



**SCHOOL EDUCATION DEPARTMENT**



**REQUEST FOR INFORMATION DOCUMENT**



**MANUFACTURERS OF STABLE AND GOOD QUALITY WOODEN FURNITURE**

**SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF SINDH  
FIRST FLOOR, TUGHLAQ HOUSE, KAMAL ATTA TURK ROAD,  
SINDH SECRETARIAT, KARACHI**

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NO.PS/SECY/SED/TI/CFP/2017/01  
**GOVERNMENT OF SINDH**  
**SCHOOL EDUCATION DEPARTMENT**

Karachi, dated the 19<sup>th</sup> June, 2017

**CALL FOR PROPOSAL/ PRESENTATION (RFI)**  
**MANUFACTURERS OF STABLE AND GOOD QUALITY WOODEN SCHOOL FURNITURE**

School Education Department (SED), Government of Sindh, intends to invite bids in near future (Financial Year 2017-18) for "Manufacture and Supply of Stable and Good Quality Wooden School Furniture for all Public Sector Schools of Sindh" under School Specific Budget (SSB). A separate Notice Inviting Tender (NIT) will be published in July, 2017 for Open Competitive Bidding as per SPP Rules, 2010 (Amended 2017).

2. In this connection, SED intends to invite large-scale prospective firms (**wooden furniture manufacturers**) having *following eligibility criteria* to deliver presentation/ proposals on their manufactured wooden items on **8<sup>th</sup> July, 2017 (Saturday) @ 11.00 am sharp** at Committee Room of Reform Support Unit (RSU), SED, Bungalow # 47-E/1 - 48th Street, Block-6, PECHS, Nursery, Shahrah-e-Faisal, Karachi, to assist RSU in developing optimal wooden furniture products' specification in accordance with innovative features/ emerging market trends.

3. **Presentation/ Proposal must contain details about products' design, durability, reliability, quality, unique/ innovative features, warranty, products market share, price competitiveness and after sales services etc.**

**ELIGIBILITY CRITERIA**

- i. Manufacturer must be registered with valid tax authorities
- ii. Manufacturer must have conducted at least Five (05) assignments of providing school furniture of more than PKR Ten (10) Million for both Government and Private organizations.
- iii. Manufacturer should have installed latest plant and machinery, skilled manpower, material resources and capacity to fulfill SED furniture demand within short span of time (maximum 30 days after award of contract)
- iv. Manufacturer must not have been blacklisted by any Government/ Semi-Government/ Private organization
- v. Manufacturer must have annual financial turnover of PKR 100 million in each of last three years

4. Prospective wooden furniture manufacturers can access further information/ documents including Request for Information (RFI) document for wooden school furniture at official websites i.e. [www.sindheducation.gov.pk](http://www.sindheducation.gov.pk) or [www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk).

**For further information, please contact or visit at below mentioned addresses**

Support Officer SSB  
Reform Support Unit, School Education Department  
Bungalow No. 47E/1, 48<sup>th</sup> Street, PECHS Block 6  
PECHS Nursery, Shahrah-e-Faisal, Karachi.  
Phone # 021-3432051-4  
E-mail: [mustafasumair@gmail.com](mailto:mustafasumair@gmail.com)

Section Officer (General – I)  
School Education Department  
1<sup>st</sup> Floor, Tughlaq House, Kamal Atta Turk Road,  
Sindh Secretariat, Karachi – Pakistan.  
Phone # 021-99213483  
Cell # 0300-3334567 & 0300-8988036  
E-mail: [pssedgos@gmail.com](mailto:pssedgos@gmail.com)

**2. Statement of Intent:** School Education Department, Government of Sindh issues this Request for Information document for the purpose of conducting market research through top performing/ leaders of wooden furniture manufacturers before entering into open competitive bidding for procurement of wooden furniture products for public sector school under Government of Sindh.

Information provided by wooden furniture manufactures will assist and leverage SED in understanding current state of the marketplace including commercial/ government best and emerging practices, industry capabilities, innovative delivery approaches, products core competencies, market trends, firms' production and operational capabilities that will enable the SED to develop optimal wooden furniture products' specifications.

The SED is inquiring about variety of items with regard to wooden furniture (list available at Appendix-A) being manufactured by respective organizations along with raw material used, alternative designs, durability, reliability, quality, unique/ innovative features, product current market share, price competitiveness, after sales service, firm's production and operational capacity etc. Prospective organizations are not required to respond to all the queries (furniture items). SED understands the level of effort required to respond to every inquiry stated in this RFI may not be possible. You may respond to one or all of the queries. Any information that you will provide will be greatly appreciated.

The market research is not a competition. The information submitted either in writing or in oral presentations will be used only to improve the SED's knowledge of private industry's capabilities. However, it is pivotal to mention that your participation is not a promise of future business with the SED.

