



The Enhancement of the Egyptian Dual System (EEDS) Project on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Tender Documents | Procurement of School Educational Furniture

Enhancement of the learning environment at Dual System Schools

Oct. 2019

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## Project Description:

In 2016, the Egyptian Ministry of Education and Technical Education (MoETE) and the German Ministry of International Development Cooperation (BMZ) agreed to jointly support the Egyptian dual system. In this context, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) was commissioned by BMZ to implement the Enhancement of Egyptian Dual System (EEDS) project to support the partners of the Egyptian dual system to expand student intake and improve the quality of education and training in occupations of high employment potential. The project will support the development of participatory policy-making at central level, strengthen the capacities of actors at all levels of implementation and establish a multi-level dialogue to enhance vertical and horizontal cooperation among its stakeholders. The support also includes specific measures to enhance the learning environment in selected schools.

In the context, over the past two years, EEDS has been supporting MoETE in increasing the capacity to expand in DS education through various ways, one of which is through converting some technical secondary schools into Dual System Schools. MoETE has succeeded in transferring only one school in Alexandria.

EEDS wants to encourage MoETE to transfer more schools. So, the project has offered to provide the newly transferred schools with student desks **to enhancement of the learning environment and facilities** at these school.

## Tender timeline

The following is the closing dates for tender actions:

| #  | Topic                      | Date        | Time          | Via         | From/To - Where                       |
|----|----------------------------|-------------|---------------|-------------|---------------------------------------|
| 1  | Tender Ad                  | 11 Oct 2019 | --            | News paper  | GIZ contracting                       |
| 2  | Q&A session                | 22 Oct 2019 | 11:00 AM      | Meeting     | GIZ contracting HQ                    |
| 3  | Tender submission          | 28 Oct 2019 | 03:00 PM      | By Hand     | GIZ contracting HQ                    |
| 4  | Technical evaluation       | 03 Nov 2019 | 4:00 PM (End) | Email/phone | GIZ To Approved supplier(s)           |
| 5  | Showroom(s) Visit (Sample) | 04 Nov 2019 | 10:00-4:00 PM | Visit(s)    | GIZ-EEDS committee                    |
| 6  | Tender decision            | 07 Nov 2019 | 2:00 PM       | Email       | GIZ contracting – to winning Supplier |
| 7  | Technical submittal(s)     | 10 Nov 2019 | 2:00 PM       | Meeting     | GIZ-EEDS committee                    |
| 8  | Issuing Purchase order     | 14 Nov 2019 | 2:00 PM       | Email       | GIZ contracting                       |
| 10 | Delivery                   | 26 Dec 2019 | 2:00 PM       | Site        |                                       |

- Vendors must be committed very accurate to above dates.
- Method of technical & financial submittals will be according to GIZ regulations & policies, please read the tender booklet carefully.

## How to submit



## How to submit your tender documents

All procedures or requests written below doesn't conflict with GIZ procurement rules, regulations & vendors should follow main rules from GIZ procurement department, what's written here is guidelines for vendors to follow specially in technical part.

- a. Read Tender documents – rules & specification very carefully, because all what's written will be implemented in reality, where applicable.
- b. Each product should be presented hi res picture, specs & options offered, & colors available.
- c. All sizes of specified products written “Exact in sizes data sheet” should be respected.
- d. Product price offered covering till final delivery, maintenance & warranty period minimum three years.
- e. Data sheets is carefully specified, so please follow specs.
- f. Q&A session will be held according to tender timeline
- g. Write clearly in your proposal that all products under warranty & guaranteed for min. 3 years from final delivery date, maintenance will be monthly visit & if problem aside from monthly visit reported to be done 48 hours after reporting , all spare parts will be available for 10 years form delivery date even if products are discontinued
- h. Attach all test & quality certificates available for all products where applicable.

If vendor(s) will ignore one, more or all of the above it will be jeopardized to disqualification.

Please stamp & sign the whole file of tender documents & return it with technical proposal, by this vendor(s) acknowledge knowing clearly all rules & approve of following it.

Thank you for your will to participate in the tender process.

# Tender rules

## LOOSE FURNITURE - GENERAL RULES

### 1 GENERALLY

- a) All items shall be new, of first quality, and conform to the drawings and Specifications. Factory seconds will not be accepted. Installation shall be where shown on the drawings and as per manufacturer's manual/catalogues. All items are to be provided according to Specifications. Each item must have a sticker identifying the manufacturers. It must be fixed in an inconspicuous location, identifying location & local code of product.
- b) All work relating to Furniture and Furnishing is to be fully coordinated with all other construction work including scheduling, dimensional compatibility, co-ordination with telephone, data and electrical systems, and finish colors for the like items which may be procured at various times during the contract period.
- c) Direction, quantities & location of furniture, supplier should revise everything from drawings NOT BOQ only.  
  
