**REQUEST FOR QUOTATION  
SPECIFICATION OF STANDARD GOODS**

**Procurement No:** **44-G002-23**

## Specification

### Background

The annual procurement of basestock is intended to acquire building materials to be kept in the Stores and Warehouse as basestock to cater for the maintenance needs of KHC housing stock. The Stores and Warehouse are expected to stock pile the needed building materials that will be used to address routine maintenance and major maintenance program. The warehouse should always have the needed building materials so every procurement made locally or from overseas are to be channelled through the Stores where they will be released from the stores to address the daily routine maintenance and major maintenance. The expectation is to have available building materials in KHC Storage at all time to assist in maintenance works.

### Requirements

All supporting documentation must be in English.

The basestock should have the bill of quantity (BOQ) prepared based on the level of stock balance in the Store and be realistic to assist in addressing maintenance work. The supplier is expected to provide their prices against the items listed in the BOQ and the selected bid should reveal better and competitive price and following the quality specification as indicated in the BOQ.

The following documents should be provided

Exclusionary criteria assessment will be based on the followings. Failure to provide such supporting documents will result in disqualifying the tenderer.

1. Business Registration indicating nature of business qualified for “hardware supplies”
2. Valid Business license from Council office
3. Tax clearance letter from Tax Office
4. Bank statement
5. Signed certificate of compliance form (Refer to attachment number 8 in the ITT Templates for a copy of the “Certificate for Compliance Form)
6. Complete financial proposal
7. Complete technical proposal

### Installation services

There are no installation services apart from the counting of cargoes on arrival and to be reconciled against the original BOQ and the stacking up of cargoes in the Store. All stock received will be recorded and updated and the release of cargoes to maintenance works will be properly documented and recorded and to be reported on a monthly basis to the Accounts.

### Delivery Time

The delivery time takes about 2 to 3 months.

## Description of the Goods

*Here, list all items to be Tendered*

*(This part may be replaced by a proprietary Supplier description)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pos. | Description | Number | Delivery Time (to be Tendered) | Price (to be Tendered) |
| 1 | Refer to annex 1 |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Refer to attached List or BOQ.