

GOVERNMENT OF PAKISTAN
EMBASSY OF PAKISTAN
ECONOMIC WING | WASHINGTON, D.C.

BIDDING DOCUMENT

PROCUREMENT OF OFFICE FURNITURE

Single Stage-One Envelope Procedure under Rule 36(a)

Tender reference	F.No. EM-1/8/2007
Issue date	August 25, 2026
Bid submission deadline	Thursday, September 10, 2026 at 12:00 noon (Eastern Time)
Public bid opening	Thursday, September 10, 2026 at 12:30 p.m. (Eastern Time)
Procuring Agency	Economic Wing, Embassy of Pakistan, Washington, D.C.
Delivery location	3517 International Court, NW, Washington, D.C. 20008

Issued by

Economic Minister

Embassy of Pakistan, Washington, D.C.

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Reading rule: The Bid Data Sheet and Special Conditions of Contract supplement the Instructions to Bidders and General Conditions of Contract. If there is a conflict, the procurement-specific provision in the Bid Data Sheet or Special Conditions of Contract prevails.

DOCUMENT CONTROL

Document title	Bidding Document for Procurement of Office Furniture
Procurement method	Single Stage-One Envelope
Award basis	One complete package; lowest evaluated total price among substantially responsive bids
Bid language and currency	English; United States Dollars (USD)
Applicable framework	Public Procurement Rules, 2004, as amended, and applicable PPRA regulations, standard documents, guides and instructions

SECTION I - INVITATION TO BIDS

PROCUREMENT OF OFFICE FURNITURE

F.No. EM-1/8/2007

1. The Economic Wing of the Embassy of Pakistan, Washington, D.C. has reserved funds for the procurement of office furniture and intends to use those funds for payments under the resulting contract.
2. The Embassy of Pakistan, Washington, D.C. invites sealed bids from eligible and established furniture suppliers or dealers for the supply, delivery, assembly and installation of office furniture for the Office of the Economic Minister.

S. No.	Furniture item	Quantity
1	Sofa set	1 set
2	Coffee table	1
3	Side/end tables	2
4	Executive desk set with drawers, file cabinet and hutch	1 set
5	Executive/office chair	1
6	Armchairs	4

3. The procurement shall be conducted through open competitive bidding under the Single Stage-One Envelope procedure prescribed by Rule 36(a) of the Public Procurement Rules, 2004, as amended. Each bid shall be submitted in one sealed envelope and shall contain the technical submission and financial submission as separate, clearly identified parts.
4. Bidding documents containing the specifications, eligibility requirements, evaluation criteria, forms, contract conditions and instructions are available free of cost from the contact person below and through the websites on which the procurement notice is published.
5. Bids must be delivered by hand, courier or mail to the Economic Minister, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008, no later than 12:00 noon (Eastern Time) on Thursday, September 10, 2026. Ordinary email and fax submissions will not be accepted. Late bids shall be rejected and returned unopened.
6. Bids will be opened publicly at the Embassy at 12:30 p.m. (Eastern Time) on the same date, in the presence of bidders or their authorized representatives who choose to attend.
7. The Embassy may reject all bids at any time before acceptance of a bid in accordance with Rule 33 of the Public Procurement Rules, 2004. The Embassy does not reserve a right to reject an individual bid arbitrarily; each bid will be examined only against the requirements and evaluation criteria disclosed in this document.

Contact for bidding documents and clarifications

Mr. Kaleem Khilji

Telephone: 202-243-6500, Extension 2400

Cell: 703-415-6165

Email: kaleemkhilji@hotmail.com

Office hours: Monday through Friday, 9:00 a.m. to 5:00 p.m. (Eastern Time), excluding holidays

SECTION II - INSTRUCTIONS TO BIDDERS

A. General

- 1. Scope of bid.** The Procuring Agency identified in the Bid Data Sheet invites bids for the goods and related services described in the Schedule of Requirements. The name and reference of the procurement are stated in the Bid Data Sheet.
- 2. Source of funds.** The source of funds is stated in the Bid Data Sheet. Payments under the contract are subject to the availability of duly authorized funds and completion of the applicable financial formalities.
- 3. Fraud, corruption and prohibited practices.** Bidders, suppliers, subcontractors and their personnel shall observe the highest standards of ethics. Coercive, collusive, corrupt, fraudulent or obstructive practices may result in rejection, termination, forfeiture or enforcement of the bid-securing instrument, and blacklisting or debarment proceedings under the applicable procurement framework.
- 4. Eligible bidders.** A bidder may be a legally established manufacturer, furniture supplier, dealer or retailer capable of performing the contract in the United States. The bidder shall meet all eligibility and qualification criteria in Section IV and shall not be blacklisted, cross-debarred, suspended or otherwise ineligible under applicable law or government action.
- 5. Conflict of interest.** A bidder shall disclose any actual or potential conflict of interest. A bidder may submit only one bid, whether independently or through a joint venture or similar arrangement, and shall not participate in competing bids for this procurement.
- 6. Eligible goods and origin.** All goods shall be brand-new, unused, of current commercial production and lawfully saleable in the United States. No country-of-origin restriction applies except a restriction imposed by applicable law or policy. The bidder shall identify the manufacturer, brand, model or stock-keeping unit and country of origin for each offered item.
- 7. Cost of bidding.** The bidder shall bear all costs of preparing and submitting its bid. The Procuring Agency shall not be liable for such costs, regardless of the conduct or outcome of the procurement.

B. Bidding documents

- 8. Contents.** The bidding documents consist of Sections I through IX, together with any addendum issued before the bid submission deadline. The bidder is responsible for examining every instruction, form, specification and contract condition.
- 9. Clarification.** Requests for clarification shall be sent in writing to the contact stated in the Bid Data Sheet by the clarification deadline. Responses that affect bid preparation will be communicated to all known prospective bidders without identifying the source of the question and will be posted with the bidding documents where practicable.
- 10. Amendment.** The Procuring Agency may amend the bidding documents by written addendum before the submission deadline. An addendum forms part of the bidding documents. If necessary to permit reasonable preparation time, the Procuring Agency may extend the deadline, record its reasons and publicize the extension in the same manner as the original notice.
- 11. Site inspection and pre-bid meeting.** No mandatory pre-bid meeting is scheduled. A prospective bidder may request a reasonable appointment to inspect the delivery location for access and space planning. Failure to inspect does not relieve the Supplier of the obligation to deliver and assemble the offered goods, but the inspection may not be used to introduce undisclosed evaluation requirements.

