

RFP # 2004-01
Model Court Initiative

Request for Proposals
for Provision of Office Furniture and Related Installation Services
Date: September 20, 2021

Checchi and Company Consulting, Inc. requests proposals for pricing and terms of potential provision of design, manufacturing, and installation of Office Furniture and related accessories, as outlined below:

BACKGROUND

Checchi and Company Consulting, Inc. (Checchi), an international consulting company based in Arlington, Virginia, USA, is currently implementing the USAID-funded **Effective Justice – Model Court Initiative (MCI) project in Moldova.**

INSTRUCTIONS TO OFFERORS

With this RFP, Checchi is soliciting offers from qualified companies to participate in the tender for design, manufacturing, and installation of Office Furniture for the office of Checchi/MCI project. The furniture should be designed, manufactured, and installed for all areas (work places, conference room, kitchen, etc.)

Offerors are responsible for ensuring that their offers are received by Checchi in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with the instructions described in this RFP may lead to disqualification of an offer from consideration.

Offer Submission Deadline

Offers must be received no later than **23:59 Chisinau time on October 11, 2021**. Proposals received after the deadline may not be considered.

Submission of Offers

All offers must be submitted electronically to the following email address: moldova@chechiconsulting.com
Offers must be on company letterhead with the company's contact name and address.

Please quote reference "RFP # 2004-01" in the subject of the email.

Questions and Clarifications

All questions and clarifications regarding this RFP must be submitted in writing to moldova@chechiconsulting.com no later than **October 05, 2021, 18:00 local time**. All correspondence must provide reference to the RFP number. Questions and clarifications that may be of interest to other bidders, will be circulated to all parties that submitted the questions.

Only the written answers issued by Checchi will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of Checchi or any other entity should not be considered as an official response to any questions regarding this RFP.

Any exceptions to the content of this RFP must be addressed within the Q&A (Questions & Answers) period.

Mandatory Site Visit: In order to provide offerors an opportunity to ask questions and for offerors to provide the most accurate price quotation, a mandatory site visit of the Checchi/MCI office at Bucuresti 106 str., Chisinau, Moldova will be conducted on **Monday, September 27, 2021, between 09:00 and 17:00**. Offerors may only attend the site visit once. **Please confirm your attendance at the site visit in advance by email to moldova@chechiconsulting.com, no later than 18:00 local Chisinau time on September**

24, 2021. This confirmation should include the full name and contact information of all participants to the site visit, and the indicated time that they plan to attend the site visit.

The site visit is mandatory, Checchi will not accept offers from any firm that does not attend the site visit.

Required Documentation

The offers must include the following:

- Cover letter, signed by an authorized representative of the offeror, which contains general information about the contractor, including full legal name and address of the company, full name of the legal representative (Director or manager) of the company, a contact name, email address, and telephone number to facilitate communication between Checchi and the prospective contractor;
- A brief outline of the company - one page summary of the offeror's capabilities to provide the required services, indicating brief history of the company, year business was started or established, demonstrating at least 3 years of previous experience in furniture supply and installation services on Moldovan market;
- Official technical proposal and cost quotation, including specifications of offered services and furniture (see Section **TECHNICAL REQUIREMENTS** for the Description of Products and Related Services). Offerors are requested to provide proposals with quotations on their official letterhead. Technical specifications will contain detailed description of technical characteristics (e.g. materials, dimensions, brand, etc.) of each item;
- Copy of offeror's corporate and tax registration documents or business license;
- Minimum of three (3) references of the similar work performed in the past three (3) years. References must include the following: name of the entity; contact name, phone number and email address; time periods when the work was performed; brief description of tasks, responsibilities, and deliverables (samples of performed work).

Source/Nationality / Origin

Only firms legally registered in Moldova may submit an offer in response to this RFP.

Quotations

Prices must be quoted as showing unit prices and total prices. No taxes or fees are to be added. Checchi is VAT-exempt (VAT 0%). Offers must clearly list all the items, indicate unit prices, quantities and total price. Quotations must be expressed as fixed price, in Moldovan Lei (MDL).

Validity Period

Offers must be valid for a minimum of sixty (60) calendar days after the offer deadline.

Negotiations

It is expected that awards will be made based on submitted offers. However, Checchi reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

Basis for Award

The award will be made to an offeror whose offer is compliant with RFP instructions and is evaluated as the most advantageous for Checchi.

Terms and Conditions

The award is subject to Checchi's standard terms and conditions. Please note that Checchi standard payment terms are ten (10) net banking days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

TECHNICAL REQUIREMENTS (Description of Products and Services)

The purpose of this Request for Proposals (RFP) is to establish an agreement with qualified manufacturer to provide office furniture products and related services for Checchi, Chisinau office. Authorized companies are required to offer customer service, warranty service, design, manufacturing, and installation of office furniture. This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or

essential data. Proposals must be concise, but provide all relevant information to allow for an efficient evaluation.

