shelf	Grey		Each	1		
8	Cabinet	<ul style="list-style-type: none"> • 2 door filing cabinet with shelves • 4 drawer vertical cabinet • 3 drawer cabinet 	Grey Grey Grey		Each Each Each	2 10 1		
9	Rolling Ladder	12 Step Ladder with wheels (or equivalent)			Each	1		
10	Clocks	Analogue, Wall Clock	12 Inches, Circular, Plastic, Red/Grey/Gold in Colour		Each	12		
							Sub-Total	
							VAT @ 12.5%	
							Total	

(N.B. All price should be quoted in TTD)

Other Requirements: Please send images of all Items requested and also testing of the chairs will be done for one week. Preferable chair colour is black. Equivalent and/or alternatives may be considered.

Quotations are evaluated based on value for money.

Delivery is expected 10 - 14 days after a Purchase Order is issued.

3. RESPONSE DATES:

QUERIES- The deadline for the receipt of QUERIES is **Thursday 02nd February 2023 @ 4:00 p.m.** Queries are to be submitted no later than two (2) working days prior to the closing date.

CLOSING DATE- Quotations should be submitted on or before **Tuesday 7th February 2023 at 3:00pm** via email to the following email address:

quotations@ttpost.net

Bids sent after this closing date and time will not be accepted.

4. EVALUATION CRITERIA: Bids will be evaluated as follows:

- Lowest Price Compliant Tender (Cost 100%)

5. PAYMENT TERMS: Please note that TTPOST terms of payment are Net 30 days.

6. TENDERING CONDITIONS:

- a. TTPOST reserves the right to reject any and all tenders without incurring any liability to participants in so doing and is under no obligation to award to the lowest cost or any tender.
- b. TTPOST reserves the right, at its own discretion, to negotiate with the preferred bidder.
- c. TTPOST reserves the right at its discretion to award in 'part' or in 'whole', any aspect of the materials, works or services, as required by the relevant tender.
- d. The start date shall be agreed by all relevant parties following award of a contract.

Any additional documents in connection with this RFQ that may be issued by TTPOST subsequent to this RFQ will bear specific reference to this package.

Procurement Department
Trinidad and Tobago Postal Corporation

Quotations are evaluated based on value for money.



Request for Quotation

PARTICIPANT'S RESPONSE:

Delivery Address: #240-#250 Golden Grove Road Piarco, National Mail Centre, Trinidad and Tobago Postal Corporation

Delivery Date:

COMPANY NAME:

ADDRESS:

TELEPHONE:

EMAIL:

We are pleased to submit our offer set out in Table 1, in accordance with TTPost terms and conditions for the supply of goods.

AUTHORISED SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

[Insert Company Stamp]