

REPUBLIC OF SURINAME



**MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL BUSINESS AND COOPERATION**

REQUEST FOR QUOTATION

Supply and Delivery of A Prefabricated Office Cabin
Shopping No.: SU-L1056-P00061-4.3.1

Employer: Ministry of Foreign Affairs, International Business and Cooperation
Country: Republic of Suriname
Issued on: August. 12, 2025

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REQUEST FOR QUOTATIONS

Supply and Delivery of a Prefabricated Office Cabin

Republic of Suriname

Foreign Investment and Export Promotion Program

SU-L1056

Ministry of Foreign Affairs, International Business and Cooperation

Dear Mr./Ms.,

The Government of Suriname has received financing from the Inter-American Development Bank toward the cost of Foreign Investment and Export Promotion Program.

The Ministry of Foreign Affairs, International Business, and Cooperation invites eligible and qualified bidders to submit quotations for the supply and delivery of a Prefabricated Office Cabin

Bidding will be conducted through the Shopping procedures specified in the Inter-American Development Bank's Policies for the Procurement of Goods and Works financed by the Inter-American Development Bank, GN-2349-15, January 2020.

1. The **Technical Specifications/ Requirements** for the Goods and Services to be supplied are in Annex I
2. **Place of Delivery:** Suriname Investment and Trade Agency, Brokopondolaan # 97, corner of Mr. Jagernath Lachmonstraat, Paramaribo.
3. **Delivery schedule:** The earliest delivery date is four (4) weeks after contract signature, and the latest delivery date is eight (8) weeks after contract signature.
4. The Bidder is required to quote in: **United States Dollars**. Payment will be in Surinamese Dollars, against the buying exchange rate of the Central Bank of Suriname on the day of processing of the payment.
5. Quotations must be e-mailed to the email-address: fiapp-bids@sita.sr, **on or before: 16.00 hours, September 10 , 2025.**
6. **The Quotation must be accompanied by**
 - a. Documentation of compliance of the goods and services to the technical specifications.
 - b. A proposed layout plan of the prefabricated office unit
 - c. A preliminary installation workplanBidders must clearly state the warranty period and conditions in their quotation
7. The language of the Quotation shall be: English
8. The validity period of the Quotation shall be: forty (40) days

9. Bidders shall comply with the Inter-American Development Bank's Eligibility Criteria (Annex II) and Prohibited Practices (Annex III).

Ministry of Foreign Affairs, International Business and Cooperation
Ambassador Luziano Truideman

Permanent Secretary Administrative and Consular Affairs



ANNEX I: MINIMUM TECHNICAL SPECIFICATIONS PREFABRICATED OFFICE CABIN

The Ministry of Foreign Affairs, International Business, and Cooperation invites quotations from eligible and qualified bidders for the supply and delivery of a Prefabricated Office Cabin to be installed on the premises of the Suriname Investment and Trade Agency (SITA), at Brokopondolaan # 97, corner Mr. Jagernath Lachmonstraat, Paramaribo.

The Prefabricated Office Cabin should have an estimated area of 72 m² (square meters) and be designed as a flexible workspace to accommodate a team of seven (7) staff members, consultants and to facilitate meetings. The internal layout should consist of two (2) main spaces:

- One multi-functional meeting room.
- One open – plan workspace for seven (7) staff member, including an integrated kitchenette.

Scope of Work:

The supplier will be responsible for the following:

- Supplying and delivering at least one prefabricated office cabin (ready-to-install).
- On-site installation, including leveling, provision and/or construction of concrete footings or foundation (if required), and anchoring.
- Electrical wiring and lighting installation, including distribution, outlets and LED lighting.
- Complete water installation, including water supply to the kitchenette and water dispenser, wastewater drainage system, and plumbing fixtures (e.g. sink with tap)
- Provision of ventilation, windows, and doors as per specifications.
- Compliance with all applicable local building, electrical, and plumbing regulations.

Mandatory Site-Visit

All bidders are required to conduct a **site visit** to assess the installation area, take precise measurements of the facilities and location, and ensure that the prefab office cabin will fit properly on the premises, and that the required facilities are available.

