

VENDOR PROPOSAL

Submitted to:

1625 Massachusetts Avenue NW
Suite 500
Washington
DC 20036
Attention: Thomas Truong, Procurement Officer

Project: IOM Washington DC New Office Furniture, Electrical and Networking Services

Submitted by:

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Date of Submission: 09/05/2025

Proposal Valid Until: May 07, 2024

Authorized Signature:

ABC DEF
09/05/2025

PROPOSAL TEMPLATE

Response to IOM RFP Washington DC New Office Furniture

RFP Number: IOM-WAS-RFP/2024-0001

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1. EXECUTIVE SUMMARY

Project Understanding

We understand that IOM Washington DC requires furniture procurement for two family center locations with a firm delivery deadline of May 07, 2024. Our proposal addresses 1 furniture items specified across the IOM Washington DC New Office Furniture, Electrical and Networking Services.

Company Overview

Cramer Inc

We design chairs and stools for labs, technical industries and sensitive environments

CORTECH

Cortech designs and manufactures highly durable, rotationally molded furniture for behavioral health, corrections, and commercial environments.

Key Commitments

- **On-Time Delivery:** Guaranteed completion by May 07, 2024
- **Quality Assurance:** All Grade A contract furniture meeting specifications
- **Full Service:** Complete procurement, delivery, and installation
- **Warranty:** 10+ year comprehensive warranty on all items
- **Local Support:** [Location] service team for ongoing support

Total Project Investment

Furniture Subtotal:	\$ 204628.6
Delivery & Installation:	\$ 0
Project Management:	\$ 0
Additional Services:	\$ 0

TOTAL PROJECT COST	\$ 0
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Tax-exempt for IOM

Primary Partners

- Project Manager: [Name, Credentials]
- Installation Supervisor: [Name]
- Quality Control Manager: [Name]

2. COMPANY QUALIFICATIONS

Company Information

- **Company Name:** [Your Company Name]
- **Years in Business:** [X] years
- **Business Registration:** State Corporation #[Number]
- **Federal Tax ID:** [EIN Number]
- **DUNS Number:** [Number]
- **Annual Revenue:** \$ 0 (3-year average)

Relevant Experience

- Total Contract Furniture Projects: [X] projects
- Combined Project Value: \$[X] million
- Average Project Completion Time: [X]% on-time delivery rate
- Client Satisfaction Rate: [X]%

Authorized Manufacturer Relationships

- Manufacturer 1 - Authorized Dealer since [Year]
- Manufacturer 2 - Authorized Dealer since [Year]
- Manufacturer 3 - Authorized Dealer since [Year]

Key Personnel

Project Manager: [Name, Credentials]

- [X] years contract furniture experience
- [Relevant certifications]
- Contact: [Phone/Email]

Installation Supervisor: [Name]

- [X] years installation experience
- [Safety certifications]

Quality Control Manager: [Name]

- [X] years QA experience
- [Relevant qualifications]

Financial Capacity

- **Bonding Capacity:** \$ 0
- **Credit Rating:** [Rating]
- **Bank References:** [Bank Name, Contact]
- **Insurance Coverage:** Details per Section 11

3. TECHNICAL PROPOSAL

3.1 Product Compliance Summary

All proposed furniture meets or exceeds RFQ specifications and includes:

- Contract-grade construction for institutional use
- Compliance with all dimensional requirements
- Specified color and finish requirements
- Grade A quality standards

Cramer Inc:

- **L-shape Adjustable Desks 30d x 72 x x 29h 20d x 36w x 29h (2 units)**

Proposed Product: HXDU5-2A - Helix, Desk Height, Standard Caster - Fixed Arms, Citrine Color

CORTECH:

- **Nesting Chairs Black (50 units)**

Proposed Product: 96484S - Sabre Chair with Ballast Door, Lounge & Group Seating Chair, 33"H x 31"W x 32"D

