

REQUEST FOR QUOTATION
PROCUREMENT OF THE SUPPLY OF ICT EQUIPMENT
RFQ NO. N_152_2020_SOM

Date: November 20, 2020

Dear Sir / Madam,

You are kindly requested to submit your Quotation for the supply of **ICT Equipment** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of **Goods** by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int
And mention RFQ **NO. N_152_2020_SOM** in the subject section of your email no later than 48 hours
prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

IDLO | International Development Law Organization
Somalia Country Office

Annex A
Instructions to Bidders

a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before: Date: December 3, 2020 Time: 15:00 hours Rome, Italy
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
i. Place of Delivery	Goods are to be delivered to: 1. AGO Office, Street One, East of Ministry of Education and Higher Education, Garowe, Puntland State of Somalia 2. Attorney General Office, London Road, H/Weyne District Benadir, Mogadishu, Somalia
j. Delivery Terms	Goods will be delivered within 30 days after receipt of PO or contract from IDLO. Incoterms Delivery at Place (DAP) including customs clearance to Puntland State of Somalia and capital city Mogadishu.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [specify] _____
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour as per each Lot in Annex B <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price
r. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods:

LOTS	ITEM NAME	ITEM SPECIFICATIONS	UNIT OF MEASURE	DELIVERY LOCATIONS		TOTAL QUANTITY OF UNITS
				NO. OF UNITS TO BE DELIVERED IN EACH LOCATION		
				Attorney General Office Street One, East of Ministry of Education and Higher Education Garowe, Puntland State of Somalia	Attorney General Office London Road, H/Weyne District Benadir, Mogadishu Somalia	
1	ALL-IN-ONE DESKTOP COMPUTER	All-in-One Desktop Computer Standing screen display size: 21.5 Inches CPU Model: Core i5 Generation: 10th or 9th generation Computer Memory Size: 8 GB Screen Resolution: 1920 x 1080 Max Screen Resolution: 1920x1080 Graphics Coprocessor: Intel UHD Graphics 610 Card Description: Integrated Wireless Type: 802.11ab Hardware Platform: PC Operating System: Windows 10 Processor Brand: Intel Processor Count: 2 CPU Speed: 2.90 GHz Computer Memory Typed SDRAM Hard Drive Interface: Serial ATA Hard disk size: 512 GB Warranty: 1 year	UNIT	8 UNITS	10 UNITS	18 UNITS

2	PRINTER - MULTIFUNCTION	<p>Printer LaserJet Pro Multifunction Printer Output Type: Monochrome Functions: Print, Scan, Copy, Fax Printing Technology: Laser Print speed black (up to):40 ppm Auto 2-sided printing: Yes Auto document feeder: 50-sheet, 2-sided Wired/wireless networking: Ethernet/Wi-Fi/Wi-Fi Direct Display : 2.7" color touchscreen Recommended monthly volume: 4,000 pages Input/output capacity: 350 sheets, 150 sheets Security features: Yes Printing Media Type: Envelopes, Paper (plain), Card stock, Labels, Glossy photo paper, High-resolution paper Warranty: 2 Years</p>	UNIT	8 UNITS		8 UNITS
3	PRINTER/PHOTOCOPIER	<p>Functions: Print, copy, scan, fax, Printer Type : Ink Tank Functionality: Multi-function Printer Output: Color Colour Black Connectivity: USB Compatible Ink : T003 (Black, Cyan, Magenta, Yellow) Ink Bottles Print Speed per Minute (Color): 15 pages per minute Print Speed per Minute (Black & White): 33 pages per minute Item Height: 17.9 Centimetres Item Width: 34.7 Centimetres Page Size Supported: A4, A5, A6, B5, C6, DL Included Components: Printer, CD DVD Tray, Power Cable and USB Cable Item Dimensions: 37.50 x 34.70 x 17.90 cm Item Weight: 4.5 kg , 500 g</p>	UNIT		6 UNITS	6 UNITS

		Warranty: 2 Years				
4	PRINTER - MULTIFUNCTION	<p>Multifunction printer: Scan, Print, and Copy Printer Product Dimensions: 36.9 x 45.7 x 32.2 cm; 8.6 Kilograms Processor Speed: 230 MHz Power Source: 110 - 127 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 4.5 amp; 220 - 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 2.3 amp Hardware Platform: PC RAM :64 MB RAM Connectivity : Hi-Speed USB 2.0 port Operating System Windows: XP (32-bit, 64-bit), Windows Vista (32-bit, 64-bit), Windows 2003 Server (32-bit, 64-bit), Mac OS X v10.3.9 Are Batteries Included: No Item Weight: 8.6 kg Warranty: 2 Years</p>	UNIT		10 UNITS	10 UNITS

Specifications for After-Sale Service for Goods:

Lots	Description
Lot 1	Warranty as per specifications per Lot in Annex B

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per RFQ NO. **N_152-2020_SOM**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lots	Item	Unit measure	Delivery Location per UNIT		TOTAL Quantity	Unit rate in USD	Total amount in USD
			Attorney General Office Street One, East of Ministry of Education and Higher Education Garowe, Puntland State of Somalia	Attorney General Office London Road, H/Weyne District Benadir, Mogadishu Somalia			
Lot 1	ALL-IN-ONE DESKTOP COMPUTER	UNIT	8 UNITS	10 UNITS	18 UNITS		
Lot 2	PRINTER - MULTIFUNCTION	UNIT	8 UNITS		8 UNITS		
Lot 3	PRINTER/ PHOTOCOPIER	UNIT		6 UNITS	6 UNITS		
Lot 4	PRINTER-MULTIFUNCTION	UNIT		10 UNITS	10 units		

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Lot 1: Warranty as per specifications per Lot in Annex B			

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for goods and services 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20goods%20and%20services%202020.pdf)

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for services and suppliers 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20services%20and%20suppliers%202020.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>