Invitation of Proposal for Ergonomic Chair

RFP Number: EMK/17CA008/0120/PROC-15

Release Date: 15 January, 2020

Edward M. Kennedy Center (EMK Center) is inviting renowned and established Company/firm/institution/vendor (local, foreign & local-foreign partnership) who is able to supply the required ergonomic chair. You are invited to submit a proposal for the services in response to this request for proposal (RFP).

A. About Edward M. Kennedy Center (EMK Center):

Edward M. Kennedy Center (EMK Center) for Public Service and the Arts engages, inspires, connects, and empowers citizens of all ages. Created in 2012 through a partnership between the Liberation War Museum and the American Center of U.S. Embassy Dhaka, the EMK Center is a non-partisan platform committed to open dialogue, informed action, individual and artistic expression, and personal and professional development. We define public service as service on behalf of the people – by anyone, anywhere, anytime.

B. Purpose of the RFP:

The Purpose of this request for proposal is to seek suppliers for ergonomic chair, as detailed in the Terms of Reference, for the EMK Center.

C. Scope of Work:

EMK Center Requires the following products in the RFP:

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
<th>Quantity</th>
</tr>
</thead>
</table>
| Office Chair  | Ergonomic chair  
|               | • With handle  
|               | • Revolving  
|               | • Black color cover with foam  
|               | • Easy to make high & low  
|               | • Washable seat cover  
|               | • Fix the back lock system                                                   | 15       |

D. Product Delivery:

Product should be delivered at EMK Center within the mentioned date on Purchase Order.

E. Warranty Period:

Period of Warranty should be mentioned clearly for each product on Financial Proposal.
F. Validity Period:

Proposals shall remain valid for 20 calendar days after the date of proposal submission prescribed by EMK center. A proposal valid for a shorter period may be rejected by EMK Center on the grounds that it is non-responsive.

G. Queries & Classification:

Any additional information required which is not clarified in the specification must be addressed in writing to rfp@emkcenter.org by 29th January 2020. Additional information may be provided at EMK Center’s discretion, who reserves the right to provide the same information to all other interest parties, should this enhance the submission.

EMK Center reserves the right to request meetings with Bidders to clarify responses or seek additional information to refine assessments.

EMK center reserves the right to conduct supplier due diligence to final award or any time during the contract period. This may include site visits and requests for additional information.

H. Evaluation Criteria:

Proposal will be evaluated in both technical and financial aspects. The weightage distribution is provided in the table below:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company profile &amp; Experience</td>
<td>30%</td>
</tr>
<tr>
<td>Business documents</td>
<td>20%</td>
</tr>
<tr>
<td>Financial Proposal (breakdown of each item cost)</td>
<td>40%</td>
</tr>
<tr>
<td>Delivery period</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

I. Payment Terms:

- Payment will be made after delivery of the products.
- Payment will be disbursed to bank account through electronic fund transfer.
- VAT & Income Tax (where applicable) will be addressed as per Government rules.

J. Reporting

The consultant will report to the concern person which will be mentioned in the purchase order.
K. Submission Details
The technical and financial proposal/s should be submitted separately through Google form by 5 p.m. February 02, 2020. The following documents if applicable should be submitted with the proposal:

- Organization Portfolio
- Incorporation Certificate/Business registration Certificate (if applicable for organization)
- Updated Trade License
- Tax Identification Number (TIN);
- VAT registration number (BIN) (if applicable for organization)

L. How to Apply:
Fill out this form: RFP Form

M. Terms and Condition:

- Any act of disclosing EMK Center’s internal or confidential data will lead to breach the contract at any point.
- Any internal or confidential information should not be used for other purposes.
- Failure to submit all required information, forms and documents in the proposal may result in disqualification.
- Not accept proposals after the stated submission deadline.
- EMK Center reserves the right to accept other than the lowest-price proposal and to negotiate with the consultant if it is in the District’s best interest to do so.
- EMK Center will not reimburse any organization for proposal preparation costs or other work performed in connection with this RFP, whether or not the consultant is awarded a contract.
- EMK Center reserves the right to purchase a single item or more than one item or all items from a vendor/company depends on the evaluation for an item.

NOTE: EMK Center is acting in good faith by issuing this RFP. However, this document does not oblige EMK Center to contract for the performance of any work, Nor for the supply of any Products or services.