

## Request for Proposal for School Furniture and Fixtures

### Summary

<b>Type of Contract (tick the appropriate box)</b>	<input checked="" type="checkbox"/> Institutional Contract
<b>Title</b>	Innovative design and provision of school furniture in Ethiopia
<b>Purpose</b>	To construct innovative and child-friendly furniture for primary schools in refugee and host community contexts
<b>Expected fee</b>	TBD after a competitive bidding
<b>Location</b>	(Gambella and Benishangul-Gumuz regions)
<b>Duration</b>	9 months
<b>Start Date</b>	1 <sup>st</sup> January 2019
<b>Reporting to</b>	Refugee Education Specialist/Supply focal point
<b>Budget Code/PBA No</b>	SC160563
<b>Project and activity codes</b>	004/002 Access and Equity (Regional AWP Activities: Gambella 2.4 & Benishangul-Gumuz Activities 2.2)

### Background

Ethiopia currently hosts 928,663 refugees, one of the largest numbers in the African continent, of which almost half are school-age children. Despite significant Government support and commitment, UNHCR noted in 2015 that over 60% of refugee schools in Ethiopia did not fulfill minimum standards for safe learning environments. Refugee-hosting regions such as Gambella and Benishangul-Gumuz are also amongst the lowest performing in the country with some of the lowest education indicators. Across refugee and host schools, overcrowded classrooms, inadequate infrastructure, and poor teaching methodologies are amongst the factors undermining the quality of education and leading to poor learning outcomes.

To address these issues, the Learning & Development Section (L&D Section) is implementing an education component of the DFID-funded and cross-sectoral 'Building self-reliance for refugees and vulnerable host communities by improved sustainable basic social service delivery' (BSRP) programme. The BSRP programme aims to strengthen basic social services to minimize disparities between host communities and refugees in a sustainable manner in 14 woredas across Gambella, Benishangul Gumuz, Tigray, Afar and Somali regions of Ethiopia by 2020. The education component aims to improve academic, social and emotional learning as measured by literacy, numeracy and non-academic standardized assessments. The specific outputs of the

BSRP education component will support the self-reliance of host and refugee communities through:

1. Increased access to effective and efficient learning environments in place for refugee and host communities.
2. Educational oversight systems and coordination mechanisms strengthened between refugee camp organizations and government structures.
3. Increased knowledge on programming for self-reliance within refugee contexts with adequate gender and social inclusion considerations.

One key aspect of ensuring access to quality education is the teaching and learning environment in the classroom; furniture is a critical component to the environment and an essential supply component of Education and Child Survival. Studies show a direct connection between comfortable school furniture and increased learning and development of children in classrooms.

Globally UNICEF supplies furniture, particularly in Africa and Asia which worth over 46 million over the past five years. UNICEF supply division in collaboration with PD education and selected Country Offices undertook the task to bridge the gap between technical knowledge of furniture design and local production by developing local procurement guidelines and child friendly school furniture design.

According to the school furniture design and procurement guideline can be accessed in a web site, [https://www.unicef.org/innovation/innovation\\_81586.html](https://www.unicef.org/innovation/innovation_81586.html). Some of the benefits mentioned for child-friendly school furniture includes:

- **Facilitate learning and teaching:** Improved comfort level of children sitting in classrooms for extended periods of time will facilitate better learning. Similarly teaching methods can be facilitated with the new easy to move, light weight modular furniture that is designed to give teachers better access to each and every student in the classroom.
- **Efficiency:** The innovative design will allow efficient use of raw materials in a low resource setting that has a positive impact on environment and promote appropriate use of scarce resources. It also translates into spreading the limited funding on larger number of students for achieving equity objectives.
- **Sustainable growth:** Local production of furniture will help build local capacity of manufacturers and reduce reliance on importing ready made goods. While boasting local economy, local production makes maintenance a lot easier and lengthening the life span of furniture.
- **Transport:** Flat packed furniture can be easily transported, handled and assembled resulting in huge saving in transport cost, low carbon emission and reduced incidents of damage during transit.

