



**TECHNICAL SPECIFICATIONS FOR THE CONTRACTING OF
THE PROVISION OF FURNITURE AND OFFICE SUPPLIES
Ref.: 04/18/ARAP**

1. PURPOSE OF THE CONTRACT

The purpose of the contract is the provision of furniture and office supplies under ARAP project, to be delivered to both the project coordination Unit based in Accra, and the Ghanaian project stakeholders in different regions inside Ghana, which will be defined during the project implementation.

2. DESCRIPTION OF THE SERVICES TO BE PROVIDED

The services to be provided will be the provision of furniture and office supplies in Ghana.

The operations, object of this contract, will be the following:

- Provision of office furniture
- Provision of office supplies

Performance of the contract will comply with the conditions detailed in the Particular Administrative Conditions and the Technical Specifications, which are contractual in nature, wherefore they must be signed by the successful bidder in witness whereof, in the same act of formally executing the contract.

3. CONDITIONS TO BE COMPLIED WITH WHEN PROVIDING THE SERVICE

a) Bids:

Interested parties will submit bids according to the conditions set forth in the administrative specifications, in the proper manner and form, for the provision of furniture and office supplies.

b) Specifications:

For required products to be delivered, the minimum technical specifications are the following:

PRODUCT	DESCRIPTION
Standard Office Table	Wooden desk table (oak or beech) with at least 2 cm of thickness. Size: 200cm x 75cm x 74cm approx. Structure of the legs: steel structure or in the same wood of the desk table.



Conference Table	Wooden meeting table (oak or beech), for at least 10 people with at least 2 cm of thickness. Size: 480cm x 120cm x 74cm approx.
Office Chair	Swivel chair with arms, ergonomic backrest, seat height-adjustable between 380 y 500 mm approx.
3-in-1 Visitor's bench/chair	All metal. Size: 150cm x 50cm x 48cm approx.
Cabinet	Double door, metal structure. Size: 160cm height x 80cm width x 45 cm depths approx.
Office Supplies	Specific detail of office supplies such as: drawers, lockers, desk organizers, envelops, A4 papers, binding materials, files, office safes, highlighters and other, will be required during the contract implementation upon the project and stakeholder needs.

- Minimum of 1 year warranty against manufacturing defects, for the replacement of products and materials.
- Maximum of one month from each request of the furniture or office supplies, to be send to ARAP premises or the stakeholders' premises inside Ghana.

The products not included in this list will be determined during the implementation of the project. The products listed above are not considered as a purchase volume commitment by FIIAPP, as only the necessary products for the project implementation would be required.

4. ADDITIONAL SERVICES

Additional services are considered those that may be derived from the free provision or allocation, by the tenderer, of services pertaining to the purpose of the contracting, as long as they can be financially assessed and are related to and directly useful for developing the purpose of the contract.

5. DELIVERY AND BILLING

Products will be delivered at the headquarters of the FIIAPP F.S.P. in Accra (Ghana), or directly to the Ghanaian institutions as required, as it is specified in point 3, section 2 of these specifications. The successful company undertakes to comply with the agreed delivery period, for each order, therefore assuming the liability in the event of a delay.

The successful bidder is entitled to the payment of the agreed price, under the conditions laid down in the contract, corresponding to the work actually performed or delivered, and formally received by the Foundation.



Payments will be made in Euros.

Payment will be made by bank transfer within a period of no more than sixty days as from the date when an invoice is submitted.

- Products to be delivered at FIIAPP's office in Accra:
ARAP / FIIAPP
Secant Tower Office Building
Plot No. 398, Papa Monrovia St.
(formerly 7th Lane) – Osu, Accra
Ghana

Other products would be requested to be delivered in Ghana at the stakeholders premises in Accra or other regions, to be defined during the project implementation.