

ILRI

INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE

Invitation to Bid
Procurement of Office Furniture

Ref No: - ILRI-AA/SC/001/26

February 2026

Background

International Livestock Research Institute (ILRI) works for better lives, better planet through livestock in developing countries. ILRI is co-hosted by Kenya and Ethiopia, has 14 offices across Asia and Africa, employs some 700 staff and has an annual operating budget of about USD 80 million.

ILRI is a CGIAR research centre, a global research partnership for a food-secure future. CGIAR science is dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services. Its research is carried out by 15 CGIAR centres in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector.

SECTION I- INTRODUCTION / OVERVIEW

ITB No: ILRI-AA/SC/001/26

ITB Title: Procurement of Office Furniture

ITB Issued By: International Livestock Research Institute (ILRI)

Registration for Information:

To ensure you receive clarification and modifications to the ITB, send an email to ILRI-ETHPurchasing@CGIAR.ORG requesting that your organization be on the distribution list.

Submission of Questions regarding the ITB:

Questions regarding the ITB should be submitted in writing to ILRI-ETHPurchasing@CGIAR.ORG no later than February 13, 2026, and ILRI will send answers to questions to all registered parties.

Closing/Submission Date and Time: February 20, 2026 @ 4:30 PM

Language of Proposals: Bidders must respond in English.

Instructions for Submission of Proposals:

Bidders must submit their comprehensive Technical and Financial Proposals electronically to the secure email account ilriettender@cgiar.org. Ensure that you write "**Procurement of Office Furniture**" in the subject line without any modifications.

Award: A fixed-price contract is anticipated. The issuance of this Invitation to Bid (ITB) does not constitute a commitment to award a contract by ILRI, nor does it obligate ILRI to cover any costs incurred in the preparation or submission of a proposal.

Address: Addis Ababa CMC Road near Gurd-shola.

[P.O. Box:5689]

Phone: [+251-116-17-20-00]

Fax: [+251-116-17-20-01]

E-Mail: ILRI-ETHPurchasing@cgiar.org

ILRI reserves the right to reject any or all bids.

ILRI Ethiopia

SECTION II- INSTRUCTION TO BIDDERS.

2.1 Cost of bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and ILRI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.2 Contents of bid documents

The bidder is expected to examine all instructions, forms, terms, and specifications in the bid documents. Failure to furnish all information required by the bid documents or to submit a bid not substantially responsive to the bid documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

2.3 Clarification of Documents

2.3.1 A prospective candidate making enquiries about the bid document may notify ILRI in writing or by email at the entity's address indicated in the Invitation to bid.

2.3.2 ILRI will respond in writing to any request for clarification of the bid documents, which it receives no later than three (3) days before the deadline for the submission of bids. Written copies of the ILRI's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders who have received the bid documents.

2.4 Amendment of documents

2.4.1 At any time before the deadline for submission of bids, ILRI, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bid, may modify the bid documents by issuing an addendum.

2.4.2 All prospective bidders who have obtained the bid documents will be notified of the amendment by email, and such amendment will be binding on them.

- 2.4.3** To allow prospective bidders a reasonable time in which to take the amendment into account in preparing their bids, ILRI, at its discretion, may extend the deadline for the submission of bids.

2.5 Bid Prices & Terms of Payment

- 2.5.1** Price quotations must be submitted using the prescribed price submission format provided (Annex I). Submissions in any other format may result in disqualification. Bidders may include relevant details about the clinical supplies, such as country of origin, manufacturer, shelf life, or any other pertinent information, in the remarks section.
- 2.5.2** All prices must be quoted on a DAP basis to ILRI Addis Ababa. This means the quoted price should include the cost of the goods, insurance, and all freight charges necessary to deliver the goods to the specified destination. Bidders are responsible for ensuring that all applicable costs are incorporated into their final offer.
- 2.5.3** The bids shall indicate on the Price Schedule the unit prices where applicable and total bid prices for the goods or services it proposes to provide under the contract. Price quoted by the bids shall be fixed and not subject to variations on any account.
- 2.5.4** Prices shall be quoted in ETB.

2.6 Period of Validity of Bids

Bids shall remain valid for 90 days from the final date of Bid Submission prescribed by ILRI pursuant to Instructions to Bidders (ITB). A Bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, ILRI may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

2.7 Bidders Eligibility and Qualifications.

The documentary evidence of the bidder's qualifications and experience to perform the contract if its bid is accepted shall establish to ILRI's satisfaction that the bidder has the financial and technical capability necessary to perform the contract.

2.8 Deadline for Submission of Bids

Submission of Bids: Bidders must submit their comprehensive Technical and Financial Proposals electronically on or before February 20, 2026, to the secure email account ilriettender@cgiar.org. Ensure that you write "**Procurement of Office Furniture**" in the subject line without any modifications.

2.9 Modification and withdrawal of bids

- 2.9.1** The bidder may modify or withdraw its bid after the bid submission, provided that written notice of the modification, including substitution or withdrawal of the bid, is received by ILRI before the deadline prescribed for the submission of bids.
- 2.9.2** No bid may be modified after the deadline for submission of bids.
- 2.9.3** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.
- 2.9.4** ILRI may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.9.5** ILRI may give prompt notice of the termination to the bidders and will not give reasons for termination.

