

REQUEST FOR QUOTATION
Procurement of Copyediting, Proofreading, Layout, Design and Printing Services
RFQ HN_2022-013

Date: August 9, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **copyediting, proofreading, layout, design and printing services** 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 tenders@idlo.int and mention **Clarifications RFQ HN_2022-013** 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: August 16, 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 Date: August 16, 2022 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 Services 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 Services 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. Place of Delivery	Services are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Services will be delivered within (1) month after receipt of PO or contract from IDLO to Edificio Solaire, 5to. piso, Boulevard Suyapa, Tegucigalpa. Honduras
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	Bids shall be quoted exclusively in Honduran Lempiras. <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"/> Current Business Operating Permit <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Full Bank Account Details in local currency <input checked="" type="checkbox"/> National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish) <input checked="" type="checkbox"/> National Tributary Register for the Provider (RTN, by its acronym in Spanish)

n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair <input type="checkbox"/> Others
p. Evaluation of Quote	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), 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	Contract Award shall be granted according to: <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	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"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Services, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. If the Contractor falls to perform the requested Services within the time period specified and as stipulated In the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to Its other remedies under the Contract, be entitled to liquidated damages for every day delay In the provision and completion of the Services.

ANNEX B TECHNICAL SPECIFICATIONS

A. About IDLO

International Development Law Organization (IDLO): The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

B. Background

The International Development Law Organization (IDLO) and the Food and Agriculture Organization of the United Nations (FAO) are implementing a pilot project to enhance the legal environment for food security and nutrition in times of emergency. The joint project aims to increase the awareness of state institutions, and key stakeholders to have a better understanding of the legislative measures that have been adopted in response to COVID-19 and how they might affect access to affordable and nutritious food, with attention to the most vulnerable groups and women and girls. The findings of the analysis will be presented in a legal assessment report, which provides an overview of the legislative measures that have been adopted in response to COVID-19 to guarantee the right to adequate food and how these measures have been implemented and offer recommendations to strengthen the FSN regulations in response to emergency and recovery.

In this context, it is required to undertake a procurement process for contracting a service provider to oversee the process for the publication of the two main outputs of the project in Honduras.

C. Expected Outputs

This Request for Proposal (RFP) is for **copyediting, proofreading, layout/design and printing** of

- “Informe legal” (38 pages);
- “Nota de orientación de reformas legales” (10 pages)¹.

D. Institutional Arrangement

The contractor will work under the direct supervision of IDLO Food Security Unit, based in Rome and in close collaboration with IDLO Country Office in Honduras. The draft documents will be provided by the Food Security Unit. IDLO Country Office in Honduras/IDLO Food Security Unit will provide the contractor with all the necessary information concerning the editorial guidelines and design, conform with IDLO's publications for KPs level 3. At this regard, a preliminary meeting is expected to be hold with IDLO.

E. Duration of the Work

The first draft of the copyedited products is expected to be submitted for IDLO's review and clearance, no later than one week after their submission to the contractor. IDLO will send them back to the contractor after internal revision, tentatively within ten days from the reception of the drafts. If no more revisions are needed, both documents are expected to be submitted for design. The contractor will submit 2 layouts, no later than one week after the reception of the edited drafts.

IDLO will send back the selected version within one week and receive a "ready to print" version in pdf format within 5 days. Printed documents are expected to be delivered to IDLO Honduras September 10, 2022

F. Scope of Tender Price and Schedule of Payments

The payment for this service will be provided in two tranches: the first one (40%) with the submission of the two layouts; the final one (60%) after delivery of the printed copies.

No.	Milestone	Target Completion Timeline
1	Provision of first draft of copyedited document	one week
2	Provision of 2 layouts for each document	one week
3	Provision of "ready to print" documents in pdf	5 days
4	Provision of printed copies	No later than 10 September 2022

G. Printing technical instructions

Lot	Item Name	Especification	Unit measure	Quantity
1	Proofreading and copyediting of two documents, as specified in art. C	<ul style="list-style-type: none">Linguistic and editorial revision of the textRevision of the references and bibliography	Unit	2
2	Design of Outputs specified in art. C, including cover, title page, copyright page and back cover.	<ul style="list-style-type: none">Brief meeting with IDLO for the discussion of design arrangement and for receiving materials and disclaimers.Provide 2 design proposition for each documentUse of IDLO's Brand and Visibility Guidelines and IDLO's Publications Printing Specifications Guide¹	Unit	2
3	Printing *	<ul style="list-style-type: none">Printing of 38 pages documentCover: matt white lamination on opaque-coated paper 250 gr.Interior: matt coated paper 115 gr.Stapled	Unit	100

		<ul style="list-style-type: none"> • Folded 29x27 • 4-color printing 		
4	Printing*	<ul style="list-style-type: none"> • Printing of 10 pages document • Cover: matt white lamination on opaque-coated paper 250 gr. • Interior: matt coated paper 115 gr. • Stapled • Folded 29x27 • 4-color printing 	Unit	150

*Please note that the number of pages refers to the draft document. The final number of pages will depend on the first two steps to be performed in the context of this contract.

**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_2022-013**.

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 [Honduran lempira]	Total amount in [Honduran Lempira]
1.	Proofreading and copyediting	Refer to Annex B	Unit	2	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Design of Outputs.	Refer to Annex B	Unit	2	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Printing	• Refer to Annex B	Unit	100	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Printing	• Refer to Annex B	Unit	150	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Services							
Other Charges (please specify)							
Taxes/ VAT (15 %) (if applicable)							
Grand Total							

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_services_feb_2022.pdf

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

ⁱ Please note that the number of pages refers to the draft document. The final number of pages will depend on the first two steps to be performed in the context of this contract.