



FEDERATED STATES OF MICRONESIA
DEPARTMENT OF EDUCATION
National Government
P.O. Box PS 87
PALIKIR, POHNPEI FM 96941
Telephone : (691) 320-2609/2647/2303 Website: <http://www.national.doe.fm>

INVITATION TO QUOTE

Date: August 23, 2024

Project Title: Skills and Employability Enhancement Project (P176965)
Grant no.: IDA – D9870
Contract Ref: FM-NDOE-435836-GO-RFQ

1. This project is financed by the World Bank through the above grant (IDA-D9870). The FSM Department of Education now invites sealed quotations from eligible suppliers for the following items:

No.	Item	Qty
LOT 1		
1	Computer	4
2	Laptop	4
3	Projection screen	4
4	Projector	3
5	Laptop bag	1
LOT 2		
1	Metal shelves / Cabinets	11
2	Workstation benches / Tables	3

2. A complete set of Request for Quotation (RFQ) documents In English will be provided to interested eligible bidders upon the submission of a written application to the address below.
4. Quotations must be delivered to the address below at the National Department of Education or sent through email on or before **Friday, September 6, 2024, by 3:00 PM Pohnpei time**. Late quotations may be rejected.
5. The address referred to above is:

Secretary
National Department of Education

Attn: Hyunjeong Lee
Project Manager
Skills and Employability Enhancement Project | NDOE
P.O Box PS 87, Palikir, Pohnpei, FM 96941
hyunjeong.lee@national.doe.fm with a copy to angelyne.aten@national.doe.fm



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REQUEST FOR QUOTATION (RFQ)

Date: August 23, 2024

Project Title: FSM Skills and Employability Enhancement (P176965)
Grant no.: IDA-9870
Contract Name: Performance Grant - KHS Equipment FY 24-2
Contract Ref: FM-NDOE-435836-GO-RFQ

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following items:

No.	Item	Qty
LOT 1		
1	Computer	4
2	Laptop	4
3	Projection screen	4
4	Projector	3
5	Laptop bag	1
LOT 2		
1	Metal shelves / Cabinets	11
2	Workstation benches / Tables	3

Information on technical specifications and required quantities are attached.

2. You may quote for:

All items in One LOT or all items in Both LOTs under this RFQ. Each item shall be evaluated and PO issued per LOT to the supplier(s) offering the lowest evaluated price per LOT if substantially responsive to the technical specifications

3. Your price quotation in the forms attached (Annexes 1, 3 and 4) may be submitted by hand delivery, post or electronically at the following address:

Hyunjeong Lee
SEE Project Manager
FSM National Department of Education
P.O Box PS 87
Palikir, Pohnpei FM. 96941

Telephone: 691-320-2609

e-mail address: hyunjeong.lee@national.doe.fm with a copy to angelyne.aten@national.doe.fm.

4. The deadline for receipt of your quotation(s) by the NDOE at the address indicated in above Paragraph 3 is: **Friday, September 6, 2024, by 3:00 PM Pohnpei time.**

5. Your quotation in English language, should be accompanied by adequate technical documentation/specification and catalogue(s) and other printed material or pertinent information as specified in Annex 2 for each item quoted.

6. Your quotation(s) should be submitted as per the above-mentioned instructions.

7. PRICES!

The prices should be quoted in United States Dollars for the total price of the Goods and all national and state taxes plus the price of delivery to the final destination, Kosrae Department of Education.

8. EVALUATION OF QUOTATIONS

Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price of the Goods, National and State Taxes and delivery at the final destination in accordance with Paragraph 2 above.

In evaluating the quotations, NDOE will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- c) if a Supplier refuses to accept the correction, his quotation will be rejected.

9. AWARD OF CONTRACT: The award will be made to the bidder offering the lowest evaluated price per LOT and offering goods which are substantially responsive to the technical specifications². The successful bidder will be issued a Purchase Order for one LOT or Both LOTs.

10. VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of **forty five (45)** days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this RFQ.

11. Failure to comply with above mentioned instructions will render your quotation being Technically Non-Compliant and will not be subject to further evaluations.

12. Further information can be obtained from:

FSM National Department of Education
P.O Box PS 87
Palikir, Pohnpei FM. 96941

Name of contact person:
Hyunjeong Lee
SEE Project Manager
691-320-2609

hyunjeing.lee@national.doe.fm with a copy to angelyne.aten@national.doe.fm.

12. Please confirm by e-mail the receipt of this RFQ and whether or not you will submit the price quotation(s).

Sincerely,



Gardenia Aisek
Secretary
National Department of Education



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NOTIFICATION OF AWARD (RFQ-GOODS)

[date]

To: *[name and address of the Supplier]*

Project Title: FSM Skills and Employability Enhancement (P176965)

Grant no.: IDA-9870

Contract Name: Performance Grant - KHS Equipment FY 24-2

Contract Ref.: FM-NDOE-435836-GO-RFQ

Notification of Award

This is to notify you that your Quotation dated *[insert date]* for supply of *[insert name of the contract and identification number]* is hereby accepted for the Contract Amount of *[insert currency and amount in numbers and words]*, as corrected and modified in accordance with the Request for Quotation.