C. Preparation of bids

- 12. Language.** The bid and all procurement correspondence shall be in English. Supporting literature in another language shall be accompanied by an accurate English translation; the English translation will govern for evaluation.
- 13. Documents constituting the bid.** The bid shall contain the documents listed in the Bid Data Sheet and Section VI, including a signed Form of Bid, bidder information and declarations, technical compliance schedule, delivery and warranty undertaking, price schedule, authority of the signatory and the required bid-securing instrument.
- 14. Technical offer.** The bidder shall identify the exact goods offered and provide sufficient catalog literature, photographs, dimensions, materials, upholstery and finish information to permit an objective compliance review. A blanket statement of compliance without product-specific information may be treated as insufficient.
- 15. Bid prices.** The bidder shall quote fixed unit and total prices for every item in the package. Prices shall include all costs necessary for complete performance, including goods, accessories, packing, transport, inside delivery, assembly, installation, placement, debris removal, insurance, labor and other incidental charges. Taxes, if any, shall be shown separately. No unpriced or hidden charge will be payable.
- 16. Discounts.** Only unconditional discounts expressly stated in the Form of Bid or Price Schedule before bid opening will be considered. Discounts offered after opening will not be considered.
- 17. Currency.** All prices and payments shall be in United States Dollars unless the Bid Data Sheet expressly permits another currency.

- 18. Bid validity.** The bid shall remain valid for the period specified in the Bid Data Sheet. A shorter validity period is non-responsive. Any request to extend validity shall be made to all bidders in writing and shall not permit a change in the substance or price of the bid.
- 19. Bid security or Bid-Securing Declaration.** The bidder shall furnish the instrument specified in the Bid Data Sheet. Where a Bid-Securing Declaration is required, it shall be submitted on Form F-4 without alteration. Failure to submit the required instrument by the deadline is a material omission.
- 20. Alternative and partial bids.** Alternative bids and partial bids are not permitted. The bidder shall quote the complete package and all required quantities. A bid omitting any item or quantity will be non-responsive unless the omission is demonstrably immaterial and can be corrected without changing price or substance.
- 21. Format and signature.** The bidder shall submit one original bid. The Form of Bid and Price Schedule shall be signed by a person authorized to bind the bidder. All changes or corrections shall be initialed by that person. Electronic or scanned signatures are acceptable on printed forms if legally binding, but the original sealed submission remains mandatory.

D. Submission and opening of bids

- 22. Single sealed envelope.** The bidder shall place its complete bid in one securely sealed outer envelope. Within that envelope, the technical submission and financial submission shall be separately bound, tabbed or otherwise clearly identified. They shall not be placed in separate sealed envelopes.
- 23. Envelope marking.** The envelope shall state the bidder's name and return address, the tender reference and title, and the words: "DO NOT OPEN BEFORE 12:30 P.M. EASTERN TIME ON SEPTEMBER 9, 2026." The Procuring Agency is not responsible for premature opening caused by inadequate marking or sealing.
- 24. Deadline and delivery method.** The complete sealed bid must be physically received at the address and by the deadline stated in the Bid Data Sheet. The risk of postal, courier, security-screening or delivery delay rests with the bidder. Email and fax submissions are not permitted.
- 25. Late bids.** A bid received after the deadline shall be rejected and returned unopened. The time recorded at the Embassy's designated receipt point will be controlling.
- 26. Modification or withdrawal.** A bidder may modify, substitute or withdraw its bid by a signed written notice received before the deadline. A modification or substitution shall be sealed and marked in the same manner as the original bid. No bid may be withdrawn between the deadline and expiry of bid validity except as allowed by the bidding documents and applicable rules.
- 27. Public opening.** Bids will be opened at least thirty minutes after the submission deadline at the time and place in the Bid Data Sheet. The names of bidders, total bid prices, discounts and presence of the bid-securing instrument will be read aloud and recorded. Representatives attending shall sign the attendance sheet.

E. Examination and evaluation

- 28. Confidentiality.** Information relating to examination, clarification, evaluation and recommendation for award shall remain confidential until publication of the final evaluation report, except as disclosure is required by the procurement framework.
- 29. Preliminary examination.** The Procuring Agency will examine each bid for timely submission, proper signature, required forms, eligibility, bid-securing instrument and completeness. It may waive a minor informality that does not affect price, quality, quantity, delivery, rights, obligations or the relative ranking of bidders.
- 30. Clarification of bids.** The Procuring Agency may request written clarification, including a price breakdown, but shall not permit a bidder to change the substance or price of an opened bid. Clarification will not be used to cure a material omission or make a non-responsive bid responsive.
- 31. Substantial responsiveness.** A substantially responsive bid conforms to all material terms, conditions, specifications and required quantities without a material deviation, reservation or omission. Materiality includes any departure that affects scope, quality, performance, delivery, price comparison, the Procuring Agency's rights or the bidder's obligations.
- 32. Arithmetic corrections.** Arithmetic errors will be corrected as stated in Section IV. If the bidder does not accept a correction made in accordance with the disclosed method, its bid will be rejected and the bid-securing instrument may be enforced where applicable.
- 33. Evaluation method.** Bids will be evaluated only under Section IV. Technical and eligibility requirements are pass/fail. Among substantially responsive bids, the Most Advantageous Bid will be the bid with the lowest evaluated total package price, subject to price reasonableness and successful post-qualification.
- 34. Post-qualification and verification.** The Procuring Agency may verify references, business standing, offered product information, availability, warranty support and the bidder's capacity. It may request a product, upholstery or finish sample solely to verify the offer already submitted. The bidder may not substitute a materially different product after opening.
- 35. Abnormally low bid.** If a bid appears abnormally low in relation to the requirements, the Procuring Agency may seek a detailed written price analysis. The bid may be rejected if the bidder fails to demonstrate its ability to perform satisfactorily at the offered price.

