

**REQUEST FOR QUOTATION**  
**Procurement of Promotional and Visibility Material for Training Events**  
**Project “Enhancing Judicial Transparency and Promotion of Public Trust in Honduras”**  
**RFQ HN\_2022-000021**

Date: September 27, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Procurement of Promotional and Visibility Material for Training Events** 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

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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 [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ HN\_2022\_000021** 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: October 4, 2022**  
**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  
IDLO, Honduras

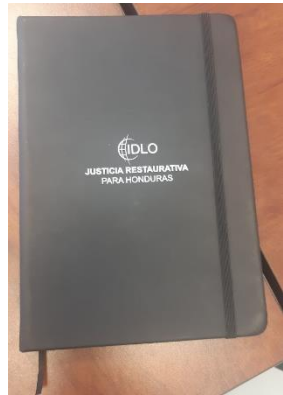


**Annex A**  
**Instructions to Bidders**

a. Description of requested	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: October 4, 2022</b> <b>Time: 15:00 hours Rome, Italy local time.</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>90 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 checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
i. Place of Delivery	Services are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Goods will be delivered 40 days after receipt of PO or contract from IDLO to Edificio Solaire, 5to. piso, Boulevard Suyapa, Tegucigalpa. Honduras According to the calendar specified in Annex B/ Delivery Terms,
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>Bids shall be quoted exclusively in Honduran Lempiras.</b> <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"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>Current Business Operating Permit</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Full Bank Account Details in local currency</b> <input checked="" type="checkbox"/> <b>National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish)</b> <input checked="" type="checkbox"/> <b>National Tributary Register for the Provider (RTN, by its acronym in Spanish)</b> <input checked="" type="checkbox"/> <b>2 copies of PO/Contract for similar nature or services</b> <input checked="" type="checkbox"/> <b>Product Catalogues or Brochures attesting compliance with Technical Specifications as mentioned under Annex B;</b>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> Yes
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> <del>Warranty on Parts and Labour for minimum period of</del> <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"/> <del>Others</del>
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A),</li> <li>2. Technical responsiveness</li> <li>3. Delivery Date</li> <li>4. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	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.
s. Liquidated Damages	<input type="checkbox"/> <del>N/A</del> <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> <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>

**ANNEX B**





**Technical Specifications**  
**Promotional and Visibility Material for Training Events**

Lot	Item	Specification	Reference	Unit Measure	Quantity
Lot 1	Personalized Notebooks	<ul style="list-style-type: none"> <li>Kimberly 50-sheet stitched edge notebook with normal scratching. (see picture for reference).</li> <li>Each notebook must have its respective adjustable strip in black.</li> <li>Size 14.2 x 21 cm</li> <li>Material PVC, Color Black</li> <li>Design and layout of custom cover with white letters with: IDLO Logo and slogan (See logo on reference<sup>1</sup>)</li> <li>Prepare and present at least two options for logo and cover layout.</li> <li>Regular meetings with the IDLO team to discuss notebook design ideas. Cover and booklet</li> <li>Cover Weight</li> <li>Company is obliget to submit master copy before printing.</li> <li>Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing of the 350 notebooks.</li> </ul>	 	Units	350
	Booklets	<ul style="list-style-type: none"> <li>Each notebook will have a booklet, pasted in the notebook, 2 sheets at the beginning, printed on glossy paper, for a total of 350 booklets, full color. (see reference)</li> <li>Design and diagramming of separators following of IDLO branding and visibility guidelines. <sup>2</sup></li> <li>The information in the booklet should include the following: <ul style="list-style-type: none"> <li>Personal Information</li> <li>Annual calendar 2023</li> <li>IDLO's Logo</li> <li>IDLO's mission and vision, objectives, principles and of transparency.</li> <li>IDLO will provide this information<sup>3</sup>.</li> <li>Artwork PDF/Text</li> </ul> </li> </ul>		Units	350



<sup>1</sup> Logo and slogan will be used for all products and depending on the product it will be used in portrait or landscape mode and will be provided by IDLO in png or jpg format.


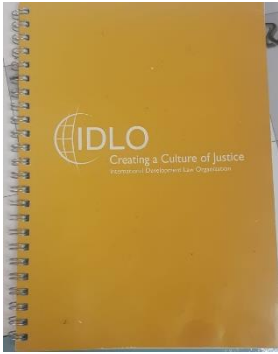
<sup>2</sup> [Publications Printing Specifications Guide](#) and [Brand and Visibility Guidelines](#)

<sup>3</sup> The language for printing is Spanish for all products.