- **Lateral File 5 Drawer (4 units)**

Proposed Product: 7201 - Endurance Open Chest, Property Storage Chest, 42"H x 30"W x 18"D

Specifications:

- 42"

- **Mobile Pedestal Silver with Black Cushion (118 units)**

Proposed Product: 7111 - Endurance 4 Shelf, Wall Mount Shelving, 49"H x 25"W x 14"D

- **Pantry Chair Armless (14 units)**

Proposed Product: 116484 - Sentinel Armless Chair without Ballast Door, Individual and Group Seating Armless Chair, 33"H x 24"W x 24"D

Specifications:

- Counter height

- **Reception Coffee Table (2 units)**

Proposed Product: 276 - Endurance Sync Cube without Ballast Door, All Purpose End Table, 15"H x 31"W x 31"D

- **Lounge Chairs for Reception (2 units)**

Proposed Product: 96484 - Sabre Chair without Ballast Door, Lounge & Group Seating Chair, 33"H x 31"W x 32"D

- **Sofa for Reception 2-Seater (1 units)**

Proposed Product: 96484S - Sabre Chair with Ballast Door, Lounge & Group Seating Chair, 33"H x 31"W x 32"D

- **Task Chairs Black (25 units)**

Proposed Product: 96484S - Sabre Chair with Ballast Door, Lounge & Group Seating Chair, 33"H x 31"W x 32"D

4. DETAILED PRICING SCHEDULE

4.1 Furniture Pricing Summary

Cramer Inc

Description	Quantity	Extended Price
L-shape Adjustable Desks 30d x 72 x x 29h 20d x 36w x 29h	2	\$2610

CORTECH

Description	Quantity	Extended Price
Nesting Chairs Black	50	\$40425.0
Lateral File 5 Drawer, 42"	4	\$3864
Mobile Pedestal Silver with Black Cushion	118	\$126873.6
Pantry Chair Armless, Counter height	14	\$7420
Reception Coffee Table	2	\$1071.0
Lounge Chairs for Reception	2	\$1344
Sofa for Reception 2-Seater	1	\$808.5
Task Chairs Black	25	\$20212.5

4.2 Additional Services

Service Description	Price
Delivery (F.O.B. Destination, both locations)	\$ 0
Installation (Complete assembly and placement)	\$ 0
Project Management (Coordination and oversight)	\$ 0
Debris Removal (Packaging disposal)	\$ 0
SERVICES SUBTOTAL	\$ 0

4.3 Optional Services (As Requested)

Service Description	Estimated Price
Data Network Cable Management (Pass-through requirements)	\$ 0
Electrical Cable Management (Cord management solutions)	\$ 0
Planters (Per test fit requirements)	\$ 0

4.4 Project Total Summary

Component	Amount
Furniture Subtotal	\$ 0

Services Subtotal	\$ 0
Optional Services	\$ 0
TOTAL PROJECT COST	\$ 0

Note: IOM is tax-exempt - no sales tax applied

4.5 Payment Terms

- **Terms:** Net 30 days from delivery and acceptance
- **Progress Payments:** [If applicable]
- **Final Payment:** Upon completion and IOM acceptance
- **Currency:** USD
- **Early Payment Discount:** 2% if paid within 10 days

5. PROJECT MANAGEMENT & TIMELINE

5.1 Project Timeline

Phase 1: Order Processing & Manufacturing

Phase 2: Delivery & Installation

- **Week 1:** Contract execution and order placement
- **Week 2:** Shop drawings and final approvals
- **Weeks 3-8:** Manufacturing and quality control
- **Week 8:** Pre-delivery inspection
- **Week 9:** Delivery coordination and staging
- **Week 10:** Installation and completion

Final Completion: September 30, 2025 (1 day ahead of deadline)

5.2 Critical Milestones

Milestone	Target Date
Proposal Submission Deadline	May 07, 2024
Contract Award	June 03, 2024
Delivery and Installation	October 01, 2024

