



GOVERNMENT OF BELIZE

Ministry of Finance, Economic Development, and Investment

ECONOMIC DEVELOPMENT

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Our Ref: IA/CABEI/2 Vol. X 2021 (___)

November 26, 2021

Dear Supplier:

Subject: *Invitation to Quoted No: CABEI-G-006-2147/2021, Supply and Delivery of Office Furniture*

The Ministry of Finance, **Economic Development**, and Investment extends an invitation to your company to submit a tender for the abovementioned supply contract.

Bids for this tender will be received no later than **December 13th, 2021**, at **10:00 am** at the following physical address:

**Project Coordinator
Belize Integral Security Programme
1940 Constitution Drive, 2nd Floor, Unit 3
Belmopan City, Cayo District
Belize, Central America**

Ref: *Invitation to Quoted No: CABEI-G-006-2147/2021, Supply and Delivery of Office Furniture*

A proposed timetable of events for this tender process is presented below:

	DATE	TIME
Deadline for requesting clarifications	Wednesday, December 8, 2021	1:00 p.m.
Last date on which clarifications are issued by BISP PEU	Thursday December 9, 2021	1:00 p.m.
Deadline for submission of Bids for this tender (with validity period 60	Monday, December 13, 2021	10:00 a.m.

days)		
Review of bids received	Tuesday, December 14, 2021	10:00 a.m.
Notification of award to the successful tenderer	Thursday, December 30, 2021	3:00 p.m.
Contract Signature	Friday January 7, 2022	-
Delivery of Items to BISP Office #1904 Constitution Drive, 2nd floor, Unit 3, Belmopan	30 days after contract signature	-

Kindly note that the selection method is based on *Price Comparison* and that participants in this process will be subject to an *Eligibility Verification* exercise to verify that they do not appear on CABEI's prohibited counterparty lists. Quotations must be provided for all the items under this Invitation. Price quotations will be evaluated for all the items together and contract awarded to the firm most responsive and offering the most economically advantageous tender based on the evaluated total cost of all the items.

We look forward to your participation and submission to this tender.

Elvis L. Requena
(For) Chief Executive Officer
Ministry of Finance, **Economic Development**, and Investment

Enc:

1. *Technical Specification*
2. *Price and Delivery Schedule*
3. *Form of Quotation*
4. *Draft Contract*

TECHNICAL SPECIFICATION

Notes:

- 1) The tenderers are requested to complete column 4 &5 in the template on the next pages.
- 2) Columns 1, 2, and 3 are not to be modified by the tenderer
- 3) Column 6 is reserved for the Executive Committee
- 4) The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications.

1. Item #	2. Quantity	3. Specifications Required	4. Specifications Offered	5. Notes, remarks, ref to documentation	6. Executive Committee's notes
1	1	<p><u>Conference Room Table</u> <i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Table must comfortably seat at minimum 10 persons ▪ Dimensions 96''L X 48''W X 30''H ▪ Made from wood or compress wood materials ▪ Dark wood in color ▪ Timeline for delivery 30 days 			
2	10	<p><u>Conference room chairs</u> <i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Black Breathable Mesh Back with Lumbar Support ▪ Overall dimensions: 24''W X 18'' D X 19-21''H ▪ Weight Capacity 250 LBS ▪ Seat Height Adjustment ▪ Padded seat ▪ Time for delivery 30 days 			
3	1	<p><u>Office Desks</u> <i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Dimensions 50'' L X 32'' W X 30'' H ▪ keyboard tray included ▪ double pedestal with drawers ▪ locks on drawers 			

		<ul style="list-style-type: none"> ▪ Made from wood or compress wood materials ▪ Timeline for delivery 30 days 			
4	1	<p><u>Office Desks with return (L-Shape)</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Desk: 114'' L X 30'' W X 29'' H ▪ Return Side: 79'' L X 25'' W X 30'' H ▪ Keyboard tray included ▪ Minimum 3 drawers ▪ Locks on drawers ▪ Made from wood or compress wood materials ▪ Timeline for delivery 30 days 			
5	1	<p><u>4-Seater Dining Table: Small Round table with 4 accompanying chairs</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Dimension: 46'' W X 29'' H inches ▪ Made from wood or compress wood materials ▪ Timeline for delivery 30 days 			
6	1	<p><u>Workstation</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Dimension : 48" L X 32" W X 30" H ▪ Made from wood or compress wood materials ▪ Timeline for delivery 30 days 			
7	6	<p><u>Office chairs</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Black Breathable Mesh Back with Lumbar support ▪ Overall dimension: 27'' W X 25.25'' D X 41.75'' H ▪ Weight Capacity 250 LBS ▪ Seat Height Adjustment ▪ Height Adjustable Padded Arms ▪ Padded seat ▪ Time for delivery 30 days 			
8	1	<p><u>Executive Office chairs</u></p>			

