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# **SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS**

**Supply, Delivery and Installation of Furniture for the Regional Peace  
Councils in Ghana**

# SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

## GENERAL INFORMATION

|  |   |
|--|---|
| <b>Services/Work Description:</b>      | Supply, Delivery and Installation of Furniture for the Regional Peace Councils in Ghana |
| <b>Requesting Cluster / UN Agency:</b> | Democratic Governance Cluster   |
| <b>Project/Program Title:</b>          | Consolidating Peace in Ghana  |
| <b>Specific Location:</b>              | Ten Regional Capitals- <i>(Details indicated below)</i>                                 |
| <b>Type of the Contract:</b>           | <b>National</b> Company Level Supply  |
| <b>Expected Delivery Date:</b>         | June , 2017   |

## I. BACKGROUND / RATIONALE

The National Peace Council was set up, as a statutory national institution by Act, 2011 (Act 818), to facilitate and develop mechanisms for conflict prevention, management, resolution and to build sustainable peace in the country. The Council has been duly established with a governing board of thirteen (13) members from various fields of endeavour. The NPC Act also institutionalized the setting up of Regional Peace Councils (RPCs) at the regional level. Nine Regional Peace Councils were inaugurated in 2014 to, among other things, advise the Regional Coordinating Councils and the Regional Security Councils in relation to conflict prevention, management, resolution and building sustainable peace in the region (source: NPC Report 2014). The Regional Peace Councils are also made up of thirteen members drawn from various institutions and bodies at the regional level.

The RPCs are premised on the realization that the most effective conflict resolution and peace building processes are those that leverage on the experience and cultures of local people rather than the use of alien models and frames. More so, members of the RPCs are more likely to have a better appreciation of the dynamics of local conflicts than members of the national governing Board. The RPCs are also expected to facilitate the amicable resolution of conflict through mediation, dialogue and other processes including indigenous mechanisms for conflict resolution and peace building.

Since their inauguration, the National and Regional Boards of the Peace Council, have successfully mediated in several conflicts thereby increasing their level of trust before many Ghanaians. They have also played a key role in mediating most election related disputes since 2008. Mention can be made of their role in contributing to a peaceful 2012 general election through their collaboration with the Institute for Democratic Governance (IDEG) that led to the organization of the 'Kumasi Declaration' at which the various political leaders committed to use legitimate means to address any grievances arising from the elections. Similarly, the NPC partnered IDEG to organise a series of engagements with relevant stakeholders before the verdict of the Supreme Court on the election petition. This engagement was to help reduce tension as well as ensure that irrespective of who was adjudged victorious in the petition, Ghana remained peaceful at the end.

Despite these successes, the Council at the national and regional levels are saddled with numerous logistical challenges which include basic office equipment and furniture.

## II. OBJECTIVES OF THE SUPPLY OF GOODS

- Office furniture to strengthen the internal capacity of the Regional Peace Councils to carryout their mandate of conflict mediation and prevention.

## III. PRODUCT SPECIFICATIONS AND COMPLIANCE SHEET

The UNDP Ghana Country Office hereby invites potentially qualified bidders to supply the following product and service specification and/or "its equivalent":

| <b>N o.</b> | <b>Item/s to be Supplied</b> | <b>Description/Specifications of Goods (Minimum Technical Requirements Including Applicable Standards)</b> | <b>UoM</b> | <b>Qty</b> | <b>Remarks (if any)</b> |
|-------------|------------------------------|--|------------|------------|-------------------------|
| 1           | Office Desk                  | <b>Please refer to the detail Specs*</b>   |            | 10         |                         |
| 2           | Office Chair                 | " " " "  |            | 10         |                         |
| 3           | Visitors Chair               | " " " "  |            | 20         |                         |
| 4           | Office Cabinet               | " " " "  |            | 10         |                         |

### **Detail Specs:**

#### **OFFICE DESK.**

##### **Desk Pedestal for the office desk:**

- Desk pedestal with three drawers.
- Material: Melamine Faced MDF or MFC
- Color: Brown
- Locks. The locks shall be of the disk or pin tumbler type, having not less than four disks or pin tumblers, and shall be operated by a grooved key
- Drawers. The drawers shall have stops to prevent accidental removal but allow removal without the use of tools. File and storage drawers shall be construction with double wall drawer fronts. The storage drawer body shall be constructed to accommodate partitions.
- Drawer Pulls. The finish of the pulls shall be polished, chrome plate on steel, die cast zinc, brass or bronze; polished stainless steel; or polished anodized aluminum.