F. Award, contract and grievances

- 36. Award criteria.** Subject to the right to reject all bids, the contract will be awarded to the eligible and qualified bidder submitting the Most Advantageous Bid as defined in Clause 33. A single responsive bid may be considered after due diligence concerning compliance, competition and price reasonableness.
- 37. Final evaluation report and notice.** The Procuring Agency will publish or announce a final evaluation report giving reasons for acceptance or rejection of bids at least fifteen days before award. The

selected bidder will receive a written Letter of Acceptance or Purchase Order within the bid-validity period.

- 38. Contract formation.** The contract comes into force when the parties sign the Contract Agreement or when the successful bidder accepts a Purchase Order that incorporates the bidding documents and accepted bid. No oral instruction creates a contractual obligation.
- 39. Performance guarantee.** A performance guarantee is not required unless the Special Conditions of Contract state otherwise. Payment will be made only after delivery, assembly, inspection and acceptance, which provides the principal performance safeguard for this procurement.
- 40. Rejection of all bids.** The Procuring Agency may reject all bids before acceptance in accordance with Rule 33. Notice will be given promptly to all bidders. Upon request, the grounds will be communicated, without an obligation to justify those grounds.
- 41. Grievance redressal.** Complaints shall be submitted to the Grievance Redressal Committee identified in the Bid Data Sheet within the periods permitted by Rule 48. For this Single Stage-One Envelope procurement, an aggrieved bidder may object to any part of the final evaluation report within five days after its issuance. The applicable PPRA review procedure remains available after the Committee's decision.
- 42. Governing framework.** This bidding process is governed by the Public Procurement Rules, 2004, as amended, and applicable PPRA regulations, standard procurement documents, guides and instructions. If a provision of this document conflicts with a mandatory provision of that framework, the mandatory provision prevails.

SECTION III - BID DATA SHEET

The following procurement-specific data supplement Section II. If there is a conflict, this Bid Data Sheet prevails to the extent permitted by the applicable procurement framework.

ITB ref.	Subject	Procurement-specific data
ITB 1	Procuring Agency	Economic Wing, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008.
ITB 1	Procurement title/reference	Procurement of Office Furniture; Tender Ref. F.No. EM-1/8/2007
ITB 2	Source of funds	Approved budget of the Economic Wing, Embassy of Pakistan, Washington, D.C.
ITB 4	Eligible bidders	Legally established furniture manufacturers, suppliers, dealers or retailers capable of delivery and assembly in Washington, D.C. Joint ventures are not required; if proposed, each member must be fully disclosed and jointly and severally liable.
ITB 6	Origin	No country-of-origin restriction, subject to applicable law and policy. All goods must be brand-new and lawfully saleable in the United States.
ITB 9	Clarification deadline	5:00 p.m. Eastern Time on Wednesday, September 2, 2026. Requests after this time may not be answered.
ITB 9	Clarification contact	Mr. Kaleem Khilji; 202-243-6500 Ext. 2400; 703-415-6165; kaleemkhilji@hotmail.com.
ITB 11	Pre-bid meeting	None. Optional site inspection may be arranged by written request.
ITB 13	Required bid documents	Forms F-1 through F-7, product literature or photographs, evidence of legal business status, comparable supply evidence, signatory authorization, and any disclosed deviations.
ITB 14	Physical samples	Not required with the bid. Offered-product or material samples may be requested only for verification.
ITB 15	Price basis	Fixed, complete delivered-and-assembled price to the final destination. Price includes all labor, freight, inside delivery, installation, placement, packing removal, insurance and incidental costs. Sales or use tax, if any, must be shown separately.
ITB 17	Currency	United States Dollars (USD) only.
ITB 18	Bid validity	Ninety (90) calendar days from the bid submission deadline.
ITB 19	Bid-securing instrument	Bid-Securing Declaration on Form F-4. No monetary bid security is required.
ITB 20	Alternative/partial bids	Not permitted. Award will be made for one complete package.
ITB 21	Copies	One signed original. Product literature may be included as clearly labeled annexes.
ITB 22-24	Submission address	Economic Minister, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008. Hand, courier or mail delivery only.
ITB 24	Submission deadline	12:00 noon Eastern Time on Thursday, September 10, 2026.
ITB 27	Bid opening	12:30 p.m. Eastern Time on Thursday, September 10, 2026, at the Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008.

ITB ref.	Subject	Procurement-specific data
ITB 33	Evaluation and award basis	Pass/fail eligibility and technical compliance, followed by the lowest evaluated total package price among substantially responsive bids. Price reasonableness and post-qualification apply.
ITB 36	Required delivery	Complete delivery, assembly and placement within forty-five (45) calendar days after the effective date of the Purchase Order or Contract, unless the Procuring Agency accepts a shorter period offered in the bid.
ITB 36	Minimum warranty	Twelve (12) months from written acceptance of all goods.
ITB 39	Performance guarantee	Not required.
ITB 41	Grievance Redressal Committee	Chairperson, Grievance Redressal Committee, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008; email: pauleen@embassyofpakistanusa.org
ITB 42	Web publication	Final evaluation and award information will be published through the applicable PPRA platform and the Embassy or Ministry of Foreign Affairs website, as required.

SECTION IV - ELIGIBILITY, RESPONSIVENESS AND EVALUATION CRITERIA

1. Mandatory eligibility and responsiveness criteria

Each criterion below is pass/fail. A material failure will render the bid non-responsive. The Procuring Agency may request clarification or waive only a minor informality that does not change the bid's substance or competitive position.

