

For Proposal (NDOE11-01)

## 1. General

The Department of Education, FSM National Government (hereinafter referred as "government") hereby solicit bid from interested individual, firms or organizations (hereinafter referred as "applicants") To supplying and installation of (20 pcs ) office partitions which are suitable in the department of education.

## 2. Eligible Applicants

The following kinds and types of firms, agencies and organizations within Federated States of Micronesia, US mainland, Hawaii, US territories and Freely Associated States (Palau & Marshall Islands) shall be eligible to submit proposals:

- a. Public/private corporations or companies; and
- b. Other related NGOs

Proposals from other entities may be considered in case of hard to find applicants from within the aforementioned localities.

## 3. General Scope of Work:

To supply and installation of (20 pcs) office partitions for FSM Department of Education.

Req:

1. 20 pcs. P Ht 1.50 Metersx P Ht. 1.20 Meters/5cm Panel Thickness/Full Fabric Partition with combination of Fabric Glass Partition. Class A Fabric
2. 20 pcs. Office tables P15090FG Fabric Glass Partition (2 Tone Color)
3. 20pcs. Exec. Chair high back with gaslift, with armrest. Upholstered in leatherette
4. Accordion Partition

## 4. Format

All interest parties and /or agencies may adopt any generally accepted style and format of proposal writing as long as it provides the necessary information as follows:

- a. Name and Address of Agency
  - b. Telephone and Facsimile numbers, including contact email addresses and website, if any.
  - c. Name, address and email address of the conduct person.
  - d. Title of proposal and brief description of proposal (50 words or less)
  - e. Statement of Mission
  - f. Statements of Goals, activities, objectives, outputs, and timelines: (State as many goals as needed along with sets of activities, objectives, outputs, and timelines.)
  - g. General Budget Outlays
    1. General budget outlays and sources
  - h. Line item budget (budget itemization)
- ## 5. Selection Criteria and review panel

These review elements shall be used in reviewing individually submitted proposals. A three (3) member review panel will review the proposal (s) and select two (2) top proposals with their recommendations to be submitted to the Secretary for preliminary selection of the proposal. The government reserves the rights to refuse any and/or all proposals on the basis of incompleteness and/or non-compliance. In case where no proposals will be accepted, the Government shall re-announce the Request for Proposal.

## 5. Date of Submission

All proposals shall be submitted no later than the 15 of December , 2010 at 1700 hours to the address below:

Mr. Casiano Shoniber  
Secretary  
Department of Education  
FSM National Government  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2609  
Fax: (691) 320-5500  
Email: [cshoniber@fsmed.fm](mailto:cshoniber@fsmed.fm)

Mr. Finley S. Perman  
Secretary  
Department of Finance and Administration  
FSM National Government  
Palikir, Pohnpei FM 96941  
Phone: 691 320-2640 or 2645  
Fax: 691 320-2380  
Email: [fsmsofa@mail.fm](mailto:fsmsofa@mail.fm)

## 6 . Announcements

All proposals shall be reviewed within three days after the receipt of such proposals and announce the awardees no later than five (5) working days.

## 7. Optional

To expedite the process of reviewing the proposals, the government request s that applicants consider applying these options when developing the proposals:

- Program: Word Processing or Excel
- Font Type: Times New Roman
- Font Size: 11
- Space: Double Spacing
- Pages: Optional
- Page size: 8.5" x 11