

# REQUEST FOR QUOTATION

**RFQ No: CRA-Q-2025-587**

**THIS IS NOT AN ORDER**

**TO:** Thomas Truong  
IOM Washington DC New Office Furniture  
Electrical and Networking Services  
1625 Massachusetts Avenue NW Suite 500  
Washington DC 20036

**Date Issued:** April 12, 2024  
**Buyer's Email:** ttruong@iom.int  
**Telephone Number:** 417-864-1621  
**DUE DATE:** May 07, 2024

**QUOTATIONS MUST BE PHYSICALLY RECEIVED IN THE DIVISION OF PURCHASES PRIOR TO  
ON FRIDAY, May 07, 2024.**

- Quotations shall be submitted on the forms provided and must be manually signed.
- Quotations shall be submitted with the RFQ number clearly indicated.
- Quotations and all required documentation may be faxed to Fax #417-864-1927.
- Quotations received after the bid opening date and time shall be rejected.
- The attached Terms and Conditions shall become part of any purchase order resulting from this RFQ.

## DESCRIPTION

### **FURNITURE FOR IOM Washington DC New Office Furniture, Electrical and Networking Services**

See attached General Conditions, Specifications, and Quotation Form for detailed information.

#### **DELIVERY: F.O.B. DESTINATION**

The articles to be furnished hereunder shall be delivered all transportation charges paid by the bidder to destination.

## INSTRUCTION TO BIDDERS

### **01. Opening Location**

The Quotations will be opened at the IOM Washington DC New Office Furniture, Electrical and Networking Services, 1625 Massachusetts Avenue NW, Suite 500, Washington, DC 20036 in the presence of

Purchasing officials at the due date and time indicated on the RFQ. All bidders or their representatives are invited to attend the opening of the RFQ.

02. RFQ Delivery Requirements

Any Quotations received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Quotation delivered to the Division of Purchases for receipt on or before the due date and time indicated. If a Quotation is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Division of Purchases office. Quotations delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Quotations may be faxed to the Division of Purchases and accepted if the signed quotation form and required information is faxed and received prior to the due date and time. Quotations sent by email will not be accepted.

03. Sealed and Marked

If sent by mail, one original signed Quotation shall be submitted in one sealed package, clearly marked on the outside of the package with the Request for Quotation number and addressed to:

Division of Purchases  
1625 Massachusetts Avenue NW Suite 500  
Washington DC 20036

04. Legal Name and Signature

Quotations shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual). Quotations shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to bind the company to the submitted Quotation. Failure to properly sign the Quote form shall invalidate same, and it shall not be considered for award.

GENERAL TERMS AND CONDITIONS

1. PURPOSE:

These specifications establish the minimum requirements for furniture to be used IOM Washington DC New Office Furniture, Electrical and Networking Services.

2. LOCATION:

1625 Massachusetts Avenue NW, Suite 500, Washington, DC 20036.

3. QUANTITIES:

Quantities listed are estimates only and may be more or less based on prices submitted and available funds.

4. AWARD:

In making an award the City will look at price, delivery, and warranty. Delivery is desired no later than October 8, 2012 so furniture will be available for the Dan Kinney Family Center grand opening. The City reserves the right to make separate awards for each line, group, or combination thereof.

5. SCOPE OF WORK:

a. Provide: Furniture, deliver, the Contractor shall be responsible for all installation, if required and removal and disposal of all residual packing or shipping material.

6. NEW PRODUCT:

All products supplied hereunder shall be new and the manufacturers standard model in current production. The product shall not be rebuilt, reconditioned, or refurbished. All products supplied hereunder shall, except as specified herein, fully conform to each and every specification, drawing, sample or other description, which is furnished to the City by the manufacturer and/or the Contractor.

SPECIFICATIONS

Helix

Reference: Helix

- Desk Height
- Standard Caster - Fixed Arms
- Citrine Color
- Quantity: 2

QUOTATION FORM - PROPOSAL

SUBMITTED BY: Cramer Inc

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below.

The undersigned proposes and agrees, if their Bid is accepted to furnish the item(s) submitted below, including delivery to Springfield, Missouri in accordance with the delivery schedule indicated below and according to the prices products/services information submitted.

ITEM	PRODUCT CODE	DESCRIPTION	QTY	UNIT PRICE	DISCOUNT PRICE	TOTAL AMOUNT
1.	HXDU5-2A	Helix, Desk Height, Standard Caster - Fixed Arms, Citrine Color.	2			

**DELIVERY:** F.O.B. DESTINATION

**ACCEPT VISA P-CARD:** YES \_\_\_\_\_ NO \_\_\_\_\_

Prompt Payment Discount \_\_\_\_\_ % \_\_\_\_\_ Days, Net \_\_\_\_\_ Days

AFFIDAVIT OF COMPLIANCE

**To be submitted with Vendor's Quotation**

\_\_\_\_\_ We DO NOT take exception to the RFQ Documents/Requirements.

\_\_\_\_\_ We TAKE exception to the RFQ Documents/Requirements as follows:

**Specific exceptions are as follows:**

I have carefully examined the Request for Quotation and agree to abide by all submitted pricing, delivery, terms and conditions of this Quotation unless otherwise stipulated herein.

**Company Name:** Cramer Inc

**By:** \_\_\_\_\_  
Cramer

**Company Address:**  
1523 Grand Boulevard Kansas City, MO 64108

**Telephone Number:** 800.366.6700

**Email:** sales@cramerinc.com

**Date:** 09/05/2025

ADDENDA

Bidder acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_

Addendum No. \_\_\_\_

Addendum No. \_\_\_\_

Addendum No. \_\_\_\_

Addendum No. \_\_\_\_

1625 Massachusetts Avenue NW, Suite 500, Washington, DC 20036  
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