

Tender in Business

Tender Notice

Company: ABC Corporation

Tender Reference Number: ABC/OE/2024/001

Issue Date: July 3, 2024

Closing Date and Time: July 31, 2024, at 5:00 PM

Subject: Supply of Office Equipment

1. Introduction

ABC Corporation invites sealed tenders from eligible suppliers for the supply of office equipment as detailed in the tender documents.

2. Scope of Work

The supply includes, but is not limited to:

- Office desks and chairs
- Filing cabinets
- Conference tables
- Office partitions
- Printers and scanners

3. Eligibility Criteria

To be eligible, suppliers must:

- Be legally registered and authorized to trade
- Have a minimum of three years of experience in supplying office equipment
- Demonstrate financial capability

- Provide a list of previous clients and similar completed projects

4. Tender Documents

Interested suppliers can obtain the tender documents from the ABC Corporation office during business hours (9:00 AM to 4:00 PM) upon payment of a non-refundable fee of \$50.

5. Submission of Tenders

Sealed tenders must be delivered to the following address by the closing date and time:

Tender Submission Address:

Procurement Department
ABC Corporation
456 Business Avenue
Commerce City, State, Zip Code

Tenders must be clearly marked "Tender for Supply of Office Equipment - Tender Reference Number: ABC/OE/2024/001."

6. Bid Opening

Tenders will be opened publicly on August 1, 2024, at 10:00 AM at the ABC Corporation office. Bidders or their representatives are welcome to attend.

7. Evaluation Criteria

Tenders will be evaluated based on the following criteria:

- Compliance with tender requirements
- Price competitiveness
- Quality of proposed equipment
- Supplier's experience and past performance
- Delivery timeline

- Warranty and after-sales service

8. Contact Information

For further information or clarifications, please contact:

Mr. John Doe

Procurement Manager, ABC Corporation

Phone: (123) 456-7890

Email: procurement@abccorp.com

9. Important Notes

- ABC Corporation reserves the right to accept or reject any tender without assigning any reason.
- Late submissions will not be considered.
- Canvassing in any form will lead to disqualification.

Issued by:

ABC Corporation

456 Business Avenue

Commerce City, State, Zip Code

Phone: (123) 456-7890

Website: www.abccorp.com