Responding or not responding to this RFI does not preclude the vendor from bidding on any future solicitations. Pricing information must be submitted with your information packets. The SED appreciates your cooperation and looks forwards to a meaningful and very productive collaborative market research effort.

The information gathered during the RFI will assist SED in developing best specification of furniture items that will be procured for public schools through open competitive bidding as per SPP Rules, 2010 (Amended 2017), where all furniture manufacturers and suppliers, including those who do or do not respond to the RFI, will be given opportunity to participate in bidding for achieving wider competition and best value for money.

**3. Background:** The SED plans to procure stable and quality wooden furniture for public sector schools through open competitive bidding during next financial year 2017-18 after completion of instant RFI process.

The SED believes that there are various specifications of school wooden furniture available in market that can be inquired through research. In this regard, SED invites wooden furniture manufacturers in market to provide best solutions/ specification in line with annexed furniture demanded items for development of school furniture specification that will prove competitive and sustainable for public sector schools. The SED would be interested if there are other alternatives available that would be more appropriate for public sector schools.

**4. Objective:** The objective of this RFI is to ensure the most effective, strategic and best sourcing solution and to foster meaningful and significant Industry feedback through written and verbal communications.

**5. General Instructions:**

**a. Submission Media:** To assist vendors in minimizing their costs in providing information, the SED prefers that market research information be submitted either electronically to the point of contact's email addresses listed in RFI notice; or the vendor may submit information on CD to the point of contact's postal address.

**b. Oral Presentations:** Vendors will deliver an oral presentation to before the SED management on time and venue mentioned in RFI notice. However, due to participation of various firms on scheduled date and time, SED will allocate suitable time slot to prospective firms subject to prior notice, so that they may not have to wait for presentation delivery. SED has planned half an hour for presentation and discussion with each organization. The time slots are from 11:00 a.m. – 05:00 p.m. Presentations will be scheduled on a first-come, first-served basis. The purpose of this presentation will be for the vendor to provide information that they believe will be of value to the SED. The SED may ask questions regarding products' design, durability, reliability, quality, unique/ innovative features, warranty, products market share, price competitiveness, after sales services, pros and cons for various options, and production and operational capacity of firm etc.

## 6. Ground Rules:

- a. Both the Government and Industry Partner (wooden furniture manufacturer) will communicate with honesty, integrity, and confidentiality.
- b. Government resources to perform this effort are limited, so we are only able to accommodate one session per company.
- c. The intent of this effort is to discuss issues and generate ideas affecting the furniture strategic sourcing vehicle and not to support any specific brand.
- d. Participation in this process is strictly voluntary.
- e. Industry Partners are asked to provide a substantive response to several of the questions mentioned on the cover sheet. Vendors will have the chance to further expand on their answers during the presentation.
- f. Participation in this effort will have no bearing on future awards of contracts under the potential furniture solution.
- g. Presentations as well as discussion will generally last for 30 minutes. The content of the presentation will be centered on the industry partner's cover sheet, schedule of requirements, and related matters affecting furniture.
- h. Presentations will be scheduled on a first come, first serve basis.
- i. The window to schedule presentation via submission of application via email begins immediately and ends on July 6, 2017 @ 04.00 p.m.
- j. There will be a limited number of time slots for the presentation. SED cannot guarantee that all session requests can be scheduled. Once all spots are filled, further requests will be waitlisted.

## 7. Cover Sheet: Please use following cover sheet for your submission:

Cover Sheet		
01.	Company Name	
02.	Company Address	
03.	Contact Details	
	a.	Contact Person
	b.	Office Phone Number
	c.	Cell Number
	d.	E-mail Address
	e.	Website
04.	Registered Tax Number	
05.	Experience in Supply of School Furniture	<i>Attach copies of work orders/ agreements or list down below</i>
06.	Plant/ Factory Location	
07.	Years of experience in industry	
08.	Number of Skill Manpower	
09.	Average Annual Financial Turnover	
10.	Products List	<i>Attach details/ catalogues/ brochures etc.</i>

**8. Public Records and Requests for Confidentiality:** Any document submitted that contains confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears.

**9. Copyrights:** By submitting a response, the vendor agrees that the Government may copy the response for purposes of facilitation of review or to respond to requests for public records. The vendor represents that such copying will not violate any copyrights in the materials submitted.

**10. Content of Responses:** Responses should be based on the material contained in this RFI and any other relevant information the vendor thinks is appropriate. Responses will not be returned.

**11. Cost to Vendors:** The SED is not responsible for any costs incurred by a vendor in relation to the preparation of a response to this RFI.