5.3 Risk Management

Identified Risks and Mitigation:

- **Manufacturing Delays:** Built-in 1-week buffer in schedule
- **Shipping Issues:** Multiple shipping options and expedited delivery available
- **Installation Challenges:** Pre-site survey and coordination meetings
- **Quality Issues:** Comprehensive QC process at factory and delivery

5.4 Project Communication

- **Weekly Progress Reports:** Every Friday via email
- **Milestone Updates:** Real-time notifications for key events
- **Issue Escalation:** 24-hour response for critical issues
- **Primary Contact:** [Project Manager Name, Phone, Email]

6. INSTALLATION PLAN

6.1 Pre-Installation Activities

Site Survey:

- Verify dimensions and access routes
- Identify potential installation challenges
- Coordinate with facility management
- Document existing conditions

Logistics Coordination:

- Schedule delivery appointments (2-day advance notice)
- Arrange appropriate delivery vehicles
- Confirm installation crew and tools
- Obtain necessary facility permits

6.2 Installation Process

Day 1: Dan Kinney Family Center

- **Morning:** Delivery and staging of all items
- **Afternoon:** Installation of community room furniture
- **Evening:** Begin childcare area installation

Day 2: Complete Installation

- **Morning:** Finish Dan Kinney childcare installation
- **Afternoon:** Chesterfield delivery and installation
- **Evening:** Final quality inspection and cleanup

6.3 Installation Team

Team Composition:

- **Installation Supervisor:** [Name, Credentials]
- **Lead Installers:** [Number] certified technicians
- **Quality Inspector:** [Name, Experience]
- **Project Coordinator:** On-site for duration

Safety Protocols:

- All installers OSHA 30-hour certified
- Comprehensive PPE required
- Site safety meeting before starting
- Daily safety briefings

6.4 Quality Control During Installation

- Pre-installation inspection of all items
- Assembly verification at each step
- Final placement and alignment check
- Punch list creation and resolution
- Client walkthrough and approval

7. WARRANTY & SERVICE

7.1 Comprehensive Warranty Coverage

Furniture Warranty Terms:

- **Duration:** 10 years minimum (exceeds RFQ requirement)
- **Coverage:** Parts, labor, and travel included
- **Usage Rating:** 40+ hours per week commercial use
- **Response Time:** 48-hour response (exceeds 48-72 requirement)

Specific Warranty by Item Type:

- **Chairs:** 10 years comprehensive, 5 years fabric
- **Tables:** 10 years structure, 5 years surface
- **Storage:** 10 years comprehensive including hardware
- **Rockers:** 10 years frame, 3 years fabric/cushions

7.2 Local Service Support

Service Team:

- **Service Manager:** [Name, Contact]
- **Field Technicians:** [Number] certified locally

- **Service Territory:** 100-mile radius of project
- **Parts Inventory:** Local stock maintained

Service Commitments:

- **Emergency Response:** 24 hours
- **Standard Service:** 48 hours (meets requirement)
- **Routine Maintenance:** Scheduled within 1 week
- **Warranty Claims:** Same-day processing

7.3 Warranty Documentation

Provided at Project Completion:

- Individual item warranty certificates
- Manufacturer authorization documentation
- Care and maintenance instructions
- Warranty registration confirmation
- Local service contact information

7.4 Post-Installation Support

- **30-Day Follow-up:** Comprehensive project review
- **90-Day Check:** Usage assessment and adjustment
- **Annual Inspections:** Preventive maintenance available
- **Training:** End-user furniture care and adjustment

8. QUALITY ASSURANCE

8.1 Quality Control Process

Factory Quality Control:

- Incoming material inspection
- In-process manufacturing checks
- Final assembly verification

Pre-Delivery Inspection:

- Pre-shipment quality review
- Complete item-by-item inspection
- Packaging and protection verification
- Documentation and certification
- Damage-free delivery guarantee

Installation Quality Control:

- Delivery condition assessment
- Proper assembly verification
- Placement and alignment checks
- Final quality walkthrough

8.2 Quality Standards

Manufacturing Standards:

- BIFMA compliance for all items
- Contract-grade construction requirements
- Specified dimensional tolerances
- Finish quality standards

Installation Standards:

- Level, plumb, and square installation
- Proper component alignment
- Secure fastening and stability
- Clean and complete presentation

8.3 Quality Assurance Team

- **QA Manager:** [Name, Qualifications]
- **Factory Inspector:** [Name, Experience]
- **Installation Inspector:** [Name, Credentials]
- **Client Liaison:** [Name, Contact Information]

8.4 Continuous Improvement

- Client feedback integration
- Process improvement documentation
- Best practices sharing
- Quality metrics tracking

9. SUSTAINABILITY COMMITMENT

9.1 Environmental Responsibility

Manufacturing Partners: All manufacturers demonstrate environmental stewardship through:

- ISO 14001 environmental management certification
- Sustainable material sourcing programs
- Waste reduction and recycling initiatives
- Energy-efficient manufacturing processes

Product Sustainability:

- GREENGUARD Gold certification available
- Low-emission materials and finishes
- Recyclable content in products
- End-of-life recycling programs

9.2 Sustainable Practices

Packaging and Delivery:

- Minimal packaging materials
- Recyclable packaging components
- Efficient delivery routing
- Packaging material removal and recycling

Installation Process:

- Waste minimization during installation
- Proper disposal of installation materials
- Energy-efficient installation practices
- Local sourcing when possible

9.3 Long-Term Sustainability

Product Longevity:

- Durable construction for extended service life
- Repairable and maintainable designs
- Timeless styling to avoid premature replacement

Service Sustainability:

- Local service reduces travel impact
- Preventive maintenance extends product life
- Repair-first approach reduces waste

10. REFERENCES & EXPERIENCE

10.1 Similar Project Experience

Project 1: Educational Institution Furniture

- **Client:** [Institution Name]
- **Value:** \$ 0
- **Completion:** [Date]

- **Scope:** [X] items of contract furniture for multiple locations
- **Contact:** [Name, Title, Phone, Email]
- **Results:** Completed 1 week early, 100% client satisfaction

Project 2: Government Facility Furniture

- **Client:** [Agency Name]
- **Value:** \$ 0
- **Completion:** [Date]
- **Scope:** [X] items including childcare and office furniture
- **Contact:** [Name, Title, Phone, Email]
- **Results:** Zero punch list items, exceeded quality expectations

Project 3: Healthcare Facility Furniture

- **Client:** [Facility Name]
- **Value:** \$ 0
- **Completion:** [Date]
- **Scope:** [X] items with strict timeline requirements
- **Contact:** [Name, Title, Phone, Email]
- **Results:** Met aggressive deadline, comprehensive warranty service

10.2 Client References

Reference 1

[Organization Name]
[Contact Person, Title]
[Address]
[Phone] | [Email]
Project Value: \$ 0 | **Completion:** [Date]

Reference 2

[Organization Name]
[Contact Person, Title]
[Address]
[Phone] | [Email]
Project Value: \$ 0 | **Completion:** [Date]

Reference 3

[Organization Name]

[Contact Person, Title]

[Address]

[Phone] | [Email]

Project Value: \$ 0 | Completion: [Date]

10.3 Performance Metrics

- **On-Time Delivery Rate:** [X]% (last 3 years)
- **Quality Satisfaction Score:** [X]/10 average
- **Repeat Client Rate:** [X]%
- **Warranty Claim Rate:** Less than [X]%
- **Safety Record:** Zero incidents (last 5 years)

11. INSURANCE & COMPLIANCE

11.1 Insurance Coverage

Current Insurance Policies:

General Liability:

- **Coverage:** \$2,000,000 per occurrence
- **Aggregate:** \$4,000,000 annual
- **Carrier:** [Insurance Company]
- **Policy #:** [Number]
- **Expiration:** [Date]