Upon acceptance of this award letter by the NDOE within seven (7) days of receipt of this Notification, a Purchase Order will be issued for the awarded items listed above.

NDOE

Sincerely,

Gardenia Aisek
Secretary
National Department of Education

ANNEX 1: TERMS AND CONDITIONS OF SUPPLY (RFQ-GOODS)

[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]

Project Name: FSM Skills an Employability Enhancement
Purchaser: FSM Department of Education
Contract Name: Performance Grant - KHS Equipment FY 24-2
Contract Ref: FM-NDOE-435836-GO-RFQ

1. Prices and Schedules for Supply

No.	Item	Qty	Unit price	Total Price	Delivery Period (days) from Date of Notification of Award, to final destination	Deliver to:
LOT 1						
1	Computer	4			<60 Days	Kosrae Department of Education (KDOE), FSM
2	Laptop	4			<60 Days	KDOE, FSM
3	Projection screen	4			<60 Days	KDOE, FSM
4	Projector	3			<60 Days	KDOE, FSM
5	Laptop bag	1				
Total LOT 1 in US\$						
LOT 2						
1	Metal shelves / Cabinets	11			<60 Days	KDOE, FSM
2	Workstation benches / Tables	3			<60 Days	KDOE, FSM
Total LOT 2 in US\$						

- Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
- The NDOE reserves the right at the time of contract finalization to increase by up to 15% the quantity of goods and services originally specified for each item without any change in unit prices as well as other terms and conditions.
- Payment. Payment against the Contract will be made as follows:

100% against receipt of goods and issue of Acceptance Certificate by the NDOE, for the respective delivery. Payment shall be made by Cheque or wire transfer.
- Warranty. Goods offered should be covered by a warranty as specified in Annex 2, Technical Specifications.
- Defects. All defects shall be corrected by the Supplier without any cost to the NDOE within 30 days from the date of notice by NDOE. Name and address of service facility of the Supplier by which the defects are to be corrected, within the warranty period:

Name and Address _____ (to be filled by Supplier)

7. The Supplier confirms compliance with the Technical Specifications provided in Annex 2, subject to the accepted deviations, if any, in Annex 4.

NAME OF SUPPLIER _____

Authorized Signature _____

Place:

Date:

ANNEX 2: TECHNICAL SPECIFICATIONS

Project Name: FSM Skills and Employability Enhancement
 Purchaser: FSM Department of Education
 Contract Name: Performance Grant - KHS Equipment FY 24-2
 Contract Ref: FM-NDOE-435836-GO-RFQ

Title of Goods

No.	General description	Qty	Technical specifications	Installation requirement	Destination
LOT 1					
1	Computer	4	Lenovo ThinkCentre neo 50a Gen 5 All-in-One Desktop PC, 23.8” Intel Core i7, 16GB RAM, 512GB SDD, Windows 11 Pro or equivalent		Kosrae Department of Education (KDOE), FSM
2	Laptop	4	Lenovo ThinkPad T14 Gen 4 Intel Laptop, 14” IPS, i7-1355U, UHD, 16GB, 512GB or equivalent		KDOE, FSM
3	Projection screen	4	120 Inch Manual Pull Down Projection Screen		KDOE, FSM
4	Projector	3	Epson 3LCD Projector 3,600 Lumens or equivalent		KDOE, FSM
5	Laptop bag	1	Laptop bag for 15” laptop		KDOE, FSM
LOT 2					
6	Metal shelves / Cabinets	11	Metal shelves / Cabinets with casters. 2ft wide, 5 ft tall. 4 shelves, includes locker		KDOE, FSM
7	Workstation benches / Tables	3	Workstation benches / Tables 4ft wide, 7ft long.		KDOE, FSM

ANNEX 3: FORM OF QUOTATION (RFQ-GOODS)

[To be completed, signed and submitted on Letterhead of Supplier]

_____ (Date)

To: FSM Department of Education
P.O Box PS 87
Palikir, Pohnpei, FM 96941

Project Name: **FSM Skills and Employability Enhancement**
Contract Name: **Performance Grant - KHS Equipment FY 24-2**
Contract Ref: **FM-NDOE-435836-GO-RFQ**

We offer to execute the supply of Performance Grant – Yap High School equipment FY24-2 in accordance with the Form of Contract (purchase order, PO) and Annexes accompanying your Request for Quotation (RFQ) for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of _____ calendar days from the Date of Notification of Award.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____
Address: _____

Phone Number _____

Fax Number, if any _____
e-mail address: _____

ANNEX 4: STATEMENT OF TECHNICAL COMPLIANCE

[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]

Project Name: **FSM Skills and Employability Enhancement (P176965)**

Contract Name: **Performance Grant - KHS Equipment FY 24-2**

Contract Ref: **FM-NDOE-435836-GO-RFQ**

Date:

To: *(name of Purchaser)*

We, the undersigned, confirm that we shall supply the Goods listed in Annex 1 according to the standards and specifications described in Annex 2 except for those deviations listed below:

List all deviations of the proposed items of Goods:

or

nil

We confirm that the Goods proposed in our quotation substantially satisfy the requirements specified in the specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Goods:

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____
