



**GOVERNMENT OF THE  
FEDERATED STATES OF MICRONESIA  
DIGITAL FSM PROJECT IMPLEMENTATION UNIT  
P.O BOX PS-2, Pohnpei, FM 96941  
Tel.: (691) 320-2865**

## INVITATION TO QUOTE

Project Title: **Pacific Regional Connectivity Program 2 (P130592)**

Date: **7/2/2025**

Source of Funding (grant no.): **IDA-D1880**

Contract Ref: **FM-TRA-500372-GO-RFQ**

1. This project is financed by the World Bank through the above grant. The *FSM Telecommunications Regulatory Authority* invites sealed quotations from eligible bidders for

#	Item	Qty
1	Office Desk	2
2	Office Chairs	2
3	Sofa Set	1
4	Laptop PC for Office	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

3. Quotations must be delivered to the address below on or before *5:00 PM on July 31<sup>st</sup>, 2025*. Late quotations may be rejected.

4. The address referred to above is:

Takuro Akinaga, CEO  
FSM Telecommunications Regulatory Authority  
Attn: Regina Rodriguez  
Accountant  
Telephone: (691) 320-2812  
e-mail address: **r.rodriquez@tra.fm**



## REQUEST FOR QUOTATION (RFQ)

GOVERNMENT OF THE  
FEDERATED STATES OF MICRONESIA  
DIGITAL FSM PROJECT IMPLEMENTATION UNIT  
P.O BOX PS-2, Pohnpei, FM 96941  
Tel.: (691) 320-2865

Date: 07/02/2025

Project Title: **Pacific Regional Connectivity Program 2 (P130592)**  
Source of Funding (grant no.): **IDA-D1880**  
Contract Name: **Office Equipment/Furniture**  
Contract Ref: **FM-TRA-500372-GO-RFQ**

Dear Supplier,

1. You are invited to submit your price quotation(s) for the supply of the following items:
  - i. Office Desk
  - ii. Office Chairs
  - iii. Sofa Set
  - iv. Laptop PC for Office

Information on technical specifications and required quantities are attached.

2. You may quote for:
  - i. any one or more items under this RFQ. Each item shall be evaluated and contract awarded separately to the supplier(s) offering the lowest evaluated price for each item, 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:

Takuro Akinaga, CEO  
FSM Telecommunications Regulatory Authority  
Attn: Regina Rodriquez  
Accountant  
Telephone: (691) 320-2812  
e-mail address: **r.rodriquez@tra.fm**

4. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in above Paragraph 3 is: **July 31<sup>st</sup> 2025.**

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

6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

7. **PRICES**

(a) For Goods supplied domestically: The prices should be quoted in **USD** the total price of EX-WORKS (ex-factory, ex-warehouse, etc.) plus the price of delivery to the final destination: **FSM TRA.**

8. **EVALUATION OF QUOTATIONS**

(a) For Goods supplied domestically: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at the final destination in accordance with Paragraph 2 above.

In evaluating the quotations, the Purchaser 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 and offering goods which are substantially responsive to the technical specifications. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

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. Further information can be obtained from:  
Takuro Akinaga, CEO  
FSM Telecommunications Regulatory Authority  
Attn: Regina Rodriguez  
Accountant  
Telephone: (691) 320-2812  
e-mail address: **r.rodriquez@tra.fm**

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

Sincerely,

A handwritten signature in black ink that reads "Takuro Akinaga". The script is cursive and fluid, with the first name "Takuro" and last name "Akinaga" clearly distinguishable.