All items in the Bills of Quantities shall be read as being inclusive of all other information contained in the Contract Agreement, the Conditions of Contract, Specifications and the Drawings.
- d) Generally, the descriptions of work shall be read as including a fixing system, if needed.

### 2 SUBMITTALS

Prepare and submit a single comprehensive submittal package in accordance with the requirements set forth below. Prepare two (2) copies of all submittal requirements the submittals use as follows: -

Product Data and Shop Drawings: Submit two (2) copies of product data including brochures, catalogues etc. for standard items, shop drawings for custom items if any. Shop drawings and product data are to show all dimensions, construction details, finishes, fabrics, hardware and other pertinent information. Product data or shop drawings are to be labelled with item code number, manufacturer dimensions, and finishes.



Fabric &/or leather Samples: Submit two (2) Fabric cuttings 150 x 150 mm for all fabrics to be used for the Contract.

Finish Samples: Submit two (2) samples of all wood, metal and plastic finishes used on furniture. Samples to be a minimum of 150 x 150 mm, & maybe will ask for bigger samples where needed

Actual products samples (Mockups): Owner representative will ask for the following items to be presented as real full-size mockup with actual finishes (if finishes available): DE01

### 3 COORDINATION

The phased installation of Furniture and Furnishings requires careful coordination to ensure the correctness of items supplied, consistency of finishes and fabrics and proper fit or placement within the designated spaces. Special attention is drawn to the following issues: -

The Supplier is responsible for the consistency of finishes for all wood, metal and plastic finishes as well as fabrics and leathers regardless of when items are purchased.

The Supplier is responsible for the verification of dimensions of as-built spaces and ensure that Furniture and Furnishings can be installed as specified.

The Supplier is responsible for the coordination of Furniture and Furnishings placement with the building electrical, telephone, and data/communication and HVAC systems.

Schedules: The supplier is required to incorporate all major phases of work related to the Furniture and Furnishings in the schedule.

Critical milestones are to be identified and the schedule is to be up-dated as necessary, daily basis when supplier starts delivery & installation phase.

Tracking Report: Tracking by item or manufacturer of the progress of orders from order entry, acknowledgment, quality control inspection, warehousing, consolidation, shipment, receipt at site, and installation shall be carried out

continuously as well as reported to the owner representative & consultant through an online summary report generated automatically.

#### 4 QUALITY CONTROL

It is the Supplier's responsibility to ensure that all items delivered and installed for the Contract reflect the highest possible quality levels available in the Industry. Procedures and/or management tools which the Supplier is expected to employ in undertaking work are as follows: -

Order Acknowledgments: Order acknowledgments from the Vendor to be reviewed and approved by the Supplier. Copies are to be provided to the owner representative.

Production Finishes Samples: Production finish samples of custom finishes to be obtained from Vendors during the production process. Samples are to be verified against control samples maintained by the Supplier & signed by owner rep.

The cost of providing such samples together with the cost of mailing or transporting the samples to and from the owner representative & consultant shall be borne by the Supplier.

#### 5 MATERIALS

Products shall be from the specified approved & contracted manufacturer only. No custom manufactured products will be acceptable as equal.

Wood shall be uniform grain and color. Unless specified, tech-grain, or reconstituted veneers shall not be substituted for solid wood veneers. Wood veneers on Furniture and Furnishings items in the same space are to match in grain and color. Seasonal solid wood to be used where specified "if any".

Fabrics and leathers shall be free of defects, streaking and discoloration. Fabrics to be treated to resist stains.

All Stainless-steel finishes, plated finishes and painted metal finishes shall be free of any flaws or defects.

If discovered later that any material is not as specified &/or contracted, GIZ reserve all the legal right to take necessary action(s)



## 6 PROCUREMENT

The Supplier is to issue purchase orders and/or delivery notes on a timely basis, consistent with the overall construction schedule “supplier can obtain a copy from owner representative”. Purchase documents as well as the special instruction notes below are to be provided.

Tagging Instructions: Tag or mark each crate, carton and package of furnishings on the exterior with an identification of the items according to the code and location as given on specification on sheets.

Special Packing Instructions: The vendor/s should be instructed to pack all items to withstand potential damage from ocean shipment and handling at the premises. Special care is also to be taken to avoid adhesive and packing materials which may melt at high temperatures.

