



## REQUEST FOR QUOTATIONS

**SOL- 72049225Q00001**

**Posting Date: October 9<sup>th</sup>, 2024**

USAID/Philippines is soliciting quotations from firms (both local and/or overseas) qualified to supply Herman Miller Aaron Chairs as per specification provided below:

Model: New Aeron Chair Size C large

Features: Standard height -range lift limiter Seat angle Control and fully adjustable area

Quantity: 60 units

Place of delivery: US Embassy Suva, 158 Princes Road, Suva, Fiji

Please provide a price quotation based on CIF (Cost, Insurance, and Freight) to USAID Fiji, inclusive of shipping costs for door-to-door delivery. The final shipping address will be provided upon order confirmation.

In addition to the price, please include the following details in your quotation:

- Point of contact for the sale.
- Full name and address of the vendor to whom the order will be made.
- UIE Number
- Your GSA Contract Number, if any, for reference when placing the order.

Vendor quotes should be valid for a period of at least 90 days and cover the stated period of performance. Vendors are requested to provide a separate line in their quote denoting shipping fee (FOB destination) if any.

All responsible and qualified sources may submit a response which, if timely received, shall be considered by the agency.

Deadline of submission of quotation is on October 21<sup>st</sup>, 2024 (3:30 PM, Manila Time). Please submit your quotation in PDF format. A Funded Purchase Order (P.O.) will be issued to the selected vendor.

Please email your Company Profile and firm fixed-price offer (VAT exempt) to [philippinesmanilaexopsd@usaid.gov](mailto:philippinesmanilaexopsd@usaid.gov) of the Executive Office/Procurement Services Division.

*Note: USAID Philippines is a VAT exempt organization. Payment shall be made via electronic fund transfer (EFT) within 30 days from receipt of items ordered and copy the invoice. The Direct Deposit Sign Up form will be provided to the vendor upon award.*

*For all actions which are over \$25K, prospective vendors must be registered within the Central Contractor Registration (CCR) which is now under System for Award Management (SAM). Refer to this site for details on the registration process: <https://sam.gov/content/home>*

Cleared by: \_\_\_\_\_  
REXO/ Executive Officer

Date: \_\_\_\_\_