No.	Criterion	Evidence/requirement	Pass/Fail
1	Timely sealed submission	One sealed envelope is physically received by the deadline and correctly identifies the procurement.	
2	Form of Bid and signature	Form F-1 and the Price Schedule are completed and signed by an authorized person; evidence of authority is attached.	
3	Legal business status	Bidder provides business name, address, registration or formation information and evidence that it is lawfully operating in its jurisdiction.	
4	Tax and payment information	Bidder confirms ability to provide a completed IRS Form W-9 and banking/payment information if selected.	
5	Debarment and integrity	Signed declarations confirm no applicable blacklisting, cross-debarment, suspension, corrupt practice or material misrepresentation.	
6	Conflict of interest	Any actual or potential conflict is disclosed and is not disqualifying.	
7	Relevant capacity	Evidence of at least one comparable commercial office-furniture supply during the previous three years, or verifiable status as an established furniture retailer/dealer with capacity to perform.	
8	Complete package	All items and quantities are quoted. Partial and alternative bids are not submitted.	
9	Technical submission	Brand/manufacturer, model or SKU, dimensions, materials, upholstery/finish options, photographs or catalog information and compliance responses are provided for each offered item.	
10	Technical compliance	All mandatory specifications are met without a material deviation.	
11	Delivery and assembly	Delivery, assembly, placement and debris removal are included and the offered delivery period does not exceed 45 calendar days.	
12	Warranty	At least 12 months from acceptance is offered for workmanship, materials and functional defects.	
13	Bid validity	Bid is valid for at least 90 calendar days.	
14	Bid-Securing Declaration	Form F-4 is signed and included.	
15	Price completeness	Fixed USD unit and total prices are provided; taxes are separately shown; no conditional or hidden charges apply.	
16	Acceptance of contract terms	Bidder accepts Sections VII and VIII or clearly lists every requested deviation. A material reservation is non-responsive.	

2. Technical evaluation

Technical compliance is evaluated on the offered goods as documented at bid submission. All mandatory characteristics in Section V must be met. Words such as “preferably” or “may” identify non-mandatory flexibility and will not receive price or technical preference. Product appearance will not be scored subjectively; final colors and finishes will be selected from the offered manufacturer’s standard options after award without changing the model, quality or price.

3. Financial evaluation

The evaluated price is the net total package price payable by the Embassy after any unconditional discount and after applying any valid sales-tax exemption, but including all delivery, assembly, installation and incidental charges.

If figures and words differ, the amount in words governs. If a unit price and line total differ, the unit price governs and the line total will be corrected, unless the decimal point in the unit price is clearly misplaced. The corrected line totals will be added to establish the corrected bid total.

If the Form of Bid total differs from the corrected Price Schedule total, the corrected Price Schedule total governs.

No credit will be given for exceeding a mandatory requirement unless this Section expressly establishes an evaluated adjustment. No such adjustment applies to this procurement.

A bid that exceeds available funds is not automatically non-responsive; however, award remains subject to competent financial approval and availability of funds.

4. Most Advantageous Bid

The Most Advantageous Bid will be the substantially responsive bid with the lowest evaluated total package price, provided that the bidder is eligible, qualified, capable of timely performance and the price is reasonable. This procurement uses cost-based selection after pass/fail compliance; it does not use technical scoring or price negotiation.

5. Tie-breaker

If two or more substantially responsive bids have the same evaluated total price, ranking will be determined successively by: (a) the shorter firm delivery period; (b) the longer comprehensive warranty; (c) the greater number of verifiable comparable commercial furniture contracts completed during the previous three years; and, if still tied, (d) a transparent draw of lots recorded by the Purchase Committee and open to the tied bidders.

6. Price reasonableness and single responsive bid

Price reasonableness may be assessed through the approved estimate, recent market quotations, published retail or contract prices, historical procurement data and any written price breakdown requested from the bidder. A single responsive bid may be considered if it satisfies Rule 38B and the Procuring Agency records due diligence on competition and value for money.

SECTION V - SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

1. Schedule of requirements

No.	Item	Qty.	Delivery	Destination/related services
1	Sofa set: one three-seater sofa and two single-seater sofas	1 set	Within 45 calendar days	Inside delivery, assembly, placement and debris removal at the Embassy
2	Coffee table	1	Same	Same
3	Side/end table	2	Same	Same
4	Executive desk set with drawers, file cabinet and hutch	1 set	Same	Same
5	Executive/office chair	1	Same	Same
6	Armchair	4	Same	Same

Package assumption to confirm before issue: The draft treats one sofa set as one three-seater sofa plus two single-seater sofas, which is the customary 3+1+1 configuration and reconciles the tender notice with the broader specifications. Change this quantity before publication if a different configuration is intended.

2. General requirements applicable to all items

All furniture shall be brand-new, unused, first quality, free from defects and suitable for regular commercial executive-office use.

The offered make, model or SKU shall be identified in the bid. Generic photographs without a traceable product reference are insufficient unless the furniture is custom-built and detailed drawings, materials and dimensions are supplied.

Dimensions shall be stated in inches. The bidder remains responsible for confirming delivery access and fit. Final placement will be directed by the Embassy.

Finishes and colors shall present a coordinated, professional appearance. Final selections must be made from the standard options included in the bidder's offer, at no additional cost and without a reduction in quality.

All exposed edges and corners shall be safely finished. Hardware, fasteners, mechanisms, casters, glides and floor protectors shall be appropriate for the item and intended use.

Products shall comply with applicable U.S. federal, District of Columbia and industry safety requirements. Any stated ANSI/BIFMA or equivalent certification shall be supported by product literature if requested.

Inside delivery, complete assembly, installation, leveling, placement, removal of packaging and lawful disposal of debris are included in the bid price.

All manufacturer warranties shall pass to the Embassy. The Supplier shall provide at least the minimum contractual warranty even if a manufacturer warranty is shorter.

3. Item-specific minimum specifications

3.1 Sofa set

Configuration: one three-seater sofa and two single-seater sofas, coordinated in design and finish.

Frame: strong solid-wood, engineered-wood or metal internal frame suitable for commercial use. Load-bearing elements shall not rely solely on low-density particleboard.

Comfort: supportive cushioned seats, backrests and armrests with resilient commercial-grade foam or equivalent cushioning that retains shape under normal use.

Upholstery: good-quality leather, leatherette or commercial-grade woven fabric. Upholstery shall be durable, cleanable, evenly fitted and free from visible defects.

Base: stable legs or base with suitable floor protection. Bidder shall state overall dimensions, seat height, upholstery material, available colors and rated capacity if published.