Environmental Concern: The Supplier is to ensure that all adhesives, finish materials, etc. used in the fabrication of items are compatible with environmental conditions at the Contract site. Failure to verify such materials may lead to problems such as separation of veneers and peeling/cracked finishes.

Orders for upholstered furniture should have special instructions regarding application of the correct side of the fabric and fabric direction.

Throughout the procurement process, the Supplier is to maintain written files documenting all copies of all written correspondence.

Prior to placing orders, the Supplier shall ensure that hardware, accessories and fixings are being supplied from the Vendor or third-party source. In addition, the Supplier shall verify that items can fit through doorways and elevators as necessary.

## 7 SHIPPING I RECEIVING

A Comprehensive Transportation Plan is to be presented with the Management Plan.

The Supplier is to make arrangements directly with the transporter or through a supplier to have orders transported to the Supplier's consolidation or client warehouse “warehouse should be air conditioned”.

Upon receipt of orders at an air-conditioned warehouse, items are to be inspected for correct tagging, visual damage to cartons and random inspection for correct items, finish and fabrics of furniture. Receiving reports “MDN” are to be prepared and kept on file. As necessary, make arrangements for the replacement of damaged items.

## 8 WAREHOUSING / CONSOLIDATION

Items are to be stored in air-conditioned warehouse facilities which are clean and with consistent and moderate temperatures and humidity. Items are to be stored or stacked so that damage is prevented.

Items are to be staged (i.e. organized) and containerized according to the staging plan for installation – see installation.

A detailed packing list with items identified by item code number, manufacturer and model number is to be produced during the container packing process. A copy of the packing list to be placed inside each container as well.

Items are to be safely braced and packed into the containers to minimize movement during transit. Care is to be taken not to stack heavy items on top of lightweight or fragile items. When necessary cardboard cartons are to be reinforced with wood frames or skidded to avoid damage and ease of handling.

## 9 SHIPMENT AND RECEIPT AT PREMISES

The Supplier is responsible for the preparation of all export and import documentation in compliance with individual countries and manufacturer's regulations.

Upon arrival of the shipments at the project site or interim local air-conditioned warehouse, the Supplier is to provide an inventory of all items as they are off loaded from the container. Any discrepancies are to be reported immediately. If items are not immediately installed the original packing material should be retained to provide maximum protection.



## 10 INSTALLATION

All installation work shall be supervised by the Supplier's staff who have experience in handling and installing systems furniture and Furniture and Furnishings items.

Prepare and submit a detailed staging plan indicating the personnel and Sub-suppliers to be used, proposed schedule, sequencing of materials, and coordination arrangements.

Schedule and conduct a pre-installation conference at the site of the Works to explain the installation process and schedule and coordinate with installation personnel. This conference shall be held approximately 2 days before installation and shall include the personnel designated by the owner representative.

Responsibilities include the uncrating and the complete assembly of all Furniture and Furnishings items. Each item shall be inspected, cleaned and adjusted as necessary to assure readiness for operation or use. All items shall be free from scratches, marks, dust, dirt, tape, labels and adhesive residue.

The installation of furniture shall begin only after all construction, electrical, painting, carpeting and any other finish work has been completed in the space to be furnished. In addition, the HVAC system is to be fully operational (if available), before the furniture is installed.

All items shall be placed and located as shown on the Drawings. Furniture shall be set level, drawers and doors with locks and keys shall operate smoothly and not bend or roll.

Installed work shall be free from scratches, dirt, etc. Damaged items will be rejected, and it will be the Supplier's responsibility to replace within a schedule agreed with the owner representative.

## 11 CLEAN-UP AND PROJECT CLOSE-OUT

Keep work areas clean and tidy and dispose daily of packaging, wrappings, and other debris as the work progresses.

Clean surfaces, complying with the manufacturer's Instructions, upon completion of the installation.

Preliminary Inventory Inspection: Arrange for a joint inventory/Inspection between the Supplier and the owner representative after the Furniture and Furnishings have been assembled and placed in designated locations. The purpose of this preliminary inspection/inventory is as follows:

Verify that total quantities are provided in the proper locations.

Confirm that the items meet the Specifications.

Identify any other discrepancy that may require the item to be repaired or replaced. If the inspection shows any item to be unacceptable due to damage or shortage, the Supplier shall be fully responsible for its replacement or to provide additional items as specified in the Contract Documents.

Prepare a punch list of items that must be completed and/or corrected prior to final acceptance.

After all discrepancies noted in the preliminary inspection have been corrected, schedule a final inspection with the owner representative.