Workers' Compensation:

- **Coverage:** As required by state law
- **Employer Liability:** \$1,000,000
- **Carrier:** [Insurance Company]
- **Policy #:** [Number]

Commercial Auto:

- **Coverage:** \$1,000,000 combined single limit
- **Carrier:** [Insurance Company]
- **Policy #:** [Number]

Property Coverage:

- **Coverage:** Full replacement value during project
- **Transit Coverage:** Door-to-door protection
- **Installation Coverage:** On-site protection

11.2 Licensing & Certifications

Business Licenses:

- **State Business License:** #[Number], Expires [Date]
- **Federal Tax ID:** [EIN]
- **Professional Certifications:** [List relevant certifications]

Safety Certifications:

- OSHA 30-Hour Construction Safety
- Manufacturer Installation Certifications
- Safety Training Documentation

11.3 Compliance Commitments

Facility Compliance:

- Full adherence to IOM facility security procedures
- Background checks for personnel if required
- Site safety protocol compliance
- Environmental protection measures

Quality Compliance:

- All products meet specified standards
- Installation per manufacturer requirements
- Code compliance verification
- Final inspection and approval

12. APPENDICES

Appendix A: Required Documentation

- Business Registration Certificate
- Insurance Certificates (all policies)
- Financial Statements (last 3 years)
- Manufacturer Authorization Letters
- Professional Licenses and Certifications

Appendix B: Technical Specifications

- Complete Product Specification Sheets (all 87 items)
- Manufacturer Technical Data
- Installation Instructions
- Care and Maintenance Guidelines
- Warranty Terms and Conditions

Appendix C: Project Documentation

- Sample Timeline and Milestone Charts
- Quality Control Checklists
- Safety Procedures and Protocols
- Installation Process Documentation

Appendix D: Company Information

- Organizational Chart
- Key Personnel Resumes
- Company Brochure and Capabilities
- Awards and Recognition
- Client Testimonials

Appendix E: Visual Materials

- Product Photography (proposed items)
- Installation Process Photos (from similar projects)
- Completed Project Photos
- 3D Renderings (if applicable)

PROPOSAL SUBMISSION CHECKLIST

Required for Submission:

- ☐ Completed Cover Page with authorized signature
- ☐ Executive Summary addressing all key requirements
- ☐ Company qualifications and experience documentation
- ☐ Technical proposal with complete product specifications
- ☐ Detailed pricing schedule with all costs included
- ☐ Project timeline demonstrating May 07, 2024 completion
- ☐ Installation plan and methodology
- ☐ Warranty documentation (10+ year terms)
- ☐ Quality assurance procedures

- ☐ Sustainability commitments and practices
- ☐ Client references with contact information
- ☐ Insurance certificates and compliance documentation
- ☐ All required appendices and supporting materials

Submission Details:

- **Format:** PDF, maximum 10MB per file
- **Email:** procurement@iom.int
- **Subject:** "RFQ Response - CRA-Q-2025-587 - [Your Company Name]"
- **Deadline:** September 24, 2025, 3:00 PM EST
- **Confirmation:** Request delivery receipt confirmation

DECLARATION OF COMPLIANCE

By submitting this proposal, [Your Company Name] certifies that:

- We have read and understand all RFQ requirements
- We can meet the May 07, 2024 delivery deadline
- All proposed furniture meets or exceeds specifications
- We accept all terms and conditions as stated in the RFQ
- Our pricing is firm for the entire project duration (120 days)
- We have the financial and operational capacity to complete this project
- All information provided is accurate and complete

Authorized Signature:

Printed Name: [Printed Name]

Title: [Title]

Date: 09/05/2025

END OF PROPOSAL TEMPLATE

This template provides a comprehensive framework for responding to IOM RFP IOM-WAS-RFP/2024-0001. All bracketed items should be completed with vendor-specific information.