

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT FOR DRC COUNTRY OFFICE
RFQ NO. PR-HQ-2024-000116

Date: **April 23, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **ICT Equipment** for Democratic Republic of Congo (DRC) Country Office as 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 services, 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 **Clarifications RFQ NO. PR-HQ-2024-000116** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: April 30, 2024**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
DRC 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: April 30, 2024 Time: 15:00 hours Rome, Italy local time.
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	90 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 checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	Kinshasa, DRC
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to Kinshasa, DRC .
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	Bids shall be quoted exclusively in USD OR CDF <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. 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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization letter of the Company as a Sales Agent with a tender number(if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Provision of 2 copies of similar nature procurement (PO/Contract) for the last 2 years. <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 3 Years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <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 o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. Liquidated Damages	<p><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.</p> <p>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.</p>

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Laptop Computers	<ul style="list-style-type: none"> • Operating System: Windows 11 Pro • CPU: 12th Generation Intel® Core™ i5 processor or superior • Video Card: Intel® Graphics integrated. • RAM: 16 GB DDR4-3200 MHz RAM • Hard Disk: 512 GB PCIe® NVMe™ SSD • Screen: 13 inches, non-touch FHD (1920 x 1080), IPS, anti-glare, 1000 nits, 72% NTSC 720p HD IR privacy camera dual-array microphones" • Keyboard: Internal FrenchKeyboard, spill-resistant, backlit keyboard Clickpad with multi-touch gesture support. • Ports and Slots: <ul style="list-style-type: none"> ○ 1 RJ-45 Ethernet port ○ 1 USB 3.2 Gen 1 port with Power Share ○ 1 Thunderbolt ○ 1 Universal audio port ○ 1 wedge-shaped lock slot ○ 1 micro-SIM card tray (optional) ○ 1 smart card reader slot (optional)" • WiFi: Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card • Battery: Long Life, Express Charge Capable (3-cell) • Software: No Office package, no antivirus • Warranty & Support: 3 Years Onsite Service 	Unit	5
Lot 2	Accessories	• Lightweight laptop backpack	Unit	5
		• Mouse optical (wired or wireless)	Unit	5
		• Security Lock Cable	Unit	5
		• Docking station: universal Dock USB-C/A	Unit	5

Lot 3	Printer MFP A4	<ul style="list-style-type: none"> • Printing Technology: Laser • Connectivity – Ports: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port, Dual band 802.11n 2.4/5GHz • USB, LAN, WiFi: Built-in Dual band 802.11n 2.4/5GHz; authentication via WEP, WPA/WPA2, or 802.11x; encryption via AES or TKIP; WPS; Wi-Fi Direct • CPU: 800Mhz or better • Memory: 256 MB DDR, 256 MB Flash • Control Panel: 2.2" (or more) inches color touchscreen. • MFP Capabilities: Printing, Copy and Scan • Print Speeds: Black (A4, normal): Up to 21 ppm, Color (A4, normal): Up to 15 ppm, Duplex Mode: Automatic, 10 ppm • Print Resolution: Black (best): Up to 600 x 600 dpi, Color (best): Up to 600 x 600 dpi • Monthly Duty Cycle: Up to 20,000 pages (A4), Recommended monthly page volume: 150 to 2,500 • Duplex Printing: Automatic • Mobile printing services: Apple AirPrint certified; Wireless Direct Printing; Mobile Apps • Copy speed: Black (A4): Up to 21 cpm; Colour (A4): Up to 15 cpm • Copier specifications: Reduce/Enlarge; Lighter/Darker; Optimise; Paper; Multi-page copy; Collation; Draft Mode; Image Adjustment • Maximum number of copies: Up to 99 copies • Copy resolution: Up to 600 x 600 dpi; Reduce/Enlarge: 25 to 400% • Scan: Automatic 2-sided single scanning 	Unit	1
-------	----------------	---	------	---

		<ul style="list-style-type: none"> ○ Scanning resolution: 600 x 600 DPI or better ○ Scanner type: Flatbed & ADF ○ Scan to: E-mail, FTP, Network folder, SMB, USB ○ Image formats supported: JPEG, TIFF, ○ Document formats supported: Compressed Multi-page, PDF ● Input & Output Trays: Standard No. 2 ● Capacity: Tray 1: all media types <ul style="list-style-type: none"> ○ Tray 2: A4, Maximum: Up to 250 sheets ○ ADF: A4, Standard, 50 sheets ○ Output – 100 sheets. ● Paper Handling and Supported Media Types: Paper (coloured, glossy, heavy, letterhead, light, photo, plain, recycled), transparencies, labels, envelopes, cardstock. ● Compatibility: All Microsoft Windows versions, MacOS, Linux ● Power: Power Supply AC 220-240V, 50 to 60Hz ● Consumables: Starter Kit included ● Warranty: 2 years Manufacturer's warranty 		
--	--	--	--	--

Specifications for After-Sale Services

Description
<p>Warranty:</p> <ol style="list-style-type: none"> 1. All five (5) laptops come with a minimum three-years warranty, ensuring that they are free from defects in materials and workmanship. This warranty guarantees that during the specified period, any necessary repairs or replacements due to manufacturing faults will be covered by the supplier at no additional cost to the customer. 2. Warranty for the printer is 2 years.

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. PR-HQ-2024-000116**

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD OR CDF (Please specify)	Total amount in USD OR CDF (Please specify)
1.	Laptop Computer	Refer to Annex B	Unit	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Accessories	Lightweight laptop backpack	Unit	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Mouse optical (wired or wireless)	Unit	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Security Lock Cable	Unit	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Docking station: universal Dock USB-C/A	Unit	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Printer MFP A4	Refer to Annex B	Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight (if any)							
Insurance							

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD OR CDF (Please specify)	Total amount in USD OR CDF (Please specify)
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

Table 2: Offer for After-Sale Services and Other Conditions

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>
Delivery Lead Time			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Minimum 3 years warranty for the five laptops.			
b) Minimum 2 years warranty for the printer			
Other requirements, (Please Specify)			

<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</p>
---	------------------------------

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_feb_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

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