Available timeslots for the visit are as follows:

- August 14, 2025 – 10.00 – 11.00 a.m.
- August 14, 2025 – 11.00-12.00 p.m.
- August 15, 2025 – 10.00 – 11.00 a.m.
- August 15, 2025 – 11.00-12.00 p.m.
- August 19, 2025 – 10.00 – 11.00 a.m.
- August 19, 2025 – 11.00-12.00 p.m.
- August 20, 2025 – 10.00-11.00 a.m.
- August 20, 2025 - 11.00-12.00 p.m.
- August 28, 2025 – 10.00 – 11.00 a.m.
- August 28, 2025 – 11.00 – 12.00 p.m.
- August 29, 2025 - 10.00 -11.00 a.m.
- August 29, 2025 – 11.00 – 12.00 p.m.

To schedule your visit, please contact the procurement team at: peu-procurement@sita.sr

The Prefabricated Office Cabin must comply with the following minimum technical specifications:

Total Quantity of Goods	Minimum Technical Specifications
1	Dimensions and Structure Prefabricated Cabin: <ul style="list-style-type: none"> - Total floor area: approximately 72 m2 (12m x 6m) - At least one area, the supplier is allowed to propose more than 1 cabin if the Layout requirements are met - The supplier should advise on the positioning of the cabins after the site visit
	- Internal ceiling height: approximately 3 meters
	- External wall and roof panels: insulated sandwich panels (minimum 50 mm thickness) with polyurethane foam core and galvanized, pre-painted sheets on both sides
	- Partition walls to divide internal spaces: 12mm or thicker cement board wall
	- Frame structure: Heavy duty galvanized welding steel frame structure; steel roof construction Color code: to be discussed with the Client
	- Flooring: 17 mm cement board floor plates with high traffic, durable, vinyl, laminate or similar, floor covering, including trims, suitable for office use (anti-slip, easy to clean)
	- Interior walls: laminated or painted panels (moisture resistant)
	- Ceiling: insulated panel or suspended ceiling system
	- All surfaces must be easy to maintain, clean, and suitable for office environments
	Layout Requirements
	- One (1) multi-functional meeting room (approx. 24 m ² , 6m x 4m)
	- One (1) open-plan workspace for seven (7) staff members (approx. 48 m ² , 6m x 8m), including: <ul style="list-style-type: none"> - Sufficient desk space for 7 individual workstations - One (1) Integrated kitchenette, complete with sink and counter area (minimum size 2000mm x 600 mm x 900mm), and space for a small refrigerator
2	Windows, Doors, and Stairs <ul style="list-style-type: none"> - Exterior doors: at least two (2) half glass doors (minimum size: H2000mm x W 1000mm) with security bars and lock secure steel or aluminum entry door with lock
1	- Internal doors: one half glass door (minimum size H2000mm x W800mm), inclusive lock.
6	- Windows: a minimum of 6 sliding windows with security bars, double-glazed aluminum framed windows, lockable, minimum size: H1000mm x W500mm

2	<ul style="list-style-type: none"> - Stairs: at least two (2) stairs, suitable for outdoor use and exposure to weather <ul style="list-style-type: none"> - must be compatible with cabin access points - sturdy galvanized steel or aluminium handrails on at least one side of the stairs, securely anchored to the cabin structure and foundation to prevent any movement or uplift - Optional landing platforms if stairs exceed standard rise height
	Electrical Installation <ul style="list-style-type: none"> - Complete internal wiring, in compliance with local (NV EBS) electrical codes
	<ul style="list-style-type: none"> - 110v/220v electrical LED lighting fixtures throughout the unit (minimum 300 lux in work areas), including light switches:
7 - 8	- Approximately 7 to 8 LED light fixtures
3	- Approximately 3 light switches
12 - 15	- double power outlets distributed across the unit work and meeting areas
	- Approximately 7 to 8 double power outlets in the work /desk space
	- Approximately 3 to 4 double power outlets in the meeting room
	- Approximately 2 to 3 double power outlets in the kitchenette area
	Ventilation <ul style="list-style-type: none"> - Meeting room, kitchenette and workspace must have at least one window to allow fresh air and stale air out
3	- Split-type air conditioning units with environment friendly gas:
	- One (1) 18000 BTU for the meeting room and
	- Two (2) 18000 BTU for the workspace
1	- One (1) Exhaust fan or ventilation hood in kitchenette area, if neccessary
	Water and Plumbing <ul style="list-style-type: none"> - Installation of cold-water supply to kitchenette sink
	- Installation of cold-water supply for a water dispenser (which will be purchased separately)
	- Complete wastewater drainage system with external connection point
	- Plumbing fixtures must include:
1	- One (1) Stainless steel or ceramic sink
1	- One (1) Cold tap
	- All plumbing to comply with local (NV SWM) standards and best practices
	Foundation & Anchoring <ul style="list-style-type: none"> - Compatible with installation on precast concrete footings or other stable foundation - Secure anchoring of structure to prevent movement or uplift
	Compliance