Lot	Item	Specification	Reference	Unit Measure	Quantity
Lot 2	Pens	<ul style="list-style-type: none"> <li>• 350 ball pens with IDLO logo and slogan in white (see reference of pen, see logo and slogan reference above)</li> <li>• Material: Best stainless steel</li> <li>• Ink and pen color: black</li> <li>• Pen type: ball pen</li> <li>• Printing technique: mirror engraving/screen printing</li> <li>• Supplier to provide the sample before final printing.</li> </ul>		Units	350
Lot 3	USB memories	<ul style="list-style-type: none"> <li>• 8 GB USB sticks.</li> <li>• Accepted brands: Sandisk, Maxwell, Kingston data traveler, HP, verbatim, Adata, Transcend, lexar or other custom USB option presented by the supplier.</li> <li>• Print design proposal with IDLO logo. (see logo above)</li> <li>• Brand and memory style must be submitted to IDLO team for approval</li> <li>• Send sample before producing the 300 memories.</li> </ul>		Units	300
Lot 4	Plastic Water Bottles	<ul style="list-style-type: none"> <li>• 800ml transparent orange bottles., 24.6cm tall approximately.<sup>4</sup></li> <li>• With screw cap or nozzle (supplier can provide other options, see reference)</li> <li>• With IDLO logo and slogan printed in white and Send sample before producing the 100 canisters</li> </ul>		Units	100
Lot 5	Banner	<ul style="list-style-type: none"> <li>• 1 IDLO institutional banner, (stand banner as per pic) size 31 x 80 in. Printed on full color glossy vinyl canvas best quality.</li> <li>• PVC structure included (tripod style) size of the structure will be according to the banner size.</li> <li>• Send two design proposals for each banner, taking into account institutional branding.(see Branding document above)</li> <li>• IDLO will provide the pictures for the design.</li> <li>• See reference. Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing</li> </ul>		Units	2
Lot 6	Folders	<ul style="list-style-type: none"> <li>• Printing of IDLO institutional folders according to the design and branding of the institution (see picture for reference)</li> <li>• Printed on eggshell cardboard (see reference)</li> <li>• Vertical A4 size folder, One fold</li> <li>• Color blue (according to IDLO Palette specified in Branding Manual)</li> </ul>		Units	350

<sup>4</sup> Bottle Height will depend on the final model approved by IDLO after receiving options from the suppliers.

Lot	Item	Specification	Reference	Unit Measure	Quantity
		<ul style="list-style-type: none"> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing.</li> </ul>			
Lot 7	Fact Sheets	<ul style="list-style-type: none"> <li>• Printing of fact sheets of the the Project Enhancement Judicial Transparency Project on one (1) normal letter sized, 21.6 x 27.9 cm, white sheet.</li> <li>• Printed Full color, One sided.</li> <li>• Document in PDF will be provided by IDLO ready for printing.</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing.</li> </ul>		Units	350
Lot 8	Certificates	<ul style="list-style-type: none"> <li>• Printed in 120 g opaline or similar cardboard, full color printing</li> <li>• Letter size paper, 21.6 x 27.9 cm</li> <li>• IDLO will deliver the design in PDF ready to print (See picture for reference)</li> <li>• The delivery will be made according to the scheduled dates specified in the delivery terms.)</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing.</li> </ul>		Units	105

Lot	Item	Specification	Reference	Unit Measure	Quantity
Lot 9	Institutional leaflet	<ul style="list-style-type: none"> <li>• Printing of IDLO institutional leaflet according to document provided by IDLO in PDF format.</li> <li>• Printed on ultra glossy cardboard</li> <li>• 3 fold, folded square document (approx 3936px) See pictures for reference</li> <li>• IDLO will provide a physical copy of past brochures as reference.</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing.</li> </ul>		Units	400
Lot 10	Notepads	<ul style="list-style-type: none"> <li>• Portrait Half-letter notebooks (8.5 x 5.5 in) with personalized cover with IDLO logo and slogan, 50 internal sheets (100 pages) See reference 7.</li> <li>• Metal ring</li> <li>• Portrait Cardboard covers same size as content sheet, half letter (8.5 x 5.5 in).</li> <li>• Colors: 30 orange, 30 yellow, 40 green color, according to IDLO color palette in branding guidelines.</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final printing.</li> </ul>		Units	100



**Terms of Delivery**

<b>Dates</b>	<b>Items</b>
October 12 <sup>th</sup> , 2022	<ul style="list-style-type: none"> <li>• 100 Institutional Leaflet</li> </ul>
October 20 <sup>th</sup> , 2022	<ul style="list-style-type: none"> <li>• 2 Banners</li> <li>• 70 Personalized Notebooks</li> <li>• 70 Pens</li> <li>• 70 USB memories</li> <li>• 350 Fact sheets</li> <li>• 65 Certificates</li> <li>• 100 Institutional Leaflets</li> <li>• 100 Folders</li> </ul>
November 16 <sup>th</sup> , 2022	<ul style="list-style-type: none"> <li>• 70 Personalized Notebooks</li> <li>• 70 Pens</li> <li>• 100 Folders</li> <li>• 100 Institutional Leaflet</li> <li>• 40 Certificates</li> <li>• 40 USB memories</li> </ul>
November 30 <sup>th</sup> , 2022	<ul style="list-style-type: none"> <li>• 100 Personalized Water Bottles</li> <li>• 210 Personalized Notebooks</li> <li>• 210 Pens</li> <li>• 190 USB memories</li> <li>• 200 Institutional Leaflet</li> <li>• 150 Folders</li> <li>• 100 notepads</li> </ul>

**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 HN\_2022-000021**

<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**

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [Honduran lempira]	Total amount in [Honduran Lempira]
1.	Personalized Notebooks	Refer to Annex B	Unit	350	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Pens	Refer to Annex B	Unit	350	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	USB Memories	Refer to Annex B	Unit	300	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Plastic Water Bottles	Refer to Annex B	Unit	100	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Banners	Refer to Annex B	Unit	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Folders	Refer to Annex B	Unit	350	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [Honduran lempira]	Total amount in [Honduran Lempira]
7.	Fact Sheets	Refer to Annex B	Unit	350	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Certificates	Refer to Annex B	Unit	105	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Institutional Leaflets	Refer to Annex B	Unit	400	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Personalized Notepads	Refer to Annex B	Unit	100	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Services</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT (15 %) (if applicable)</b>							
<b>Grand Total</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_terms_and_conditions_for_goods_august_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/general_terms_and_conditions_for_services_feb_2022.pdf)

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