3.2 Armchairs

Quantity: four matching or coordinated visitor armchairs.

Construction: durable wooden or metal frame; upholstered and cushioned seat and backrest; fixed or integrated armrests; stable base or legs with floor protection.

Comfort and use: suitable for routine executive-office visitors. Bidder shall state dimensions, upholstery material, available colors and rated capacity if published.

3.3 Coffee table

Form: rectangular or oval table suitable for an executive office or reception seating group.

Top: solid wood, engineered wood, veneer, high-pressure laminate, tempered safety glass, or a suitable combination. Glass, if offered, shall have safe finished edges.

Base and finish: strong wooden or metal base; stable and level; scratch- and moisture-resistant finish; floor protection. Bidder shall state dimensions and materials.

3.4 Side/end tables

Quantity: two compact tables suitable beside the sofa or armchairs.

Top and base: solid wood, engineered wood, veneer, laminate, tempered safety glass, metal or a suitable combination; stable construction with floor protection.

Finish: coordinated with the coffee table where the same product line or matching finish is reasonably available. Bidder shall state dimensions and materials.

3.5 Executive desk set

Desk: a large executive office desk, normally not less than approximately 66 inches wide and 30 inches deep, unless the bidder demonstrates an equally functional configuration suited to the space.

Materials: solid wood, commercial-grade engineered wood, veneer, high-pressure laminate or a suitable combination; durable, scratch- and moisture-resistant work surface.

Features: spacious work surface, full or partial modesty panel, cable-management grommet or channel, and adequate lockable storage.

Drawers/pedestal: at least one lockable pedestal or integrated drawer unit providing box drawers and file storage.

File cabinet: one compatible lockable file cabinet suitable for letter- or legal-size files. Bidder shall state whether lateral or vertical and provide dimensions.

Hutch: one compatible desk or credenza hutch with closed and/or open storage, securely installed in accordance with manufacturer instructions. Bidder shall provide overall dimensions and anchoring requirements.

A side return may be offered only if included in the fixed price and clearly shown in the proposed configuration. It will not substitute for a required component.

3.6 Executive chair

Type: high-back executive task chair suitable for regular full-workday office use.

Ergonomics: cushioned and supportive seat and back; pneumatic seat-height adjustment; swivel; reclining or tilt function with tension/control; armrests; five-star wheeled base.

Upholstery: leather, leatherette, commercial-grade fabric or mesh, neatly finished and durable.

Capacity: rated to support at least 100 kg (220 lb). Bidder shall state manufacturer-rated capacity, dimensions, adjustments and warranty.

4. Acceptance tests and deliverables

Quantity, brand/model, dimensions, materials, color/finish and accessories match the accepted bid and approved finish selections.

Every item is new, clean, undamaged, stable, level and completely assembled; drawers, locks, casters, tilt and other mechanisms operate correctly.

The delivery area is left clean and all packaging and assembly debris are removed.

Keys, care instructions, assembly instructions and warranty documents are handed over.

Any non-conforming or damaged item is removed and replaced at the Supplier's cost within the period directed by the Embassy.

SECTION VI - BID FORMS AND SUBMISSION CHECKLIST

Bidder instruction: Complete, sign and submit Forms F-1 through F-7 in the single sealed bid envelope. Attach product literature and supporting evidence behind the relevant form. Do not alter the form text except to fill blanks or disclose a requested deviation.

FORM F-1 - FORM OF BID

Date: _____

Tender reference: _____

Bidder's legal name: _____

To: Economic Minister, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008

We, the undersigned, declare that:

we have examined the bidding documents and all addenda and have no reservation except as expressly disclosed in our bid;

we offer to supply, deliver, assemble, install and place all furniture in conformity with the bidding documents for the total bid price stated below;

our bid is valid for ninety (90) calendar days after the submission deadline;

we accept the disclosed evaluation method and arithmetic-correction procedure;

if our bid is accepted, we will complete delivery within the period offered in Form F-6 and not later than forty-five (45) calendar days after the contract becomes effective;

we are not participating through more than one bid in this procurement and have disclosed all subcontracting proposed;

we and our principals are not blacklisted, cross-debarred, suspended or otherwise ineligible, except as disclosed in Form F-2;

we understand that the Embassy is not bound to accept the lowest-priced bid if it is not substantially responsive, and may reject all bids under Rule 33; and

this bid, together with the written Letter of Acceptance or Purchase Order, will constitute a binding obligation pending execution of the formal Contract Agreement, if required.

Total bid price before sales/use tax (USD)	\$ _____
Unconditional discount, if any (USD)	\$ _____
Net bid price before sales/use tax (USD)	\$ _____

Sales/use tax legally payable, if any (USD)	\$ _____
Grand total payable (USD)	\$ _____

Amount in words (USD): _____

Authorized signatory name: _____

Title: _____

Signature: _____

Date: _____

Business address: _____

Telephone: _____

Email: _____

FORM F-2 - BIDDER INFORMATION AND ELIGIBILITY DECLARATIONS**Legal name:** _____**Trade name, if different:** _____**Jurisdiction and form of organization:**
_____**Year established:** _____**Registration/license number, if applicable:**
_____**Principal business address:** _____**Website:** _____**Primary contact name/title:** _____**Telephone:** _____**Email:** _____**A. Relevant capacity**

Describe at least one comparable commercial office-furniture supply completed during the previous three years, or identify your verifiable retail/dealer operations and capacity to perform:

Customer/reference	Goods and approximate value	Completion date	Contact details

B. Declarations

Declaration	Statement	Confirm
Debarment/blacklisting	We are not blacklisted, cross-debarred, suspended or declared ineligible by the Government of Pakistan, PPRA, the United States Government, or any state, local, foreign or international public authority, except as fully disclosed below.	YES / NO
Integrity	Neither we nor any person acting for us has engaged in a coercive, collusive, corrupt, fraudulent or obstructive practice concerning this procurement.	YES / NO
Conflict of interest	We have no actual or potential conflict of interest that would impair fair participation or performance, except as fully disclosed below.	YES / NO

Declaration	Statement	Confirm
Accuracy	The information and documents in our bid are true, current and complete in all material respects.	YES / NO
Tax/payment	If selected, we can provide a completed IRS Form W-9 and payment instructions in the form required by the Embassy.	YES / NO
Insurance and site access	Before on-site delivery or assembly, we will provide evidence of legally required workers' compensation coverage and customary commercial liability coverage if requested.	YES / NO

Disclosures, if any:

Authorized signatory: _____

Signature: _____

Date: _____

FORM F-3 - TECHNICAL COMPLIANCE AND OFFERED GOODS

Complete one row for each item. "Comply" means the offered item meets every applicable minimum requirement in Section V. Attach catalog pages, photographs, drawings or custom-build details and cite the attachment/page in the final column.

