

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF ICT EQUIPMENT**  
**RFQ NO. N\_179\_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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention RFQ **NO. N\_179\_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 <b>Goods</b>	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: December 3, 2020</b> <b>Time: 15:00 hours Rome, Italy</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of <b>Goods</b> 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 <b>Goods</b> Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>60 days</b>  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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input type="checkbox"/> <del>Not permitted</del> <input checked="" type="checkbox"/> <b>Permitted</b>
i. Place of Delivery	<b>Goods</b> are to be provided to: <ol style="list-style-type: none"> <li>1. ADR Center Garowe, Puntland State of Somalia.</li> <li>2. ADR Center Kismayo, Jubaland State of Somalia</li> <li>3. ADR Center Dollow, Jubaland State of Somalia</li> <li>4. ADR Center Qardo, Puntland State of Somalia.</li> <li>5. ADR Center Beletweyna, Hirshabelle State of Somalia</li> <li>6. ADR Center Baidoa, Southwest State of Somalia</li> <li>7. ADR Center Afgoye, Southwest State of Somalia</li> <li>8. ADR Center Abadwaq, Galmudug State of Somalia</li> <li>9. ADR Center Galkacayo, Galmudug State of Somalia</li> <li>10. Ministry Of Judiciary, ADR Unit (Kismayo)-Jubaland State of Somalia</li> <li>11. Ministry Of Judiciary, ADR Unit (Jawhar)- Hirshabelle State of Somalia</li> <li>12. Ministry Of Judiciary, ADR Unit (Baidoa)- Southwest State of Somalia</li> <li>13. Ministry Of Judiciary, ADR Unit (Dhusamareeb)- Galmudug State of Somalia</li> </ol>

j. Delivery Terms	<b>Goods</b> will be delivered within <b>30</b> days after receipt of PO or contract from IDLO. <b>Incoterms Delivery at Place (DAP)</b> including Customs Clearance to the Locations in Section <i>i. Place of Delivery</i>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>Supplier</b> <input type="checkbox"/> N/A
l. Currency of Quotation	<b>USD</b> <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"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>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;</b> <input checked="" type="checkbox"/> <b>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;</b> <input checked="" type="checkbox"/> <b>Quality Certificates for the Goods (ISO, etc.);</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input checked="" type="checkbox"/> <b>Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</b> <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"/> 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"/> <b>N/A</b> <input type="checkbox"/> Yes, <i>[specify]</i> <u>    </u>
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labour as per each Lot in Annex B</b> <input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> Others
q. Evaluation Criteria	Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness

	<p>3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable.</p> <p>4. Earliest Delivery Date</p> <p>5. Lowest price</p>
r. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> <b>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.</b></p> <p><b>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.</b></p>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications of Goods:**

<b>DELIVERY LOCATION:</b> <b>Each UNIT per LOT to be delivered to:</b>				
<ol style="list-style-type: none"> <li>1. ADR Center Garowe, Puntland State of Somalia.</li> <li>2. ADR Center Kismayo, Jubaland State of Somalia</li> <li>3. ADR Center Dollow, Jubaland State of Somalia</li> <li>4. ADR Center Qardo, Puntland State of Somalia.</li> <li>5. ADR Center Beletweyna, Hirshabelle State of Somalia</li> <li>6. ADR Center Baidoa, Southwest State of Somalia</li> <li>7. ADR Center Afgoye, Southwest State of Somalia</li> <li>8. ADR Center Abadwaq, Galmudug State of Somalia</li> <li>9. ADR Center Galkacayo, Galmudug State of Somalia</li> <li>10. Ministry Of Judiciary, ADR Unit (Kismayo)-Jubaland State of Somalia</li> <li>11. Ministry Of Judiciary, ADR Unit (Beledweyne)- Hirshabelle State of Somalia</li> <li>12. Ministry Of Judiciary, ADR Unit (Baidoa)- Southwest State of Somalia</li> <li>13. Ministry Of Judiciary, ADR Unit (Dhusamareeb)- Galmudug State of Somalia</li> </ol>				
LOTS	ITEM NAME	ITEM SPECIFICATIONS	UNIT OF MEASURE	TOTAL QUANTITY OF UNITS
1	<b>ALL-IN-ONE DESKTOP COMPUTER</b>	All-in-One Desktop Computer Standing screen display size: 21.5 Inches CPU Model: Core i5 Generation: 10 <sup>th</sup> or 9 <sup>th</sup> 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 <b>Warranty: 1 year</b>	UNIT	13 UNITS

<b>2</b>	<b>PRINTER - MULTIFUNCTION</b>	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 <b>Warranty 2 Year</b>	UNIT	13 UNITS
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**Specifications for After-Sale Service for Goods**

Lots	Description
<b>Lot 1</b>	Warranty per Lot as per Specifications 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\_179\_2020\_SOM**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

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

<b>Lots</b>	<b>Description</b>	<b>Photo</b>	<b>Unit measure</b>	<b>Quantity</b>	<b>Unit rate in USD</b>	<b>Total amount in USD</b>
Lot 1	DESKTOP COMPUTER		UNIT	13		
Lot 2	PRINTER - MULTIFUNCTION		UNIT	13		
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Total amount including taxes</b>						



**Table 4: Offer for After-Sale Services and Other Conditions**

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

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

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

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