		<p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Black Breathable Mesh Back with Lumbar support ▪ Overall dimension: 27''W X 25.25'' D X 41.75''H ▪ Weight Capacity 250 LBS ▪ Seat Height Adjustment ▪ Height Adjustable Padded Arms ▪ Padded seat ▪ Time for delivery 30 days 			
9	6	<p><u>Waiting chairs with Arm Rest</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Black Visitor Chair w/arms ▪ Moulded foam seat ▪ weight capacity 250 lbs ▪ Time for delivery 30 days 			
10	3	<p><u>Filing Cabinets</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Legal size ▪ 4 drawers ▪ Metal ▪ Dimensions (18.5'' W x 24.5'' D x 52'' H) ▪ Lock ▪ Time for delivery 30 day 			
11	1	<p><u>Filing Cabinet</u></p> <p><i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Legal size ▪ 2 drawers ▪ Metal ▪ Dimensions (18.5'' W x 24.5'' D x 28'' H) ▪ Lock ▪ Time for delivery 30 days 			

12	1	<p><u>Filing Cabinet</u> <i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Lateral Size ▪ 2 drawers ▪ Metal ▪ Dimensions (35" W x 18" D x 27" H) ▪ Lock ▪ Time for delivery 30 days 			
13	2	<p><u>Metal Standing Shelf</u> <i>Minimum requirement</i></p> <ul style="list-style-type: none"> ▪ Adjustable shelves ▪ Dimensions (72"H x 42" W x 18" D) ▪ Time for delivery 30 days 			

Price and Delivery Schedule for Goods

Date _____

Contract Name.: _____

Name of Bidder: _____

Item No	Description of Goods	Quantity	Unit Price	Total Price at final destination. (inclusive of customs, inland transportation, delivery and insurance - if applicable)	Duty and Tax Free Price	Delivery Date
<u>#1</u>						
<u>#2</u>						
<u>#3</u>						
<u>#4</u>						
<u>#5</u>						
<u>#6</u>						
<u>#7</u>						
<u>#8</u>						
<u>#9</u>						
<u>#10</u>						
<u>#11</u>						
<u>#12</u>						
<u>#13</u>						

(Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail)

Form of Quotation

_____ (Date)

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the contract _____ in accordance with the Conditions of Contract accompanying this Quotation 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 Signing of the Contract.

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 proposal documents.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number _____

Fax Number, if any _____

e-mail address: -----



**Ministry of Finance, Economic Development, and
Investment**

Belize Integral Security Programme (BISP)

Invitation to Quote *CABEI-G-006-2147/2021*

Supply and Delivery of Office Furniture

Funding Source: CABEI

BELIZE:

Government of Belize

Contract No. _____



CONTRACT AGREEMENT

This contract is made this XX day of January 2022 BETWEEN the the **GOVERNMENT OF BELIZE, acting through the Ministry of Finance, Economic Development, and Investment** (hereinafter called “the Purchaser”) of the one part and the (Supplier) (hereinafter called “the Supplier”) of the other part.

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., ***Supply and Delivery of Office Furniture***, and has accepted a Quote by the Supplier for the supply of those Goods and Services in the sum of \$\$\$\$ (hereinafter called “the Contract Price”).

AND WHEREAS, the supplier is willing and able to supply the goods on the terms and conditions hereinafter contained in Schedule 2 and in accordance with the offer, which is annexed hereto as Schedule 1 and shall be treated as an integral part of this Contract,

NOW THEREFORE, the parties hereto hereby agree as follows:

1.0 SCOPE OF WORKS

The Supplier agrees to provide the Goods in accordance with the terms of his offer as set out in the Schedule annexed hereto.

2.0 CONSIDERATION

It is understood and agreed that this is a fixed price contract for the supply of the Goods by the Supplier in the sum of the Contract Price stated above.

3.0 COMMENCEMENT AND DURATION

The contract shall commence on the XXX day of January 2022 and shall end on the XXX day of February 2022 when all the Goods have been delivered to the Belize Integral Security Programme Project Management Unit Office, # 1904 Constitution Drive, 2nd Floor, Unit 3, Belmopan and the acceptance certificate issued.

4.0 PAYMENTS

Payments shall be made as follows:

- (a) The Supplier shall be paid fifty percent (50%) of the Contract Price within 10 working days after the signing of the contract.
- (b) The final fifty percent (50%) percent will be paid to the Supplier upon final acceptance of the Goods subject to the provisions of Clause 5 below.

