

**REQUEST FOR QUOTATION
PROCUREMENT ON A RENTAL BASIS OF WATER DISPENSERS
RFQ NO. HQ-2023-318**

Date: 21 December 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for the **provision of drinking water dispensers on a rental basis along with maintenance services at IDLO Headquarters in Rome, Italy**, 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 p.

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 water dispensers requested, 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:

Instructions 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. HQ-2023-318** 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: January 12, 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

IDLO Headquarters in Rome, Italy

**ANNEX A
INSTRUCTION TO BIDDERS**

a. Description of requested services	See Annex B (Technical Specifications)
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: January 12, 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 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	IDLO Headquarters in Viale Vaticano 106, 00165 Rome, Italy
j. Delivery Terms	Services will be delivered within 10 working days after receipt of Purchase Order or contract from IDLO to IDLO Headquarters in Viale Vaticano 106, 00165 Rome, Italy.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	EUR

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C (Supplier's Quotation) duly signed and stamped, and in accordance with the list of requirements in Annex B (Technical Specifications); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Product Catalogue/Brochure.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of <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 m.); 2. Technical responsiveness; 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable; 4. 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	<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. <p>If the Contractor fails 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.</p>



t. Bidders' conference	<p>All interested Bidders are invited to request (in writing) a site visit by sending an email to ospurchasing@idlo.int by 15:00 (Italian time) on January 3, 2024.</p> <p>All Bidders are encouraged to attend the site visit. No attendance, however, shall not result in disqualification of an interested Bidder.</p>
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ANNEX B TECHNICAL SPECIFICATIONS

Specifications for the provision of drinking water dispensers on a rental basis along with maintenance services

The subject of this RFQ is the installation, rental, maintenance and assistance services, all included, of 4 drinking water dispensers intended for use by approximately 100-150 employees at the IDLO Headquarters located at Viale Vaticano 106, 00165 Rome, Italy.

The duration of the Contract for Services will be for a period of 36 months; according to the needs and at discretion of IDLO, the Contract may be extended upon expiry for another 24 months at the same price, terms and conditions, except for the annual ISTAT increase or renewal of the National Collective Labor Agreement for the relevant sector.

Within 10 working days from the Contract acceptance, the Contractor shall deliver and install the water dispensers, and commence the Services detailed below.

The water dispensers provided should be point-of-use (bottleless) models, dispensing (1) ambient and chilled water or (2) ambient, chilled and sparkling water (IDLO reserves the right to select the type of water dispensed at a later stage); new; and shall meet the requirements established by the applicable European, national and regional regulations in force (in particular D.M. 7 February 2012, n. 25, D.Lgs. 31/2001). The proposed model should be suitable for daily use by approximately 30 staff members on each floor.

The minimum requirements for the provision of the Services include:

- 1) the supply of dispensers with antibacterial activated carbon filter;
- 2) the supply of all functional accessories;
- 3) the six-monthly filter replacement;
- 4) the six-monthly sanitization of all components in contact with water;
- 5) the repairs and/or replacement of dispensers in case of breakdown; the Contractor shall intervene within 2 working days of the report;
- 6) the anti-flood/water block system (or equivalent); dispensers shall incorporate an anti-flood device.

The Services shall include transport, delivery, installation, and putting into service of water dispensers at IDLO Headquarters, in places agreed and prepared by IDLO, with standard connections to electricity mains, water mains, and discharge networks.

During the rental, if IDLO reports irregularities that lead to the interruption of the water service, for any reason, the Contractor shall intervene within 2 working days of the email/telephone notification from IDLO and provide a substitute for the non-functioning water dispenser.

The Services shall also include the removal of the dispensers within 10 working days from the expiry of the Contract, at no additional cost.

The Quotation must contain all the information necessary to evaluate compliance with the minimum requirements. **The Offer must provide a precise technical description of the type of dispenser proposed as per the minimum requirements**, by providing a Product Catalogue/Brochure (Product Data Sheet) or providing a link to website showing the Product.

**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. HQ-2023-318**.

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

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

Type of water dispenser	Type of water dispensed*	Monthly unit price (VAT excl.) all included (installation, rental, maintenance)	Monthly price (VAT excl.) for 4 water dispensers all included
Point-of-use (bottleless)	Ambient & Chilled	EUR	EUR
Point-of-use (bottleless)	Ambient & Chilled & Sparkling	EUR	EUR

* IDLO reserves the right to select the type of water dispensed at a later stage, providing flexibility in choosing between dispensers offering only ambient and chilled water, or those featuring ambient, chilled and sparkling water options. Bidders are encouraged to submit quotes for dispensers with either ambient & chilled water functionality; or ambient, chilled & sparkling water functionality; or both.

<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>
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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_and_services_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf

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