

Request for Quotation for Office Furniture

Save the Children is a leading and independent organization in the world for children. We work in 120 countries worldwide. We defend the lives of children, fight for their rights and help them to fulfil their potential.

We are looking to purchase a series of Office Furniture

ESSENTIAL CRITERIA

In order to qualify as a bidder, you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
- B) Do you agree to comply with our standard policies and procedures as stated in RFQ document: Yes/No
- C) Do you confirm that you are not any prohibited parties or on Government blacklists: Yes/ No

CAPABILITY CRITERIA

The following criteria are considered very important in the evaluation of this tender

Quality /Service (20 %)

- Quality and certification of Bidder's products (Brand of the products required, country of origin and Warranty)

Capacity (40 %)

- Bidder's capacity to supply Save the Children, particularly in terms of quality and lead times (specify lead times)
- Bidder's ability to provide warranties and guarantees as part of the contract (warranty of products)

Financial offer

Cost factor-pricing (40 %)

-Companies must express their interest by sending a sealed envelope:

- Detailed economic offer
- A copy of NIPT
- The validity of the offer
- The terms of delivery
- Warranty (if any)
- Name and year of birth of Legal Administrator (copy of ID)

the **closed envelope** should be sent to Save the Children offices, **no later than Friday, September 18th, 14:00** to the address:

Rr. "Komuna e Parisit", Lagjia 8,
 Pallatet I Maji, Vila "Lami"; P.O. Box 8185
 Tel: +355 4 2261840 / +355 4 2261929 / +355 4 2266227
 Fax: +355 4 2263 428

E-mail: info.albania@savethechildren.org

For more visit the web page: albania.savethechildren.net

Specifications of the items required:

LISTA E PAJISJEVE PER BLERJE

LISTA TOTALE

	Pershkrimi	Sasia
1	Tavoline pune 160*65*75-120	15
2	Dollape metalik 200*100*45	6
3	Tavoline L 160*80*75-120, 80*65*75-120	2
4	Tavoline e rrumbullaket F*100	3
5	Ndarese tavolinash	17
6	Karrike ergometrike	35
7	Karrike pritese (3 persona)	1