## 12 MAINTENANCE PERIOD RESPONSIBILITY

Be responsible to repair and replace all that could be attributed to faulty material and workmanship.

The Supplier is to be responsible for the instruction and training of the Employer's facilities maintenance personnel in the operation and maintenance of the Furniture and Furnishings. Facilities maintenance personnel should, after the training, be able to adjust mechanical components of furniture for example: drawer slides and locks; disassemble, relocate and reassemble all Systems furniture.

Care & maintenance manual is to be delivered before project closure, will include all products details & all certificates.

Warranty & maintenance period not less than 3 years, reply to maintenance request by client within 48 hours & also monthly maintenance visits is a MUST.

13 FINAL INSPECTION/PROJECT RECORD BOOK/ACCEPTANCE AT THE  
END OF MAINTENANCE PERIOD

The Supplier shall supply two copies of updated Project Record Books to record the following items (where available):

- Fabric test reports with requested rub cycles. -  
Particle boards certificates.

- As-installed room list/inventory of all Furniture and Furnishings.

- Furniture care & maintenance manual "mentioned in # 12".

The owner Representative must approve/accept the final inventory and update Project Record Books prior to final acceptance.

14 GUARANTEE Certificate

Furnish the following information to the Employer:

- 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 which is not less than 3 years for all items & spare parts to be available for 10 years from final delivery date.

END of list

**BOQ**



|                       |                        |     |      |
|-----------------------|------------------------|-----|------|
|                       | GIZ- EEDS - DS Schools |     |      |
|                       |                        |     |      |
| Space/item            | DIM cm                 | QTY | Code |
| <b>Classrooms</b>     |                        |     |      |
| Double Desk (Student) | 130x50                 | 600 | DE01 |

# Data Sheets

**FURNITURE SPECIFICATION FORM**

|                  |             |              |                       |
|------------------|-------------|--------------|-----------------------|
| <b>Item Code</b> | <b>DE01</b> | <b>Item:</b> | <b>Classroom Desk</b> |
|------------------|-------------|--------------|-----------------------|

Refer to Furniture Plan & Bill of Quantities for Locations, directions and Quantities

Location: Classrooms

**Performance Specification(s)**

- Double-seater. (preferable)
- Tabletop, particle board (E1), melamine-coated, highly abrasion resistant, scratch resistant and anti-glare (tabletop 1300 x 500 mm)
- Connected chairs
- Steel frame, scratch resistant powder coating
- Plastic kick protection strips
- hanger hook: both sides.
- Gliders
- 2 metal wire book storage baskets.

**Product Image**

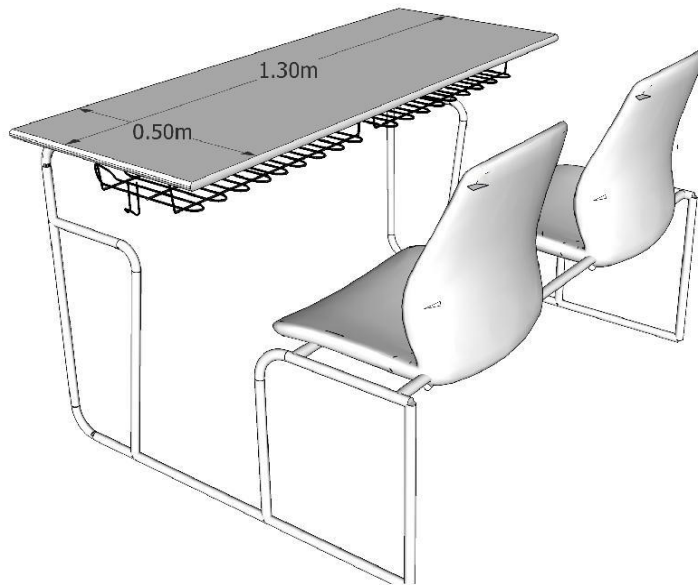


Image shown for reference only  
Real mockup sample should be approved

**Size(s) in mm - Exact**

Depth: 1000 mm  
Width: 1300 mm  
Height: 720 mm

**Warranty**

3 years

**Finish(s)**

**Tabletop**



**Frame:**



Colors to be provided by the selected supplier for client approval



Finally,

## Vendors:

- To make sure of the site measurements of all locations before putting order into production
- To submit technical submittals with all info & color samples for products to be approved before proceeding
- To prepare a full set of samples of products for inspection before releasing production and/or procurement.
- To state clearly that prices should include transportation, maintenance, warranty & installation till customer satisfaction.