	<ul style="list-style-type: none"> - All components, materials, and installations must comply with applicable local building, electrical, fire safety, and plumbing regulations.
	<p>Warranty</p> <p>The supplier shall provide a minimum five (5) year warranty on the prefabricated cabin, covering all structural elements, roofing, and exterior materials. Additionally, a minimum one (1) year warranty shall be provided for the electrical systems, plumbing installations, doors, windows, and fixtures. During the warranty period, any defects due to poor workmanship, materials, or installation shall be repaired or replaced by the supplier at no additional cost to the client.</p>



ANNEX II ELIGIBLE COUNTRIES

Eligibility to provide goods, Works construction and render services for Bank financed procurement

Note: In these documents references to Bank include the IDB, the Bid Lab and any fund administered by the Bank.

Next you shall find 2 options numbered (1) for the User to choose the one pertinent which depends on the Financing source. Financing may come from the Inter-American Development Bank (IDB), the Bid Lab or occasionally, contracts may be financed by special funds restricting even more eligibility criteria to a particular Group of member countries, in which these shall be deciding to use the latter option:

(1) Member Countries when the financing source is the Inter-American Development Bank.

Germany, Argentina, Austria, the Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Croatia, Denmark, Ecuador, El Salvador, Slovenia, Spain, United States, Finland, France, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Nicaragua, Norway, The Netherlands, Panama, Paraguay, Peru, Portugal, United Kingdom, Republic of Korea, Dominican, People's Republic of China, Sweden, Switzerland, Suriname, Trinidad and Tobago, Uruguay, and Venezuela.

Eligible Territories

- (a) Guadeloupe, French Guyana, Martinique, Reunion – French Departments.
- (b) U.S. Virgin Islands, Puerto Rico, Guam – U.S.A. Territory.
- (c) Aruba – as country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Maarten, Saint Eustatius – as departments of the Kingdom of The Netherlands
- (d) Hong Kong – Special Administrative Region of the People's Republic of China.

(1) List of Countries according to the Administered Fund Agreement:
(Include the list of countries)]

(2) Criteria to determine Nationality and the country of origin of goods and services

To make a determination of: (a) the nationality of companies and individuals eligible to partake in Bank financed contracts and (b) the country of origin of goods and services, the following criteria shall be used:

(A) Nationality

(a) **An individual** holds the nationality of a Bank member country when he/she meets the following requirements;

- (i) Is a citizen of a member country; or
- (ii) Has established domicile in a member country as a “bonafide” resident and is legally authorized to work in that country.

(b) **A company** holds the nationality of a member country if two of the following requirements are met:

- (i) Is legally constituted or incorporated according to the laws of a Bank member country; and
- (ii) More than fifty percent (50%) of the company capital is owned by individuals or companies of a Bank member countries.

All partners in a partnership, consortium or association (JVCA) with joint and severally responsibility and all the subcontractors shall have to comply with the requirements set above.

B) Origin of Goods

Goods have their origin in a member country of the Bank if they have been mined, grown, harvested, or produced in a member country of the Bank. A good has been produced when through manufacture, processing or assembly another commercially recognized article results that differs substantially in its basic characteristics, function or purpose of utility from its parts or components.

For a good consisting of several individual components that need to be interconnected (either by the supplier, the purchaser or by a third party) to make the good operative and regardless of the complexity of the interconnection, the Bank considers that such good is eligible for financing if the assembly of the components took place in a member country, regardless of the origin of the components. When the good is a set of several individual goods that are normally packaged and sold commercially as a single unit, the good is considered to originate in the country where the set was packaged and shipped to the purchaser.

For purpose of origin, goods labeled “made in the European Union” shall be eligible without the need to identify the corresponding specific country of the European Union.

The origin of materials, parts or components of the goods or the nationality of the firm that produces, assembles, distributes or sells the goods, does not determine the origin of the goods.

C) Origin of Services

The country of origin of services is that of the individual or firm providing the services as determined under the nationality criteria set forth above. These criteria apply to services ancillary to the supply of goods (such as transportation, insurance, erection, assembly, etc.), to construction services and to consulting services.