2.10 Clarification of Bids

To assist in the examination, evaluation, and comparison of bids, ILRI may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.11 Bid Evaluation (Mandatory/rejection and Contract Award criteria)

2.11.1 Rejection points:

- I. Bidders who are bankrupt or being wound up, having their affairs administered by the courts, have entered an arrangement with creditors, suspended business activities, or are the subject of proceedings concerning those matters.
- II. Bidders who are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- III. Bidders who have been convicted of an offence concerning their professional conduct by a judgment.
- IV. Bidders who have been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- V. Bidders who have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which they are established.
- VI. Bidders who have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, or any other illegal activity detrimental to the Communities' financial interests.
- VII. Bidders who, following another procurement procedure or grant award procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations. Tenderers must certify that they are not in one of the situations listed above.

2.11.2 Other reasons for not awarding the Contract

Contracts may not be awarded to Candidates or Tenderers who, during the procurement procedure:

- Are in a conflict of interest,

- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information,
- Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors, or influence the evaluation committee or ILRI during the process of examining, clarifying, evaluating, and comparing tenders will lead to the rejection of his offer and may result in administrative penalties. Award will be given to the lowest priced responsive and responsible bidder, whose offer is most advantageous to ILRI, after a thorough evaluation of all offers, considering the following evaluation factors:

2.11.1 Award criteria

All bids will be evaluated based on the evaluation criteria below. Proposals will be assessed as follows:

- A. Conformance with Technical Specifications and Requirements.
 - B. Conformance with the Terms and Conditions of the ITB
 - C. Total Offered Price
 - D. Past Performance
- i. It is only responsive and responsible bidders that are eligible for the award. “Responsive offer” complies with all the terms and conditions of the ITB without material modifications. Material modification affects the price, quantity, quality, or delivery of materials, or limits in any way responsibilities, duties, or liabilities of the Bids or any rights of ILRI, as any of the foregoing have been specified or defined in the ITB.
 - ii. A “responsible bidder” has the technical expertise, management capability, workload capacity, and financial resources to perform the work.
 - iii. ILRI reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time before contract award, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for procuring entity’s action.

- iv. A bidder who gives false information in the bid document about its qualification or who refuses to enter into a contract after notification of contract award or who is not fully qualified to provide the goods and services as specified in the contract or who has demonstrated prior difficulties in providing goods and services in a timely fashion shall be considered for debarment by ILRI from participating in future procurement.

a. Governing Law

Contract agreement shall be made in accordance with the laws and regulations of the Federal Democratic Republic of Ethiopia.

b. Notices

Any notices or other communications given by either party shall be in writing or shall be in English.

The signing of the Service Contract Agreement:

- i. Within 10 days of receipt of the service contract agreement, the successful Bidder shall sign, date, and return it to the purchaser.
- ii. Failure of the successful Bidder to comply with the requirement of this ITB shall constitute sufficient grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new Bids.

SECTION III- BID SUBMISSION FORMAT.

Interested bidders are requested to submit the following documentation as part of their bid submission.

2.12.1 Bidder Information Form

- Name and address of the bidder
- Contact person (name, title, phone, email)
- Legal status (wholesaler, retailer, manufacturer, etc.)
- Country of registration

2.12.2 Technical Proposal

- Detailed technical specifications/ product data sheet (if applicable)
- Compliance sheet (responding to each item in the technical specifications indicated on Annex I)
- Brochures, catalogues, or pictures of products offered
- Country of origin of goods

2.12.3 Financial Proposal

- Completed and signed Price Schedule (Annex I)
- Breakdown of unit prices, quantities, and total cost
- Currency of bid ETB
- Delivery term- DAP ILRI-Addis Ababa
- Validity of the price offer

2.12.4 Delivery Timeline and Logistics Plan

- Estimated time of delivery upon contract signing
- Shipping and logistics arrangements
- Importation documentation (if applicable)

2.12.5 Other Supporting Documents

- ISO or quality certifications
- Letter of exclusive distribution (if applicable)
- References and client testimonials
- Any additional information requested in the bid documents

ANNEX I

PRICE SUBMISSION FORMAT

S. N	Item Description	Specification	Unit	Quantity	Unit Price (ETB)	Total Price (ETB)	Remarks
1	DRUG STORAGE CABINET	- High-quality and environmentally friendly Shelf for Drug Storage with three (3) lockable Doors; and - Made of standard and durable Metallic/Aluminum materials with Anti-rust and scratch-resistant properties, with a glass front	pcs	206			
2	OFFICE CHAIRS	- Normal or Semi-Executive Ergonomic Chair with high back Swivel, Adjustable, and - Comfortable with CASTERS, best suited to be used for the office	Pcs	147			
3	OFFICE TABLE	- Imported high quality Office Table size of L×W×H – (1.20m × 80cm × 80cm) suitable for officers. - Made of durable HDF wood having the most decorative highly pressured laminate (HPL) surface board materials with 3 Lockable fixed drawers at the right side, RHS 2*3	Pcs	229			
4	CHAIRS (Laboratory chairs)	Standard	Pcs	119			
5	OFFICE FILE CABINET	Standard 4 drawers white file cabinet with lock, 46.38x14.25x18 high side drawers accommodate letter-size hanging files	Pcs	10			