#### **OFFICE CHAIR**

##### **swivel office Chair**

Seat Pan Height: adjustable 40 cm-52 cm minimum

- Seat Pan Depth: 38 cm-43 cm with a waterfall sloping front edge.
- Seat Pan Width: 45 cm-50 cm
- Seat Pan Angle: adjustable 0-10 degrees
- Seat Back Height: minimum 35 cm
- Seat Back Width: minimum 30 cm
- Seat Back Tilt: adjustable 0-15 degrees
- Lumbar Support: 3-5 cm placed in the lumbar region of the back
- Adjustments: must be possible to make all adjustments from the seated position
- Material: Mesh back and a black Leather Seat
- Base: Aluminum or Chrome Plated

Performance: Shall comply with international standards

#### **VISITOR CHAIR:**

##### **Dimensions:**

- Width – 500mm
- Depth – 530mm
- Back width – 470mm
- Back height – 580mm
- Seat height – 485mm
- Cantilever Design

- Material: Mesh back for maximum breathability, Black Leather Seat.
- Base: Chrome base

Performance: Shall comply with international standards

### STEEL FILING CABINET

- Application: For filing (legal Size) and storing samples
- Material: High Quality Cold Rolled Steel
- Size: 1370mm (H) x 685 (D)x 450mm (W).
- Minimum Thickness: Outside Front: 22G; Inside Front: 24G; Body and Back: 26G
- Color: Ash
- No. Of Drawers: 4
- Sliding System: Telescopic channels or cradles moving on rollers
- Stops: All drawers shall be provided with a stop which will prevent the drawer from hitting the back of the cabinet on the inward movement and with a positive stop which will prevent the drawer from falling out when fully extended
- Automatic Locking System along with stainless steel keys
- Surface Finish: acid pickling, Phosphorization, Static spraying, high temperature curing
- Performance: Shall conform to international product standards.

## IV. DELIVERY SCHEDULE AND DELIVERY LOCATION

### a. Delivery Schedule

- It is anticipated that after 30 working days upon issue of Purchase Order, equipment will be delivered and installed to the various locations as contained in the ToR
- **Meeting the delivery date is one of the pre-requisites** for a bidder to be considered for technical evaluation

### b. Delivery Location/Place

| REGION AND DESTINATION                                       |  | ITEM           | QUANTITY |
|--|--|----------------|----------|
| Northern Region – Tamale (Northern Regional Peace Council)   |  | Office Desk    | 2        |
|  |  | Office Chair   | 2        |
|  |  | Visitors Chair | 4        |
|  |  | Office Cabinet | 1        |
| Eastern Region – Koforidua (Eastern Regional Peace Council)  |  | Office Desk    | 2        |
|  |  | Office Chair   | 2        |
|  |  | Visitors Chair | 4        |
|  |  | Office Cabinet | 1        |
| Central Region – Cape Coast (Central Regional Peace Council) |  | Office Desk    | 2        |
|  |  | Office Chair   | 2        |
|  |  | Visitors Chair | 4        |
|  |  | Office Cabinet | 1        |
| Upper West – Wa (Upper West Regional Peace Council)          |  | Office Desk    | 2        |
|  |  | Office Chair   | 2        |
|  |  | Visitors Chair | 4        |
|  |  | Office Cabinet | 1        |
| Greater Accra – Accra  |  | Office Desk    | 2        |
|  |  | Office Chair   | 2        |

|   |  |                |   |
|---|--|----------------|---|
| (National Peace Council Office, Kanda, Accra)               |  | Visitors Chair | 4 |
|   |  | Office Cabinet | 1 |
| Ashanti Region – Kumasi (Ashanti Regional Peace Council)    |  | Office Cabinet | 1 |
| Brong Ahafo – Sunyani (Brong Ahafo Regional Peace Council)  |  | Office Cabinet | 1 |
| Western Region - Takoradi (Western Regional Peace Council)  |  | Office Cabinet | 1 |
| Volta Region – Ho (Volta Regional Peace Council)            |  | Office Cabinet | 1 |
| Upper East – Bolgatanga (Upper East Regional Peace Council) |  | Office Cabinet | 1 |

## VI. WARRANTY AND AFTERSALES SERVICES

Prospect Supplier supposed to offer **one (1) year** Warranty and After-sales services which shall commence the day after successful installation and commissioning of requested goods and/or equipment/instrument. The Supplier will also ensure provision of technical support via telephone, electronic mail or any other appropriate means of communication for a period not less than **three (3) years** after installation and final commissioning

## VIII. PAYMENT MILESTONES AND AUTHORITY

- 100% payment only upon receipt of way bill from supplier and confirmation from designated officers from recipient locations of the delivery and installation of equipment and furniture to all sites stated in the ToR.

## IX. MINIMUM ORGANIZATION

### Minimum Organization Requirements

The prospective Supplier and/or Bidder is expected to meet the following minimum requirements:

- It must have at least 5 years of practical experience in the supply and installation of office equipment and furniture industry in Ghana
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Full compliance of Bid to the Technical Requirements;
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Environmental Compliance Certificates (Renewed **ISO 14000 Certification** or its equivalent), Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures;

## XI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Mr. Henry Okai Attoh of the National Peace Council will be assigned to directly liaise with prospect Supplier and supervise the contract administration in the course of supplying and installation of the requested goods.