
ACP4CLIMATE

AUSTRALIA CAMBODIA
PARTNERSHIP FOR
CLIMATE RESILIENCE

REQUEST FOR QUOTE

ACP4C/RFQ/006 – ACP4CLIMATE OFFICE FURNITURE

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia. ACP4Climate works with government, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

This procurement is conducted in accordance with the Commonwealth Procurement Rules and Tetra Tech International Development procurement policies.

1. Invitation to Quote

Tetra Tech International Development Pty Ltd invites you to submit a quotation for ACP4Climate Program Office Furniture and Equipment' as per the specifications below.

2. RFQ Documents

Closing Date and Time: Friday 17 July 2026, 17h00 ICT

Lodgement Method: Quotations must be submitted via email to ACP4climatetenders@tetrattech.com

Contact Person: Un Sam En (Email: samen.un@tetrattech.com)

Part A Terms and Conditions

1. RFQ Process and No Obligation This RFQ is an invitation to treat only. No legal relationship exists between the Supplier and Tetra Tech International Development (Tetra Tech) unless and until a contract is executed. Tetra Tech is not obliged to accept the lowest priced Quote or any Quote and may cancel, amend, suspend, or abandon the RFQ process at any time.

2. Supplier Responsibility and Risk Suppliers participate in this process at their own risk and cost, including all costs associated with preparing and submitting a Quote. Suppliers are responsible for: ensuring their Quote is complete and compliant; submitting their Quote by the closing date and in the required format; reviewing all RFQ documents. Late or non-conforming Quotes may be rejected.

3. Evaluation and Process Rights Tetra Tech may, at its discretion: seek clarification or additional information; negotiate with any Supplier; consider or reject any Quote (including non-conforming Quotes); invite additional suppliers or accept alternative offers; award this RFQ in whole or in part to one or more suppliers; make enquiries (including referee checks). Quotes will be assessed on a value-for-money basis against the stated evaluation criteria.

4. Compliance with Laws and Policies Suppliers must comply with all applicable laws and regulations. Suppliers must also comply with relevant Australian Government and DFAT policies, including but not limited to: fraud and anti-corruption requirements; child protection and safeguarding (including PSEAH); sanctions and counter-terrorism financing requirements. Tetra Tech reserves the right to exclude any Supplier that does not meet these requirements.

5. Fraud and Anti-Corruption Suppliers must not engage in fraud, bribery, or corrupt practices. Suppliers must promptly report any suspected fraud or corruption related to this procurement or any resulting contract.

6. Sanctions and Eligibility By submitting a Quote, the Supplier confirms that: it is not subject to sanctions or restrictions under Australian or international law; it does not engage with prohibited or sanctioned entities

7. Safeguarding Requirements Suppliers must comply with DFAT safeguarding requirements, including: child protection; prevention of sexual exploitation, abuse and harassment (PSEAH). Where applicable, Suppliers must ensure their personnel and subcontractors meet these standards.

8. Insurance Suppliers must hold appropriate insurance relevant to the goods/services being supplied, including (as applicable): public liability insurance; workers compensation insurance. Evidence of insurance may be requested prior to contract award.

9. Records and Audit Suppliers must maintain accurate records relating to any resulting contract. Tetra Tech (and DFAT where applicable) may request access to records for audit or verification purposes.

10. Confidentiality and Information Use Suppliers must identify any information they consider confidential. Tetra Tech is not obliged to treat information as confidential unless agreed. All Quotes become the property of Tetra Tech and may be used for evaluation purposes. Suppliers acknowledge that information may be disclosed in accordance with Australian Government requirements, including the Freedom of Information Act 1982.

11. Intellectual Property Unless otherwise agreed, all deliverables produced under any resulting contract will become the property of Tetra Tech or the Commonwealth of Australia.

12. Subcontracting Suppliers must disclose any proposed subcontracting arrangements in their Quote. Tetra Tech reserves the right to approve or reject subcontractors.

13. RFQ Changes Tetra Tech may amend this RFQ at any time by issuing written addenda. Addenda form part of the RFQ.

14. Offer Validity Quotes must remain valid for the period specified in the RFQ.

15. Contract Formation A contract may be formed: by written acceptance of a Quote; or by execution of a formal agreement. Tetra Tech will determine the applicable method.