5.0 INSPECTIONS AND TESTS

The Purchaser or its representative shall have the right to inspect and/or to test the Goods and related services to confirm their conformity to the Contract specifications at no extra cost to the Purchaser, to be conducted at the Goods' final destination. Should any inspected or tested Goods and/or related services fail to conform to the Specifications, the Purchaser may reject the Goods and/or services, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

6.0 TERMINATION FOR INSOLVENCY

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier.

7.0 APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of Belize.

8.0 PROHIBITED PRACTICES

CABEI requires from the Borrowers/Beneficiaries and all individuals or legal entities that participate or provide services in projects or operations with CABEI financing, whether in their capacity as bidders, borrowers, executing bodies, coordinators, project supervisors, contractors, subcontractors, consultants, suppliers, donation beneficiaries (and all officials, employees, representatives, and agents), as well as any other type of analogous relationship, the following:

- a. Observe the highest ethical standards in all stages of the procurement process or in the execution of a contract.
- b. Refrain from performing any act or action that is framed or can be categorized as a Prohibited Practice.
- c. Report to CABEI, using the Reporting Channel or other reporting mechanism available to CABEI, any act suspected of constituting a Prohibited Practice of which it has knowledge or has been informed.

In accordance with best practices and to establish a framework of reference in the operation, the following are considered prohibited practices: Corrupt Practice, coercive practice, fraudulent

practice, collusive practice, obstructive Practice for purposes of this provision, the foregoing terms, as well as the actions to follow can be found in the article 16 of the Norms for the Application of the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI resources.

In case of complaints received in the reporting channel or other means acceptable to CABEI, related to prohibited practices that occurred during the procurement processes of Goods, Works, Services and Consultancies, as well as during the execution of a contract resulting from said processes within the framework of an operation financed with CABEI resources, the Bank will proceed in accordance with its internal policies related to the subject.

Prior to determining the existence of a Prohibited Practice, CABEI reserves the right to execute the required audit and investigation procedures and will grant the counterparties and their related parties the procedural opportunity to argue their defense, through the execution of an Administrative Procedure.

When it determines the existence of a prohibited practice, CABEI will determine one or more of the actions and recommendations that are listed below, without their being restrictive:

- a. Refer the corresponding case to the competent local authorities.
- b. Issue a written warning.
- c. Adopt measures to mitigate the identified risks.
- d. Suspend disbursements.
- e. Deobligate funds.
- f. Require the advance payments of the resources
- g. Cancel the business or the contractual relationship.
- h. Suspend the procurement processes, or execution of contracts, regardless of the state in which they are in.
- i. Request additional guarantees.
- j. Execute bonds or guarantees.
- k. Request reimbursement of expenses or costs associated with the activities and investigations carried out in connection with the commission of prohibited practices.

Actions or recommendations determined by CABEI will be of obligatory compliance and enforcement.

In any case, notwithstanding sanctions imposed by the authorities of the Borrower/Beneficiary's country, CABEI reserves the right to request the suspension of the contracting processes or execution of the resulting contracts, regardless of the state in which they are in. If CABEI requests the suspension of the contracting procedures or of the execution of contracts, and this does not happen, the Bank reserves the right to not finance any resulting contract. Because of a research process, CABEI may incorporate natural or legal persons in the List of Prohibited Counterparties or another ineligibility list that CABEI has established for this purpose.

9.0 WARRANTY

9.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current

models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

9.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

9.3 Unless otherwise specified, the warranty shall remain valid for three (3) years after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated, or for three (3) years after the date of shipment, from the port, or place of loading in the country of origin, whichever period concludes earlier.

9.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

9.5 Upon receipt of such notice, the Supplier shall, within the period specified, expeditiously repair, or replace the defective Goods or parts thereof, at no cost to the Purchaser.

If having been notified, the Supplier fails to remedy the defect within the period specified, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

IN WITNESS WHEREOF the parties hereto have put their hands and seals the day and year first written.

THE COMMON SEAL of the _____)
Ministry of Finance, **Economic Development**, and Investment)

FOR AND ON BEHALF OF THE GOVERNMENT OF BELIZE

Osmond R. Martinez, Ph. D.
Chief Executive Officer
Ministry of Finance, **Economic Development**, and Investment

Witness

FOR AND ON BEHALF OF THE SUPPLIER

Supplier's Representative

Witness

Annex 1: Technical Specifications for the Supply and Delivery of Office Furniture

Annex 2: Supplier's Offer