

General Guidelines to Vendors

1. Read the Tender documents, rules and specifications very carefully. All the mentioned rules and regulations are to be strictly implemented.
2. Each product should be presented in an excel format that includes:
 - High resolution Pictures
 - Specifications (options offered, if any)
 - Available colors
3. Suppliers and vendors should follow and comply with all the specified sizes of products.
4. Prices offered should include the cost of final delivery, minimum 3 years warranty period, installation, assembly, and 14% VAT.
5. Suppliers should provide all tests and quality certificates "Data Sheets" for the offered products, specifically:
 - Particle board specifications "ECO friendly".
 - Fabric rub test.
 - Desks should be quoted with Electrically height adjustable option only.
6. All vendors' inquiries shall be sent to the GIZ procurement department via email: eg_quotation@giz.de, without keeping anyone in cc.
7. Suppliers should indicate in their proposals that all products are under warranty and guaranteed for minimum 3 years from the final date of delivery. Supplier warrants to cover any maintenance needed in the warranty period within 48 hours after reporting. All spare parts must be available for 10 years from the delivery date even if the items' production was discontinued.
8. It is advisable for all vendors to preview site locations, draw layouts for both offices clarifying the seating plan for all employees in different formats (3D, AUTOCAD, PDF, etc...), which must be included in their offers.
9. GIZ has the right to seek the necessary technical assistance from any individual person/consultant at all stages of this tender.
10. All offered prices shall include 14% VAT, the project is **not exempted from VAT**.
11. It is preferable to submit **max 3 alternative** offers for each item, all of which must meet the required specifications.
12. Fabric and/or leather Samples: All vendors must submit two (2) Fabric cuttings 150 x 150 mm for all fabrics to be used in this purchase to the project's locations.
13. GUARANTEE Certificate:
 - A list of all items covered by a guarantee with make and model numbers.
 - A copy of the manufacturer's or Vendor's guarantee documents.
 - The date and period during which the guarantee is in effect (minimum 3 years for all items & spare parts to be available for 10 years from final delivery date).

Suppliers and vendors who fail to comply with the above guidelines will risk disqualification