ANNEX III PROHIBITED PRACTICES

1. The Bank requires that all Borrowers (including grant beneficiaries), Executing Agencies and Contracting Agencies, including members of its personnel, as well as all firms, entities and individuals participating in a Bank-financed activity acting as, *inter alia*, bidders, proposers, suppliers, contractors, consultants, sub-contractors, sub-consultants, service providers and concessionaires (including their respective officers, employees and representatives or agents, irrespective of whether the agency is express or implied), adhere to the highest ethical standards, and report to the Bank¹ all suspected acts of Prohibited Practices of which they have knowledge or become aware both, during the bidding process and throughout the negotiation or execution of a contract. Prohibited Practices are: (i) corrupt practices; (ii) fraudulent practices; (iii) coercive practices; (iv) collusive practices; (v) obstructive practices; and (vi) misappropriation of funds. The Bank has established mechanisms to report allegations of Prohibited Practices. Any allegation shall be submitted to the Bank's Office of Institutional Integrity (OII) for the appropriate investigation. The Bank has adopted procedures to sanction those who have incurred in Prohibited Practices. The Bank also entered into an agreement with other International Financial Institutions (IFIs) to mutually recognize debarment decisions.

(a) For the purposes of this provision, the definitions of Prohibited Practices are as follows:

- (i) “*corrupt practice*” is the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- (ii) “*fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “*collusive practice*” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- (iv) “*coercive practice*” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “*obstructive practice*” is _____
 - (i) destroying, falsifying, altering or concealing of evidence material to an IDB Group investigation, or making false statements to investigators with the intent to impede an IDB Group investigation;
 - (ii) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to an IDB Group investigation or from pursuing the investigation, or
 - (iii) acts intended to impede the exercise of the IDB Group's contractual rights of audit or inspection provided for under ITB 1.1(f) below or access to information; and

¹ Information on how to present allegations of Prohibited Practices, the application of rules regarding investigation and sanctions process, and the agreement regulating the mutual recognition of sanctions among the IFI's are available on the Bank's web site (www.iadb.org/integrity)

- (vi) a “*misappropriation*” is the use of IDB Group financing or resources for an improper or unauthorized purpose, committed either intentionally or through reckless disregard.
- (b) If, the Bank determines that at any stage of the procurement or implementation of a contract the Borrower (including beneficiaries of grants), Executing Agencies, Contracting Agencies, any firm, entity or individual participating in a Bank-financed activity as, *inter alia*, bidders, proposers, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, goods or service providers, concessionaires, (including their respective officers, employees and representatives or agents irrespective of whether the attribution is express or implied) engaged in a Prohibited Practice during the award or implementation of the contract, the Bank may:
 - (i) not finance any proposal to award a contract for works, goods or services, and consulting services;
 - (ii) suspend disbursement of the operation if it is determined at any stage that an employee, agent or representative of the Borrower, Executing Agency or Purchaser has engaged in a Prohibited Practice;
 - (iii) declare Misprocurement and cancel, and/or accelerate repayment of the portion of a loan or grant earmarked for a contract, when there is evidence that the representative of the Borrower, or Beneficiary of a grant, has not taken the adequate remedial measures (including, *inter alia*, providing adequate notice to the Bank upon learning of the Prohibited Practice) within a time period which the Bank considers reasonable;
 - (iv) issue the firm, entity or individual a reprimand in the form of a formal letter of censure for its behavior;
 - (v) declare that a firm, entity, or individual is ineligible, either permanently or for a stated period of time, to participate and/or be awarded additional contracts financed with IDB Group resources;
 - (vi) impose other sanctions that it deems to be appropriate, among others, the restitution of funds and of fines equivalent to the reimbursement for costs associated with investigations and proceedings contemplated in the Sanctions Procedures. Such other sanctions may be imposed in addition to or in lieu of the sanctions referred above (the “abovementioned” sanctions are reprimand and debarment/ineligibility);
 - (vii) extend the sanctions imposed on any individual, entity or firm that, directly or indirectly, owns or controls a sanctioned entity, is owned or controlled by a sanctioned entity or is the object of common ownership or control with a sanctioned entity, as well as to officials, employees, affiliates or representatives or agents of a sanctioned entity who also own a sanctioned entity and / or exercise control over a sanctioned entity, even if it has not been concluded that those parties directly incurred in a Prohibited Practice; and/or
 - (viii) refer the matter to appropriate law enforcement authorities.
- c) The provisions of ITB 1.1 (b) (i) and (ii) shall also be applicable when such parties have been temporarily suspended from eligibility to be awarded additional contracts pending a final outcome of a sanction proceeding, or otherwise.
- d) The imposition of any action to be taken by the Bank pursuant to the provisions referred to above may be made public.
- e) Pursuant to the Agreement for Mutual Enforcement of Debarment Decisions entered into with other IFIs, any firm, entity or individual bidding for or participating in a Bank-financed activity or acting as bidders, proposers, suppliers, contractors, consultants, personnel, sub-

