

**RFQ Number:** RFQ20250529-002  
**Date Issued:** May 29, 2025  
**Due Date for Quotes:** June 14, 2025, 5:00 PM IST  
**Issued By:** Global Innovations Ltd.  
**Contact Person:** Ms. Anya Sharma  
**Email:** [procurement@globalinnovations.com](mailto:procurement@globalinnovations.com)  
**Phone:** +91-1234567890

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## 1. Purpose

Global Innovations Ltd. is soliciting competitive quotations from qualified vendors for the supply and installation of **new office furniture and ergonomic chairs** for our expanded premises in Lucknow, Uttar Pradesh.

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## 2. Scope of Work/Requirements

Vendors are requested to provide a detailed quotation for the following:

- **Office Desks:** 50 units (standard size, dark wood finish)
  - **Ergonomic Office Chairs:** 50 units (mesh back, adjustable lumbar support, armrests)
  - **Meeting Room Tables:** 5 units (to seat 8-10 people each)
  - **Pedestal Cabinets:** 50 units (3-drawer, mobile, lockable)
  - **Delivery and Installation:** All furniture must be delivered to our Lucknow office and professionally installed by July 30, 2025.
  - **Warranty:** Minimum 3-year manufacturer's warranty on all items.
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## 3. Submission Requirements

Please submit your comprehensive quotation via email to **[procurement@globalinnovations.com](mailto:procurement@globalinnovations.com)** by the due date. Ensure your email subject line includes "RFQ20250529-002 - [Your Company Name]". Your submission should clearly include:

- Itemized pricing for each furniture type and service.
- Total project cost.
- Proposed payment terms.
- Detailed delivery and installation schedule.
- Product specifications and brochures for all proposed items.
- Your company's relevant experience and client references.

- Complete company contact details.
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#### **4. Evaluation Criteria**

Quotations will be evaluated based on: overall cost-effectiveness, quality and durability of proposed furniture, adherence to specifications, delivery and installation timeline, warranty provisions, and vendor's reputation and experience.

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#### **5. Questions**

Any questions regarding this RFQ must be submitted in writing to Ms. Anya Sharma at the email address provided above by June 7, 2025. Responses to all questions will be shared with all participating vendors.