Part B Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Suppliers are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, suppliers may complete this table and submit a signed/stamped version to Tetra Tech.

Suppliers are encouraged to closely review Annex A which provides multiple examples of the style and type of furniture envisioned for the office. Annex A also includes a floor plan which indicates where furniture will be positioned throughout the office.

Line Item	Item	Qty	Specifications	Unit Price	Total Price
1	Adjustable desk	23	Size: L 1.4 x W 0.7 x H 0.72 Single Motor Include: cable tray, privacy panel and top of desk partition Propose: black leg		
2	Adjustable desk	3	Size: L 1.4 x W 0.7 x H 0.72 Single Motor Include: cable tray, privacy panel Propose: black leg		
3	Adjustable desk	1	Size: L 1.2 x W 0.7 x H 0.72 Single Motor		
4	Trolley cabinet	26	Size: L 0.4 x D0.6 x H 0.6		
5	Discussion table	2	Size: Dia 0.7 x H 0.72 Top: 15mm thick Material: manmade marble, metal leg		

Line Item	Item	Qty	Specifications	Unit Price	Total Price
6	Swivel Chair	26	Black High Swivel Net Chair Chrome leg Size:W680 x D550 x H1230MM		
7	Chair	40	Visitor chair. Net back and fabric seat with steel leg Size: W550 x D540 x 910MM *Chair for large meeting room		
8	Chair	12	Visitor chair Net back and fabric seat with steel leg Size: W550x D540x910MM		
9	Chair	20	Chair (for canteen) *see Annex A (page 10-13)		
10	Discussion chair	4	Discussion chair Size:0.45cm x 0.45cm Annex A (page 07-09)		
11	Meeting table	3	Size: L 2.4x W 1.2 x H 0.75 Top: 3cm thick Melamine on plywood core Leg: Metal Powder coat in selected colour		
12	Meeting table	2	Size: L 1.2 x W 0.6 x H 0.75 Top: 3cm thick Melamine on plywood core Leg: Metal Powder coat in selected colour		
13	Meeting table	2	Size: L1.5 x W 1.2 x H 0.75 Top: 3cm thick Melamine on plywood core Leg: Metal Powder coat in selected colour		
14	Cable Tray	2	Cable Tray size: L 0.8		
15	Cable vertical channel	2	Cable vertical channel (whole cables from floor to desk)		
16	Table	4	Size: L 1.2x W0.9 x H 0.75 Top: 2cm marble top / or rubber wood (3cm) Leg: Metal leg		
17	Sofa	1	Size: L 1.8x W0.85		
18	Armchair	2	Armchair Size:0.75xD0.75xH0.45		

Line Item	Item	Qty	Specifications	Unit Price	Total Price
19	Coffee table	1	Size: D0.80xH0.40		
20	Side table	2	Size: D0.45 x H0.45		
21	Sofa	1	Size: L 2.1x w 0.8		
22	Armchair	2	Size: L0.75 xD0.75xH0.45		
23	Coffee table	1	Size: D 0.80 x H 0.40		
24	Round Rug	1	Round Rug: Dia 2m		
25	Bench Seat	1	Seat cushion: 7cm thick foam with fabric Size: L2.7xW0.5xH0.47		
26	Low storage cabinet at printing area	1	Size: L 2m x W 0.4 x H x 0.9		
27	Armchair	2	Armchair Size:L0.75 x W0.75 x H0.45		
28	Side table	1	Side table Size:D0.60Mx 0.45M		
29	Crono cabinet metal	5	Crono cabinet Metal (W914XD457xH1830MM)		
30	Shelves	3	Metal selves Size: H 190cmx L 89.91cm x W39.87CM		
31	Glass door slide cabinet	1	Glass door slide cabinet (W914XD450xH1817MM)		

Part C Response Form

(To be completed in full and returned by the supplier by the closing time and date)

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the furniture (specified in this RFQ - ACP4C/RFQ/006) in accordance with the Conditions of Quotation, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

Trading Name	
Registered Name	
Business Registration Number	
Business Address	

Contract Person & Details (name, position, contact information)	
Business Referee	
Estimated delivery timeframe (after receipt of order) <i>(Delivery to/collection in Phnom Penh)</i>	
Submitted alongside this form	<input type="checkbox"/> Official quotation <input type="checkbox"/> Other: _____