## Justification

This project mainly aims at constructing a school furniture which is an available innovative design shared by UNICEF Supply and Programme Divisions. This project will be piloted in consultations with government counterparts at federal and regional levels (Ministry of Education, Agency for Refuge and Returnee Affairs) to ensure the learning about innovative/child friendly design and procurement throughout this pilot are acquired by both UNICEF and the involved partners. This would be very much in line with UNICEF's overall systems strengthening approach and positively influence Ethiopia Education sector.

In June-July 2018, a joint team from UNICEF and Government counter parts agreed on the below action points regarding the project implementation areas:

- The project will be implemented in two refugee hosting regions in – Gambella and Benishangul-Gumuz
- Attached is the design 'Reinvention' to be considered and adapted to the local needs, deemed more conducive to the classroom environment of these locations (light yet sturdier legs, allowing flexibility of sitting) with the small size being suitable for lower primary grades and the medium size for the upper primary grades.
- To keep the project focused and manageable, it is agreed to furnish 32 lower/upper primary classrooms for a total of – 16 in refugee contexts and 16 in nearby schools.
- The specific sites were chosen in terms of their conduciveness for a joint host-refugee school engagement, and include:
  - In/around Kule refugee settlement (8 classrooms in Kule refugee primary school and 8 classrooms in nearby host primary school 'Makod') in Gambella
  - In/around Tsore refugee settlement (8 classrooms in Tsore refugee primary school and 8 classrooms in nearby host primary school 'Aromela') in Benishangul-Gumuz.

To move forward with the innovative furniture project, UNICEF ECO is looking for a qualified service provider capable of adapting to the local context based on the attached design (Reinvention) if needed. The reinvention design will be shared to UNICEF SD, UNICEF ECO and Regional Education Bureaus.

Hence the need for a competitive bidding for the selection of suppliers with the appropriate experience, capability and capacity to construct and produce high quality school furniture (Reinvention) that meets the required specifications.

## Objective

The purpose of this project is to adapt to the Ethiopian context the ‘reinvention’ innovative and child-friendly furniture design attached. UNICEF ECO and SD will evaluate the implementation of the constructed school furniture Reinvention design and its available guidelines through internal evaluations process.

## Services to be provided

The scope of this project as identified includes the adaptation of the attached Reinvention design, the production, delivery and installation of the innovative Reinvention furniture, and fixtures adapted from the provided design criteria with the following categories:

- A. The scope of work includes the fabrication and delivery of freestanding classroom furniture:
  - i) Desk
  - ii) Bench
  
- B. Work includes, but is not limited to the following:
  - i) Labor, equipment, and material to fabricate freestanding and flat packed classroom furniture.
  - ii) The designs are for country programmes, and to guide partners and governments, to locally produce low-cost, flat packed furniture for easier in-country shipping
  - iii) Labor, equipment, and material to protect and transport freestanding classroom furniture, and/or its components, from the factory/ workshop to the final installation locations.
  - iv) Testing and quality control of classroom furniture and/or its components.
  
- C. In the context of this specification, design considerations should incorporate:
  - Strength and structural stability
  - Child friendliness
  - Durability (5 years)
  - Manufacturing simplicity
  - Weather resistance (humidity, extreme temperatures, corrosion)
  - Storage / Packing

- Transport / Assembly
- Aesthetics
- Cost
- Quality
- Adjustability
- Sustainability

### Specific Tasks

The scope of work includes the fabrication and delivery of freestanding classroom furniture but are not limited to the following:

	Task	Anticipated Timeline
1	Pre-bidding meeting will be conducted at UNICEF Ethiopia Country Offices will all interested supplier to provide more clarification on the project and expected deliverables from the supplier.	3 Weeks
2	<b>Develop a sample/s</b> of the Reinvention design (combined desk and bench) for UNICEF.	2 weeks
3	UNICEF ECO and SD will review it for endorsement	1 week
4	<b>Wood drying process to keep humidity</b> of the wood not lower than 8% and higher than 15 %.	12 Weeks
5	<b>Produce 800 sets of combined desks and benches to furnish 32 classrooms</b> and serve 1,600 children – 800 in refugee contexts and 800 in host community contexts (each unit accommodates two children; each classroom should accommodate 50 children as per classroom ratio MoE guidelines; each classroom accommodates 100 children through a double shift system; 25-unit x 32 classrooms = 800)	12 weeks
6	<b>Organize transportation</b> of 800 sets of desks/benches to 4 schools. Transportation must be done in flat packed	1 week
7	<b>Deliver</b> 800 sets of desks/benches to mentioned schools	1 week
8	<b>Train each school personnel</b> on assembling and maintaining the furniture	1 week
9	<b>Assemble and Install</b> 800 sets of desks/benches	2 weeks
10	<b>Provide a certification letter</b> stating successful completion of school personnel training, signed by both the Furniture Contractor and school personnel.	1 week
<b>TOTAL</b>		<b>36 Weeks</b>

