

# 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 10 furniture items specified across the IOM Washington DC New Office Furniture, Electrical and Networking Services.

## Company Overview

### Bold+ Furniture

Bold+ provides unmatched quality, ready-to-order collections and craftsmanship with a passionate curiosity for problem-solving in office furniture solutions and workplace design.

## 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:	\$
Delivery & Installation:	\$ 0
Project Management:	\$ 0
Additional Services:	\$ 0
<b>TOTAL PROJECT COST</b>	<b>\$ 0</b>

*Tax-exempt for IOM*

## Primary Partners

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

## 2. COMPANY QUALIFICATIONS

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### 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

Bold+ Furniture:

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

**Proposed Product:** BS-PB - POWER BENCH

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

**Proposed Product:** JXDF - Juxtapose Double Drawer File, 32.8” W x 23.1” D x 19.9” H; 4 legs; 2 cam locks

**Specifications:**

- 42"

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

**Proposed Product:** FN-SDVV - Fundamentals, Storage Divider Veneer

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

**Proposed Product:** BS-PBM - MID POWER BENCH

**Specifications:**

- Counter height

- **L-shape Adjustable Desks (2 units)**

**Proposed Product:** FN-HADL - Fundamentals, Height Adjustable Desk Laminate

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

**Proposed Product:** FN-CFTV - Fundamentals, Coffee Table Veneer

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

**Proposed Product:** BS-PB - POWER BENCH

- **Counter Stools Backless (3 units)**

**Proposed Product:** BS-PBE - END POWER BENCH

- **Screen dividers for workstations (78 units)**

**Proposed Product:** B1-DTS-32 - Bold One, Desk Top Screen, 32"W

**Specifications:**

- 3-sides 28h

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

**Proposed Product:** BS-PB - POWER BENCH

## 4. DETAILED PRICING SCHEDULE

### 4.1 Furniture Pricing Summary

#### Bold+ Furniture

Description	Quantity	Extended Price
Nesting Chairs Black	50	\$85750
Lateral File 5 Drawer, 42"	4	\$10796
Mobile Pedestal Silver with Black Cushion	118	\$445804
Pantry Chair Armless, Counter height	14	\$20846
L-shape Adjustable Desks	2	\$4444
Reception Coffee Table	2	\$4676

Lounge Chairs for Reception	2	\$3430
Counter Stools Backless	3	\$4806
Screen dividers for workstations, 3-sides 28h	78	\$6942
Task Chairs Black	25	\$42875

## 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
RFP Issued	April 12, 2024
Proposal Confirmation Due	April 23, 2024
Pre-proposal Conference	April 23, 2024
Proposal Submission Deadline	May 07, 2024
Contract Award Expected	June 03, 2024
Office Move/Delivery Completion	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

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## 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**

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**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

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## 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

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## 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

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## 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]

### 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

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### 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

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### 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 - BLD-Q-2025-429 - [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.*