ANNEX A



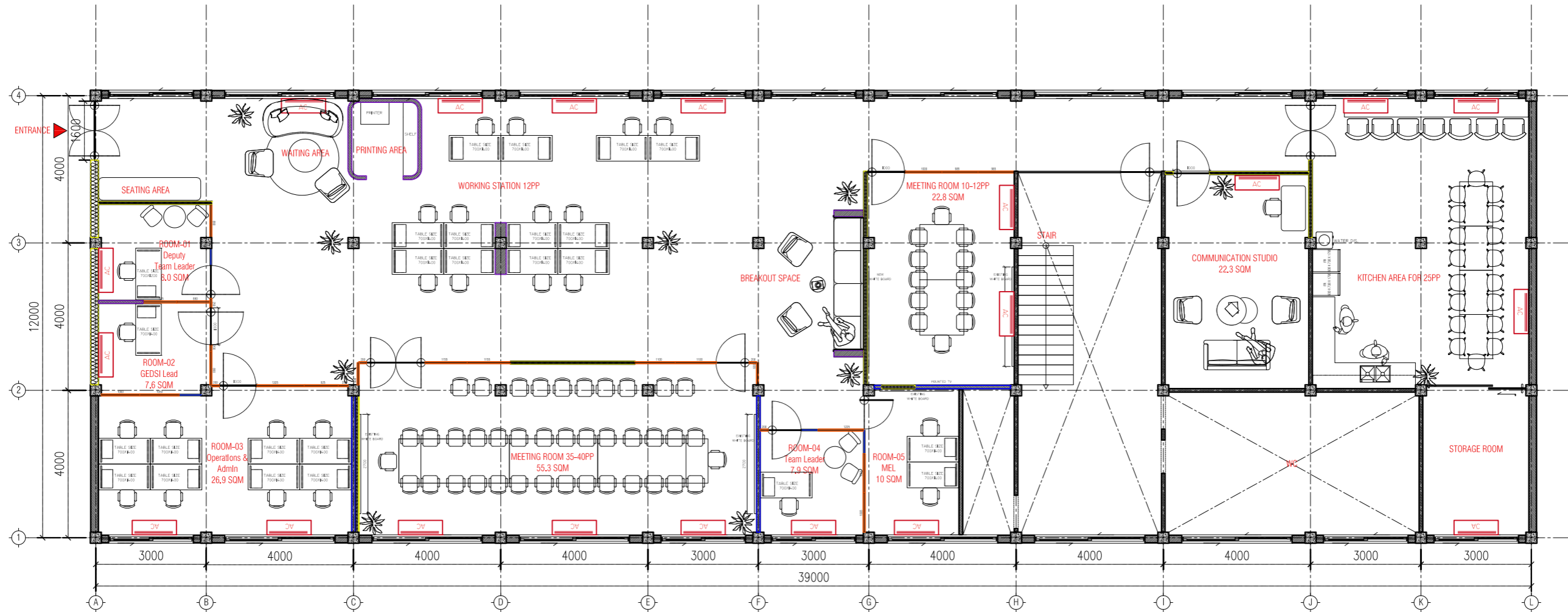
TETRA TECH
International Development

OFFICE FIT-OUT DESIGN PROPOSAL
11/06/2026










LAYOUTS & RENDERING

PROPOSAL LAYOUT



1 OFFICE LAYOUT
100.1 SCALE: 1: 125

LEGEND NOTE:

-  EXISTING BRICK WALL
-  EXISTING WALL GYPSUM
-  NEW WALL GYPSUM
-  NEW GYPSUM WALL WITH INSULATION
-  EXISTING GLASS PARTITION (RELOCATE)
-  NEW GLASS PARTITION
-  EXISTING GLASS PARTITION (KEEP IN PLACE)

SMALL MEETING ROOM



SMALL MEETING ROOM



SMALL MEETING ROOM



SOUND ROOM



SOUND ROOM



SOUND ROOM



PANTRY- ROOM



PANTRY- ROOM



PANTRY- ROOM



PANTRY- ROOM





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