Takuro Akinaga

Chief Executive Officer

FSM Telecommunications Regulatory Authority

**ANNEX 1: TERMS AND CONDITIONS OF SUPPLY ( RFQ-GOODS)**Project Name: **Pacific Regional Connectivity Program 2 (P130592)**Purchaser: **FSM Telecommunications Regulation Authority**Contract Name: **Office Equipment/Furniture**Contract Ref: **FM-TRA-500372-GO-RFQ**1. Prices and Schedules for Supply(a) For domestically supplied Goods:

Sl.No.	Item No	Description of Goods	Quantity	Unit Price	Total Price at final destination (includes all taxes, VAT, customs duties, inland transportation and insurance)	Delivery Period (days) from Date of Notification of Award, to final destination
<i>(to be filled by Purchaser)</i>				<i>(to be filled by Bidder)</i>		<i>(to be filled by Purchaser)</i>
	<u>1</u>	Office Desk	2			<u>Within 30 days</u>
	<u>2</u>	Office Chairs	2			<u>Within 30 days</u>
	<u>3</u>	Sofa Set	1			<u>Within 30 days</u>
	<u>4</u>	Laptop PC	3			<u>Within 30 days</u>

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser 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.
4. Delivery Schedule: The delivery should be completed as per above schedule. The final destination for delivery of the Goods is:

Pohnpei office: 2 Office Desks, 2 Office Chairs, 1 Sofa set, 3 Laptop PC

Insurance: The supplier is responsible for all kinds of insurance until the goods are delivered and installed to the final destination and the Purchaser will not assume any responsibility until goods are delivered and installed. For Goods to be imported, the Goods supplied shall be fully insured in a freely convertible currency against loss of

damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from Warehouse to Warehouse on All-risks basis, including War Risks. The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.

5. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to and unloading at the final/port of destination.
6. Delivery and Documents (for goods to be imported): Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by mail or fax the full details of shipment, including Contract number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
  - (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
  - (ii) Duplicate air/ship/truck transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked "freight prepaid";
  - (iii) Copies of the packing list identifying contents of each package;
  - (iv) Manufacturer's or supplier's warranty certificate;
  - (v) Certificate of origin;
  - (vi) Certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the final destination and, if not received, the Supplier shall be responsible for any consequent expenses.

7. Payment. Payment against the Contract will be made as follows:

(a) For domestically supplied Goods: Payment against the Supplier's invoice will be made as follows:

- i. 100% against receipt of goods and issue of Acceptance Certificate by the Purchaser, for the respective delivery. Payment shall be made by bank transfer to the account of the supplier. In case of very small amounts and non-availability of bank facilities in remote areas, payment may be made in cash by the Purchaser against a receipt.

8. Warranty. Goods offered should be covered by a warranty as specified in Annex 2, Technical Specifications.

9. Packaging and Marking Instructions. The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

10. Defects. All defects shall be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. 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*)

11. 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: **Pacific Regional Connectivity Program 2 (P130592)**

Purchaser: **FSM Telecommunication Regulation Authority**

Contract Name: **Office Equipment/Furniture**

Contract Ref: **FM-TRA-500372-GO-RFQ**

#	Item	Qty	Minimum Specifications
1	Office Desk	2	5’ x 2.5’ x 2.5’ With Side drawers
2	Office Chairs	2	Executive Office chairs
3	Sofa Set	1	Executive sofa set with 3 seaters
4	Laptop PC	3	Microsoft Service Laptop



**ANNEX 3: FORM OF QUOTATION (RFQ-GOODS)**

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

\_\_\_\_\_(Date)

To: Takuro Akinaga, Chief Executive  
FSM Telecommunication Regulation Authority  
Attn: Regina Rodriquez  
Accountant  
Telephone: (691) 320-2812

Project Name: **Pacific Regional Connectivity Program 2 (P130592)**  
Contract Name: **Office Equipment/Furniture**  
Contract Ref: **FM-TRA-500372-GO-RFQ**

We offer to execute the **FM-TRA-500372-GO-RFQ** in accordance with the Form of Contract 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: **Pacific Regional Connectivity Program 2 (P130592)**

Contract Name: **Office Equipment/Furniture**

Contract Ref: **FM-TRA-500372-GO-RFQ**

Date:

To: Takuro Akinaga, Chief Executive  
FSM Telecommunication Regulation Authority  
Attn: Regina Rodriquez  
Accountant  
Telephone: (691) 320-2812

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

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: \_\_\_\_\_  
\_\_\_\_\_