No.	Item	Manufacturer/brand	Model/SKU and key offered details	Comply? Yes/No	Attachment/page and deviations
1	Sofa set (3+1+1)			YES / NO	
2	Coffee table			YES / NO	
3	Side/end tables			YES / NO	
4	Executive desk set			YES / NO	
5	Executive chair			YES / NO	
6	Armchairs			YES / NO	

All requested deviations or exceptions must be stated here. Silence means full compliance:

Authorized signatory: _____

Signature: _____

Date: _____

FORM F-4 - BID-SECURING DECLARATION**Date:** _____**Tender reference:** _____**Bidder's legal name:** _____

To: Economic Minister, Embassy of Pakistan, Washington, D.C.

We understand that, according to the bidding conditions, bids must be supported by a Bid-Securing Declaration. We accept that we may be subject to the applicable blacklisting or debarment process and other lawful remedies if, during the bid-validity period, we:

- withdraw or materially modify our bid after the submission deadline, except as expressly permitted;
- refuse to accept an arithmetic correction made in accordance with the bidding documents;
- having been notified of acceptance, fail to sign the Contract Agreement or accept the Purchase Order within the stated time; or
- fail to furnish any performance security required by the final bidding documents or Letter of Acceptance.

This Declaration expires upon the earliest of: (a) expiration of our bid validity without award to us; (b) notice that another bidder has been awarded the contract; (c) rejection of all bids; or (d) formation of the contract with us and submission of any required performance security.

Authorized signatory name/title:

Signature: _____**Date:** _____

FORM F-5 - PRICE SCHEDULE

Quote fixed prices in USD. Unit prices must include all packing, freight, inside delivery, assembly, installation, placement, debris removal, insurance, labor and incidental costs. Show sales/use tax separately below.

No.	Item	Qty.	Manufacturer/model or SKU	Unit price USD	Total price USD
1	Sofa set: 1 three-seater + 2 single-seaters	1 set		\$	\$
2	Coffee table	1		\$	\$
3	Side/end tables	2		\$	\$
4	Executive desk set with drawers, file cabinet and hutch	1 set		\$	\$
5	Executive/office chair	1		\$	\$
6	Armchairs	4		\$	\$
Subtotal before tax				\$ _____	
Unconditional discount				\$ _____	
Net bid price before sales/use tax				\$ _____	
Sales/use tax legally payable, if any				\$ _____	
Grand total payable				\$ _____	

Amount in words:

Tax note: The Embassy may provide an applicable sales-tax exemption certificate. The bidder shall not charge a tax from which the transaction is lawfully exempt and shall show any tax as a separate line item.

Authorized signatory: _____

Signature: _____

Date: _____

FORM F-6 - DELIVERY AND WARRANTY UNDERTAKING

Firm delivery period after effective date	_____ calendar days (must not exceed 45)
Proposed delivery dates, if known	_____
Comprehensive warranty period	_____ months (minimum 12)
Defect response time	_____ business days
Replacement/repair completion time	_____ business days
Delivery/assembly subcontractor, if any	_____
Exceptions	_____

We confirm that all delivery, inside placement, assembly, installation and debris-removal costs are included in the Price Schedule and that warranty service will be provided without additional charge, except for damage caused by misuse or events excluded by the stated manufacturer warranty.

Authorized signatory: _____

Signature: _____

Date: _____

FORM F-7 - BID SUBMISSION CHECKLIST

No.	Document/check	Included
1	Signed Form F-1, Form of Bid	YES / NO
2	Completed Form F-2, bidder information and declarations	YES / NO
3	Legal business-status evidence	YES / NO
4	Comparable supply evidence or established retailer/dealer evidence	YES / NO
5	Signatory authorization	YES / NO
6	Completed Form F-3, technical compliance schedule	YES / NO
7	Product-specific catalog literature, photographs, dimensions and materials	YES / NO
8	Signed Form F-4, Bid-Securing Declaration	YES / NO
9	Completed and signed Form F-5, Price Schedule	YES / NO
10	Completed and signed Form F-6, delivery and warranty undertaking	YES / NO
11	Every deviation or exception clearly disclosed	YES / NO
12	One complete signed original placed in one sealed and correctly marked envelope	YES / NO