## Methodology

The entire process (from reviewing and adapting the Reinvention design, to production and delivery) will be conducted in close collaboration with UNICEF Education and Supply teams, SD, relevant Regional Education Bureaus (REBs), ARRA, and UNHCR.

There will be frequent travels to the field to consult with counterparts and conduct necessary technical assessments (UNICEF/UNHCR regional offices, REB offices, ARRA offices, schools, host/refugee communities).

Technical specifications and guidance will be reviewed to ensure compliance and consistency.

The supplier will provide certificate of completion to UNICEF ECO.

## Expected Deliverables

The technical Reinvention design drawings provided are examples of durable, innovative and child-friendly furniture design which can be used to facilitate thinking on best local adaptation of Reinvention design options. The supplier is allowed to make amendments on this Reinvention design that can be applied to fit local conditions (such as availability of materials) or to accommodate needs of children living with disabilities. UNICEF Ethiopia Country Office (ECO) is looking for the best construction of the adapted Reinvention innovative furniture design that will help UNICEF to improve access to quality education through the procurement of improved and child-friendly furniture.

- Inception report outlining all meetings and consultations carried out
- Revised designs adapted to local contexts
- Sample produced
- 800 sets of desks/benches produced
- 800 sets of desks/benches transported to schools
- 800 sets of desks/benches assembled and installed in the schools
- School personnel trained on assembling and maintaining the furniture
- Certification letters stating successful completion of school personnel training, are signed by both the Furniture Contractor and school Personnel.
- Certificate of Completion

### Mandatory qualification criteria

Evaluation criteria will include both technical and administrative capabilities to implement the Reinvention design.

Evaluation Assessment Criteria		Max. Points
<b>A</b>	<b>Mandatory Criteria</b>	Yes/ No
0.1	Tax payment history according to the laws of the Federal Democratic Republic of Ethiopia	
0.2	Certificate of Registration from the mandated public body demonstrating its registered supplier status	
0.5	Tax clearance certificate and VAT registration	
0.6	Audited financial for the recent 2 years	
	<b>Proposals, which do not fulfill the mandatory requirement will be considered non-compliant and will not qualify to move to the next stage.</b>	
<b>B</b>	<b>Technical Proposal</b>	
<b>1</b>	<b>OVERALL RESPONSE (points given to the completeness of the proposal. I.E. all certificates, forms, samples, policies etc.</b>	<b>5</b>
<b>2</b>	<b>Company profile/ capacity</b>	<b>20</b>
	Company Profile assessment will include but is not limited to an assessment of the documents and other information submitted as part of the proposal.	
2.1	Quality assessment of the Financial statements provided	2
2.2	List of clients that the company have supplied with furniture in the last three years (Please provide minimum 3 letters of recommendations from reputable organizations/companies included value and quantity.	3
2.3	Years of experience with furniture production (preferable school furniture)	3
2.4	Quality of production facility; Number and diversity of machinery/tools, safety parameters (ventilation, protective equipment, factory layout, safety procedures in place etc.)	7
2.5	Production capacity	5
<b>3</b>	<b>Sample evaluation Frame</b>	<b>22.5</b>
	The evaluation will be carried out on the samples (desk and chair) submitted in the proposal according to below criteria	
3.1	Overall dimensions of furniture (height, width, depth and angles)	2
3.2	Dimensions of individual components including wall thickness of tubes and sheet material used for seats, backrest, table desk etc.	2
3.3	Structural integrity (durability and stability)	3
3.4	Quality of wood (Number of knots per m <sup>2</sup> , density, humidity 8-15%, form stability etc.)	1.5
3.5	Quality of wood finish (sanding, routing, surface treatment etc.)	1
3.6	Quality of steel (hardness)	1