This section contains the technical specifications and detailed description of the required items. All commodities offered in response to this RFP must be new, unused and designed specifically for Checchi/MCI.

Checchi is soliciting proposals from qualified firms for office furniture and related accessories including all customer service, installation, and design services that include:

Expected Deliverables

The successful offer must provide the following deliverables:

Office Furniture: This definition of Office Furniture is generic in nature and is further defined in the product categories provided below. Office Furniture consists of objects that are moveable, ergonomic, and intended to support the various activities that occur in an office setting. Items such as systems furniture, cubicle walls, cubicle-wall mounted cabinets and shelving, freestanding desks and tables, storage, filing, case-good units, seating, architectural walls, and the associated accessories that are used in an office are considered office furniture for the purposes of this RFP.

1) Product Categories

Workspace Furniture (comprehensive planning solutions for 15 workplaces, conference room for 20-30 people, meeting spaces, kitchen and breakout area, amenities, circulation and reception areas, etc.)

The Workspace Furniture category will group together three (3) categories of coordinating furniture. This category has been created so that end users of the resulting contracts have an option of selecting from a group of coordinating furniture for the office environment.

a) Systems Furniture and Accessories: Systems furniture is a generic term for panels, work-surfaces, shelves, and other items sold by a single manufacturer as a package for furnishing offices. Cubicles are the items most often associated with systems furniture, but other open plan arrangements are included.

b) Desks/Tables and Accessories: A desk/table is a freestanding unit having a work surface that is supported by legs or pedestals; the unit will have drawer(s), doors, or other storage elements. Free-standing desks, conference room tables, small office tables, side tables, and dining tables are included in this category.

c) Filing and Storage and Accessories: The filing and storage category may include, but is not limited to; bookcases, wardrobes, cabinets, free-standing and mobile pedestals, and wall mounted shelving.

Seating and Accessories

The seating category includes both high back and standard executive chairs, conference room chairs, task/work chairs that may have multiple seat pan sizes and are either mesh back or fabric with arms or without and guest/side chairs. This category also includes optional reception/lounge seating, dispatch chairs, stackable chairs, collaborative, and stationary and height adjustable chairs.

Architectural Walls

Prefabricated walls, typically steel or aluminum frame, at the factory, with custom design solutions for a variety of applications. A non-structural, manufactured wall system consisting of prefinished modular panels assembled to create various spaces. This wall type is best suited for longer duration needs and for project separations in occupied spaces and as a barrier.

Traditional Executive Furniture

Traditional style furniture is for private office settings. Configurable work areas may include a variety of options using free-standing desks, sideboards or cupboards, credenzas, file pedestals, hutches, small conference tables, seating, and bookcases.

2) Services Categories

Design Services

Design Services include but are not limited to: space planning, furniture design, installation plans, assistance with furniture selection, interior office design, and computerized installation drawings.

The Contracted Supplier must prepare a Design Plan which will be approved by Checchi before furniture design works will start.

Installation Service

Installation Services include all labor required to assemble, deliver, set-up, install, and otherwise finish an office installation. The Contracted Supplier must place all desk, tables, filing, storage cabinets in the location designated by the Design Plan. The Contracted Supplier must take precautions during the installation of any product not to damage the premises of Checchi. If damages do occur as a result of operations under this contract, the Contracted Supplier is responsible for ensuring that the affected area/item(s) are returned/restored to their original condition or the Contracted Supplier must make restitution, as agreed upon by the parties.

Delivery/ Installation time (after receipt of order): (please specify) calendar days.

Customer Service

Including but not limited to sales service, customer service, product information services, and warranty services.

Length of warranty on offered equipment: minimum 2 years.

Location of service center(s) for after-sales service, including warranty repair: (contact details to be provided).

Evaluation

Checchi will evaluate the received bids based on the following criteria:

Criteria	Description	Weight
<i>Technical</i>	Responsiveness to the technical specifications and requirements.	40 points
<i>Price</i>	The overall cost presented in the offer.	40 points
<i>Delivery</i>	The speed of delivery.	15 points
<i>After-Sales Service</i>	The ability for the offeror to provide after-sales services, including warranty and routine maintenance.	5 points

Partial Quotes: are allowed.

Offerors may respond to all or any of the furniture categories described in this RFP.

Checchi reserves the right to accept all or part of the quotation when awarding the contract. While preference will be given to offerors who can address the full technical requirements of this RFP, Checchi may issue a partial award or split the award among various suppliers, if in the best interest of the Model Court Initiative Project.

Eligibility Criteria

Successful offerors must have:

- Have an established business in Moldova, with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Have good past performance records;
- Identify specialized experience and technical competence required for the work in accordance with this solicitation; and,
- Have the necessary economic and financial capacity to perform the contract until its end. In order to prove their capacity, the tenderer may provide copy of the profit and loss accounts for the last two years (upon request).