SECTION VII - GENERAL CONDITIONS OF CONTRACT

- 1. Definitions.** “Contract” means the Contract Agreement or accepted Purchase Order and incorporated documents. “Goods” means the furniture and associated items. “Related Services” means delivery, assembly, installation, placement, removal of packing and warranty support. “Supplier” means the successful bidder. “Procuring Agency” means the Economic Wing of the Embassy of Pakistan, Washington, D.C.
- 2. Contract documents and priority.** The documents are mutually explanatory. If an ambiguity remains, the order of precedence is: (a) Contract Agreement or Purchase Order; (b) Letter of Acceptance; (c) Special Conditions of Contract; (d) General Conditions of Contract; (e) Schedule of Requirements and Technical Specifications; (f) Bid Data Sheet; (g) Instructions to Bidders; (h) Supplier’s accepted Form of Bid, Price Schedule and technical offer; and (i) other documents expressly incorporated.
- 3. Entire contract and amendments.** The Contract constitutes the entire agreement concerning its subject. An amendment, waiver or change is effective only if written and signed by authorized representatives, and no change may violate the applicable procurement framework.
- 4. Supplier’s general obligations.** The Supplier shall provide all Goods and Related Services with due care, skill, efficiency and economy; use qualified personnel and safe methods; comply with manufacturer instructions and applicable law; protect the Embassy’s property; and promptly correct any damage caused by its personnel or subcontractors.
- 5. Conformity and no substitution.** Goods shall conform to the accepted technical offer, specifications and approved standard finish selections. No brand, model, material or component may be substituted without prior written approval. Approval will not be given if the substitution reduces quality, performance, warranty or competition, or increases price.
- 6. Contract price.** The Contract Price is fixed and includes complete performance. No escalation, fuel surcharge, delivery fee, assembly fee, restocking fee or other amount is payable unless expressly included in the accepted Price Schedule or approved through a lawful written change.
- 7. Taxes.** The Supplier is responsible for all taxes and charges imposed on it. The Procuring Agency will provide an applicable exemption certificate where available. Taxes claimed from the Embassy must be separately stated and legally payable.
- 8. Delivery and completion.** The Supplier shall complete all delivery and Related Services at the destination and within the period stated in the Special Conditions. Partial delivery requires prior written consent and does not trigger payment unless expressly approved.
- 9. Packing and transport.** The Supplier shall pack, protect, transport and handle the Goods to prevent loss or damage. Packing shall be suitable for delivery conditions. The Supplier shall remove all packing and assembly debris from the premises.
- 10. Site access and security.** Delivery and assembly are subject to Embassy access, identification, scheduling, safety and security procedures. The Supplier shall provide personnel and vehicle

information reasonably requested in advance. Security procedures do not excuse delay that could reasonably have been avoided through timely coordination.

- 11. Inspection and testing.** The Procuring Agency may inspect the Goods before, during or after delivery and may verify model, quantity, materials, dimensions, finish, condition, assembly and functionality. Inspection does not relieve the Supplier of warranty or other obligations.
- 12. Rejection and replacement.** The Procuring Agency may reject any damaged, defective, used, incomplete or non-conforming item. The Supplier shall promptly remove and replace it at its own cost, including transport, labor and restoration of the delivery area. Payment or preliminary inspection does not constitute acceptance of a latent defect.
- 13. Acceptance, title and risk.** Title and risk of loss pass to the Procuring Agency only upon written acceptance after complete delivery, assembly, inspection and correction of visible defects. The Supplier bears the risk of loss or damage until that time.
- 14. Warranty.** The Supplier warrants that the Goods are new, free from defects in design, materials and workmanship, fit for their intended commercial-office purpose and compliant with the Contract. The warranty period is stated in the Special Conditions and begins upon written acceptance of the complete package.
- 15. Warranty service.** Upon notice of a defect, the Supplier shall respond and complete repair or replacement within the periods stated in the Special Conditions. Repaired or replaced components receive the longer of the remaining original warranty or ninety days. Warranty costs, including collection and redelivery, are borne by the Supplier.
- 16. Payment.** The Procuring Agency will pay the accepted Contract Price in the manner and within the period stated in the Special Conditions after receiving a correct invoice and written acceptance. Payment may be withheld for rejected, incomplete or disputed performance. No advance payment is due.
- 17. Insurance.** Until acceptance, the Supplier shall maintain insurance required by law and customary for the delivery and assembly activity, including workers' compensation where applicable and commercial liability coverage appropriate to the risk. Evidence shall be provided if requested before site access.
- 18. Assignment and subcontracting.** The Supplier shall not assign the Contract or subcontract a material part without prior written approval. Approval does not relieve the Supplier of responsibility. The Supplier remains fully liable for every subcontractor, delivery service and installer.
- 19. Changes.** The Procuring Agency may issue a written change within the general scope concerning quantities, delivery sequence, placement or incidental services. Any equitable price or time adjustment must be agreed in writing before the changed work is performed and must comply with the procurement framework. The Supplier shall not act on an oral change.
- 20. Delay and notice.** The Supplier shall notify the Procuring Agency promptly in writing of any event likely to delay performance, stating cause, expected duration and mitigation. The Procuring Agency may grant a reasonable extension for an excusable delay, recorded in writing.

- 21. Liquidated damages.** For unexcused delay, the Procuring Agency may deduct liquidated damages at the rate and up to the cap stated in the Special Conditions. The parties agree that actual delay loss may be difficult to quantify and the stated amount is a reasonable pre-estimate, not a penalty. Liquidated damages do not prevent termination after the maximum is reached.
- 22. Force majeure.** Neither party is liable for failure caused by an extraordinary event beyond its reasonable control that could not have been prevented or overcome through due care. The affected party shall give prompt notice, mitigate the effect and resume performance. Force majeure does not excuse payment for Goods already accepted.
- 23. Termination for default.** The Procuring Agency may terminate all or part of the Contract by written notice if the Supplier fails to deliver on time, fails to cure a material defect or breach within a reasonable notice period, abandons performance, becomes insolvent, or engages in a prohibited practice. The Procuring Agency may obtain replacement performance and recover reasonable excess cost, subject to applicable law.
- 24. Termination for convenience.** The Procuring Agency may terminate unperformed portions for convenience by written notice. The Supplier will be paid for conforming Goods accepted before termination and reasonable, documented, unavoidable costs specifically authorized by the Procuring Agency, but not anticipated profit on terminated work.
- 25. Fraud, corruption and debarment.** A prohibited practice or material misrepresentation may result in rejection, termination, recovery of loss and referral for blacklisting or debarment under applicable procedures. The Supplier shall cooperate with lawful review and preserve relevant records.
- 26. Records and audit.** The Supplier shall keep records supporting price, delivery, warranty and payment for at least five years after final payment, or longer if law requires, and shall permit lawful inspection by authorized Government of Pakistan audit or oversight authorities, subject to reasonable confidentiality protections.
- 27. Confidentiality.** The Supplier shall not disclose non-public security, operational or other confidential information obtained at the Embassy, except to personnel who need it for performance and are bound by equivalent duties. Publicity, photography and use of the Embassy's name or emblem require prior written consent.
- 28. Notices.** A notice under the Contract shall be in writing and delivered by hand, recognized courier or email to the addresses in the Special Conditions. A notice is effective upon confirmed receipt. Notice of default or termination shall also be sent by a method providing delivery evidence.
- 29. Dispute resolution.** The parties shall first attempt good-faith amicable settlement. If unresolved within the period in the Special Conditions, a dispute arising after the Contract comes into force shall be referred to arbitration under the mechanism stated in the Special Conditions, subject to applicable law and approvals.
- 30. Law and immunities.** The governing law is stated in the Special Conditions. Nothing in the bidding documents or Contract shall be construed as an express or implied waiver of the sovereign, diplomatic, consular or other immunity of the Islamic Republic of Pakistan, the Embassy, its

property or personnel, except to the extent any waiver is expressly stated in a separately executed written instrument by an authorized representative.