contractors, sub-consultants, service providers, concessionaires, personnel of the Borrower (including grant Beneficiaries), Executing Agencies or Contracting Agencies, (including their respective officers, employees, representatives and agents, irrespective of whether the attribution is expressed or implied) may be subject to a sanction. For purposes of this paragraph the term “sanction” shall mean any debarment, conditions on future contracting or any publicly-disclosed action taken in response to a violation of an IFI’s applicable framework for addressing allegations of Prohibited Practices.

- f) The Bank requires that all applicants, bidders, proposers, suppliers, and their representatives or agents, contractors, consultants, officers or employees, sub-contractors, service providers and concessionaires permit the Bank to inspect accounts, records and other documents relating to the submission of bids and contract performance as well as to have them audited by personnel appointed by the Bank. Applicants, bidders, proposers, suppliers, and their representatives or agents, contractors, consultants, sub-contractors, sub-consultants, service providers and concessionaires shall fully assist the Bank with its investigation. The Bank also requires that all applicants, bidders, proposers, suppliers, and their representatives or agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers and concessionaires: (i) maintain all documents and records related to the Bank-financed activities for seven (7) years after completion of the work contemplated in the relevant contract; (ii) deliver any document necessary for the investigation of allegations of Prohibited Practices; and (iii) ensure that employees, representatives or agents of the applicants, bidders, proposers, suppliers and their representatives or agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers or concessionaires who have knowledge that the Bank financed the activities to respond to questions from Bank personnel or any properly designated investigator, agent, auditor or consultant relating to the investigation. If the applicant, bidder, supplier and its representative or agent, contractor, consultant, personnel, sub-contractor, sub-consultant, service provider or concessionaire fails to cooperate and/or comply with the Bank’s request, or otherwise obstructs the investigation, the Bank, discretionally, may take appropriate action against the applicant bidder, supplier and its agent or representative, contractor, consultant, personnel, sub-contractor, service provider or concessionaire.
- g) If the Borrower procures goods or services, works or consulting services directly from a specialized agency, all provisions under section 3 regarding Prohibited Practices and to the correspondent sanctions shall apply in their entirety to applicants, bidders, proposers, suppliers and their representatives or agents, contractors, consultants, personnel, sub-contractors, subconsultants, service providers, and concessionaires, (including their respective officers, employees, and representatives or agents, irrespective of whether the agency is express or implied), or to any other entities that signed contracts with such specialized agency to supply such goods, works, or non-consulting services in connection with the Bank-financed activities. The Bank will retain the right to require the Borrower to invoke remedies such as contract suspension or termination. Specialized agencies shall consult the Bank’s list of suspended or debarred firms and individuals. In the event a specialized agency signs a contract or purchase order with a firm or an individual suspended or debarred by the Bank, the Bank will not finance the related expenditures and will apply other remedies as appropriate.

2. By submitting bids bidders and proposers represent and warrant:

- (a) that they have read and understood the Bank's definition of Prohibited Practices and the applicable sanctions pursuant to the Sanctions Procedures;
- (b) that they have not engaged in any Prohibited Practice as set forth herein during the selection, negotiation, adjudication or execution of this contract;
- (c) that they have not misrepresented or concealed any material facts during the procurement or contract negotiation processes or during the performance of the contract;
- (d) that neither they nor their representatives or agents, sub-contractors, sub-consultants, directors, key personnel or principal shareholders have been declared ineligible to be awarded a contract by the Bank; that all commissions, agents' fees, facilitating payments or revenue-sharing agreements related to the Bank-financed activities have been disclosed;
- (e) that all commissions, representative or agents' fees, facilitating payments or revenue-sharing agreements related to the Bank-financed activities have been disclosed; and
- (f) that they acknowledge that the breach of any of these representations may constitute a basis for the adoption by the Bank of one or more of the measures set forth in ITB 1.1 (b).