



## REQUEST FOR OFFER

Ministry of finance and economic  
development  
Bairiki, Tarawa  
Republic of Kiribati

To Whom It May Concern,

The Ministry of finance and economic development invites Offers from Suppliers to execute the works described in this Request for Offers (RFO) as below.

**Procurement No:** RFO-25-W001-26  
**Issue Date:** 22/05/26  
**RFO Closing Date:** 05/07/26– 17:00 (Tarawa Time)\*  
**Project Title:** Request for Offers (RFO) for CPU Office Maintenance

This RFO consists of the following descriptions:

- Instructions on how to submit the quotation
- Specification of the Goods to be provided
- Evaluation Criteria and Method
- Terms and Conditions

A Supplier will be selected based on the competitive procurement procedure described in this RFO.

Sincerely,

SEC Koin-Uriam

MFED

Official email address: [procurement@mfep.gov.ki](mailto:procurement@mfep.gov.ki) (or another dedicated email address)

*\* Please note that late submissions will not be considered*



#### SPECIFICATION OF WORKS TO BE EXECUTED

Pos.	Description	Number	Offered Price (DDP)
1.	Window ➤ Replace window louver to Perspex ➤ A hole in a window for aircon cable to the outlet Minor wall painting- One wall		
2.			

A Contract will be awarded to the Offer with the lowest price, which fulfils the following mandatory requirements:

- Delivery time: immediately, or shortest offered
- Business Registration
- Operational License
- Technical component- Well detailed Workplan (Within 2 weeks timeframe)
- Proposed Quotation

#### INSTRUCTIONS ON HOW TO SUBMIT THE QUOTATION

The Offer must be submitted in electronic version via email to the official email address, no later than as stated on the first page, with the following noted in the subject line: **Tenderers name – RFO Number – Offer**

#### TIME SCHEDULE FOR THE RFO

Event	Responsible Party	Date and time, KST*
1. Launch and publication of RFQ	Procuring Entity	22/05/26
2. Last date for questions about RFQ	Tenderer	28/05/26
3. Last date for answers to questions and/or to amend the RFQ	Procuring Entity	01/06/26
4. Last date for submission of Quotation	Tenderer	05/06/26 (5:00pm)
5. Evaluation finalized	Procuring Entity	08/06/26
6. Award of Contract	Procuring Entity	09/06/26
7. Contract Terms and Conditions	Procuring Entity/Tenderer	10/06/26



8. Contract signing	Procuring Entity/Tenderer	11/06/26
9. Contract/Project start date	Tenderer	12/07/26



# TERMS AND CONDITIONS

## ENTIRE AGREEMENT

This GPO, including these general terms and conditions, and any special conditions, specifications, drawing and other documents herein constitute the entire agreement between the parties.

## GOODS

“Goods” means those articles, material, supplies, drawings, data and other property, and performance of all specified or required services, including but not limited to design, drafting, manufacturing, packing, loading, transportation, quality surveillance and testing, as required to be supplied by the Supplier to the Buyer in accordance with the GPO and as described therein.

## ACKNOWLEDGEMENT AND ACCEPTANCE

The Supplier signifies acceptance of the GPO and of the terms and conditions governing the GPO unless the Supplier promptly notifies the Buyer of non-acceptance or modification and thereby has entered into and executed the contract for the Goods stated.

## PRICE AND PAYMENTS

The price of the Goods stated in the GPO shall constitute the full compensation to the Supplier for the Goods, and shall include, unless otherwise stated, all costs, service fees and other charges of any kind incurred by the Supplier related to the Goods prior to delivery of the Goods to the Buyer. Payment will be made in accordance with the applicable provisions of the GPO

## TERMINATION

The Buyer may at any time for any reason, including curtailment or termination of funding applicable to this agreement, terminate this GPO, in whole or in part, by giving written notice thereof to the Supplier. In the event of such termination, the amount due under the GPO shall be subject to an equitable adjustment, provided only that the Buyer shall not be required to pay the Supplier for Goods ordered, but not delivered or manufactured specifically for the Buyer and not being able to sell to others.

## DELAY

Time is of the essence. Failure by the Supplier to deliver the Goods within the time specified in the GPO or within a reasonable period of time if no time is specified shall, at the option of the Buyer, relieve the Buyer of its obligations to accept and pay for the Goods. Where delays in delivery are due to causes beyond the Supplier’s reasonable control (such as act of nature, act of government, fire, general strike, flood, epidemic, war, riot or civil commotion), delivery shall be subject to an extension of the time for performance, provided the Supplier has given the Buyer written notice of delay within three (3) days of its commencement. The extent of any extension to the performance period shall be equal to the time actually lost by the Supplier as a result of the delay.

## LIQUIDATED DAMAGES

In case the Supplier fails to deliver any or all of the Goods within the time specified in the GPO, the Buyer may, without prejudice to any other remedy it may have under the order, deduct from the order value, as compensation for liquidated damages, a sum equivalent to two-tenths of one percent (0.2%) of the contract value for each day of delay in delivery subject to a maximum amount of ten percent (10%) of the order value.

## WARRANTY

The Supplier warrants that the Goods shall be free from defect in design, material, workmanship and title; shall conform in all respects with the terms of the GPO; and shall be of the best quality if no quality is specified. If any such defect of the Goods becomes evident within one year of operation, and the Buyer so notifies the Supplier within a reasonable period of time after discovery of the defect, the Supplier shall thereupon promptly correct the defect at its expense.

If the Supplier does not replace or repair the Goods as notified to the Supplier as being defective within a period of time reasonable in the circumstances, the Buyer shall have the right to remedy the said defect at the Supplier’s risk, cost and expense.

## ASSIGNMENT/SUBCONTRACTING

The Supplier shall not assign or subcontract this agreement or any part thereof to third parties unless the Supplier has obtained prior approval in writing from the Buyer after informing the Buyer of its own procurement plan and procedures.