- 31. Severability and non-waiver.** An invalid provision will be adjusted only to the minimum extent necessary without affecting the remaining Contract. Failure to enforce a right on one occasion is not a waiver of that right or any other right.

SECTION VIII - SPECIAL CONDITIONS OF CONTRACT

These Special Conditions supplement Section VII. If there is a conflict, these Special Conditions prevail to the extent permitted by the applicable procurement framework.

Reference	Subject	Special condition
GCC 1	Procuring Agency	Economic Wing, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008.
GCC 2	Contract documents	The final Purchase Order may serve as the Contract if a separate Contract Agreement is not required by the competent authority.
GCC 6	Contract price	Fixed in USD. No price adjustment.
GCC 7	Tax	Sales/use tax shall be separately stated and removed where the Embassy provides a valid exemption certificate.
GCC 8	Delivery period	Within 45 calendar days after the effective date, or the shorter firm period accepted from Form F-6.
GCC 8-10	Delivery location and hours	3517 International Court, NW, Washington, D.C. 20008. Delivery must be scheduled at least three business days in advance and normally occur during Embassy business hours, subject to security clearance.
GCC 11-13	Inspection and acceptance	Inspection after complete assembly. Written acceptance will normally be issued within five business days after compliant completion. Rejected items do not pass title or risk.
GCC 14	Warranty period	At least 12 months from written acceptance, or the longer period offered in the accepted bid.
GCC 15	Defect service	Supplier shall acknowledge a warranty notice within two business days and complete repair or replacement within ten business days, unless the Embassy approves a different period in writing.
GCC 16	Payment	One hundred percent of the accepted Contract Price within 30 calendar days after complete delivery, assembly, written acceptance and receipt of a correct invoice. No advance payment.
GCC 17	Insurance	Legally required workers' compensation coverage and customary commercial liability coverage appropriate to delivery/assembly. Evidence is required before site access if requested.
GCC 21	Liquidated damages	0.5 percent of the price of the delayed or undelivered portion for each completed week of delay, capped at 5 percent of the total Contract Price.
GCC 24	Termination for convenience notice	Seven calendar days, unless immediate termination is required by law, security or availability of funds.
GCC 28	Supplier notice address	The address and email stated in the accepted Form F-1, unless later changed by written notice.
GCC 28	Procuring Agency notice address	Economic Minister, Embassy of Pakistan, 3517 International Court, NW, Washington, D.C. 20008; email: kaleemkhilji@hotmail.com .
GCC 29	Amicable settlement period	Thirty calendar days after written notice of dispute.
GCC 29	Arbitration	If approved in the executed Contract, one arbitrator seated in Washington, D.C.; proceedings in English; procedural rules to be stated in the executed Contract. This clause must be confirmed by the Embassy's legal adviser before issue.

Reference	Subject	Special condition
GCC 30	Governing law	Public procurement matters are governed by the laws and applicable procurement framework of Pakistan. Contract-performance matters are subject to the governing-law provision approved in the executed Contract, taking account of mandatory District of Columbia law. No waiver of immunity is implied.
ITB 39	Performance security	Not required.

Legal finalization: The arbitration, governing-law and immunity wording is deliberately reserved for confirmation because the contract will be performed in Washington, D.C. Final approval should be obtained before the bidding document is issued.

SECTION IX - LETTER OF ACCEPTANCE AND CONTRACT AGREEMENT

FORM C-1 - LETTER OF ACCEPTANCE

Date: _____

Tender reference: _____

To (successful bidder): _____

Address: _____

Subject: Acceptance of Bid for Procurement of Office Furniture

We notify you that your bid dated _____, as corrected and clarified in accordance with the bidding documents, is accepted for the fixed Contract Price of USD _____ (United States Dollars _____), subject to the terms of the bidding documents and this Letter of Acceptance.

You are requested to sign and return the Contract Agreement or acknowledge the Purchase Order within _____ calendar days after receipt. The effective date and delivery deadline will be stated in the executed Contract or Purchase Order.

For the Procuring Agency: name/title:

Signature: _____

Date: _____

Acknowledged for the Supplier: name/title:

Signature: _____

Date: _____

FORM C-2 - CONTRACT AGREEMENT

This Contract Agreement is made on _____ between the Economic Wing, Embassy of Pakistan, Washington, D.C. (the “Procuring Agency”) and _____, of _____ (the “Supplier”).

WHEREAS the Procuring Agency invited bids for the supply, delivery, assembly and installation of office furniture, and accepted the Supplier’s bid for the Contract Price stated below;

NOW, THEREFORE, the parties agree as follows:

1. The Supplier shall provide all Goods and Related Services, and remedy defects, in full conformity with the Contract documents.
2. The Procuring Agency shall pay the Supplier the fixed Contract Price of USD _____, subject to acceptance and the payment terms in the Contract.
3. The effective date is _____. Complete delivery, assembly and placement are due no later than _____.
4. The accepted warranty period is _____ months from written acceptance.
5. The documents listed in GCC Clause 2 are incorporated and form one Contract. If a conflict arises, the stated order of precedence applies.
6. This Agreement may be signed in counterparts. Electronic copies of signed counterparts may be used as evidence, subject to delivery of originals if requested.

IN WITNESS WHEREOF, the parties have caused this Contract Agreement to be signed by their duly authorized representatives.

FOR THE PROCURING AGENCY	FOR THE SUPPLIER
Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Official seal, if applicable	Company seal, if applicable

END OF BIDDING DOCUMENT