**12. No Obligation to Issue Request for Quote:** This notice is for informational purposes only. Responses to these notices are not offers and cannot be accepted by the SED to form a binding contract. However, any organization interested to participate in bidding under open competitive bidding after inviting tenders may participate without any additional preference.

**13. Additional/ Supporting Documents:** Prospective organization must annex catalogues/ brochures and other supporting documents etc. that showcase products' detailed specification. Such information can also be submitted on CD during or before presentation schedule.

#### **14. Proposed Schedule of Requirements**

**(Proposals for alternative designs and sizes are acceptable)**

<b>Sr.</b>	<b>Name of Item</b>	<b>Proposed Size</b>
1.	Three Seater Desk for Primary Schools	Dimension Desk Height = 23" Length = 48" Depth = 14" Dimension Bench Height = 14" Length = 48" Depth = 12" Bench back Height = 25" Gap between desk and bench = 10"

2.	Three Seater Desk for Elementary/ Middle/ Secondary Schools	Dimension Desk Height = 30" Length = 48" Depth = 14" Dimension Bench Height = 18" Length = 48" Depth = 12" Bench back Height = 30" Gap between desk and bench = 12"
3.	Student/ Tablet Chair	Overall size Depth 450 x width 470 x height 780 mm Seat Height 450 mm, Table size 460 x 220 mm, Table Height 645 mm, Seat size 430 x 450 mm, Back size 430 x 170 mm
4.	Teacher/ Visitor Chair	Overall size Depth 450 x width 520 x height 780 mm Seat size: 460 x 440 mm (468 x 100 x 20 mm 04 Nos strip), Back size = 470 x 170 mm
5.	Head Master Chair with Arms	Chair Structure Size width 520" Depth 520" Height 435 mm, Seat size 465 x 465 mm, Back size 468 x 230 mm
6.	Steel Almirah	Over all sizes 72" x 48" x 18" deep
7.	Head Master Table	Size 1600 x 800 x 76 mm
8.	Teacher/ Office Table	Overall size 1200 x 600 x 760
9.	Lab Stool	Standard size with adjustable height
10.	Computer Table	Overall size 1525 x 9=610 x 760 mm Structure size 1500 x 585 x 730 mm
11.	Computer Revolving Chair (without arms)	Overall size standard
12.	Laboratory Table	Overall size 1525 x 915 x 760 mm Structure size 1475 x 865 x 730 mm
13.	Library Table	Size 96" x 48" x 30"
14.	Library Chair Arm Less	Standard size
15.	Chairs for Teachers	Overall size 1200 x 600 x 760 mm Top size 1200 x 600 x 24 mm
16.	Soft Boards	4' x 6'
17.	Book Cabinet/ Pigeon	5 x 3 x 2
18.	White Board	3' x 4'
19.	Computer Table	Overall size 1525 x 610 x 760
<b>Early Childhood Education (ECE) Classes wooden furniture</b>		
20.	Montessori Table for Students	Width 1200 x Depth 600 x Height 750 mm
21.	Chairs for Students (Armless)	Size 850 x 525 x 425 Front leg height 600 mm Seat size 525 x 475 x 475 mm Front leg height 600 Seat size 525 x 475 x 475 mm Back size 850 x 475 x 300 mm Back leg height 850 x 475 x 300 mm Framing 25 x 50 mm Front/ Back leg 31.8 x 50 mm



22.	Table for Teachers	Overall size Depth 45 x Width 520 x Height 780 mm Seat size 460 x 440 mm (469=8 x 100 x 20 mm 04 Nos strip) Back size 470 x 170 mm
23.	Chairs for Teachers	Overall size 1200 x 600 x 760 mm Top size 1200 x 600 x 24 mm
24.	Soft Boards	4ft x 6ft
25.	Book Cabinet/ Pigeon	5 x 3 x 2
26.	White Board	3ft x 4ft
27.	Computer Tables	Overall size 1525 610 x 760 mm Structure size 1500 x 585 x 730 mm
28.	Computer Chairs	Standard
29.	School Bags	Overall size 1525 x 915 x 760 mm Structure size 1475 x 865 x 730 mm
30.	Steel Almira	Overall size 72" x 46" x 18" deep
31.	Dual Desk with seat & back	Height 23" Length 48" Depth 14"
32.	Classroom Table	Overall size 1200 x 600 x 760 mm
33.	Classroom Chair with arm seat back	Overall size Depth 450 x Width 520 x Height 780 Seat size 460 x 440 mm

### NOTE

Prospective wooden furniture manufacturer organizations may present aforementioned items with alternative designs, sizes and material.

The SED may seek information for additional items from prospective firms through email or site visit.

*Keep visit our official websites for further updates*

[www.sindheducation.gov.pk](http://www.sindheducation.gov.pk)  
[www.rsu-sindh.gov.pk](http://www.rsu-sindh.gov.pk)