

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: **ITB NO-104-2023-SOM**

Date: **December 5, 2023**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **FRAMEWORK AGREEMENT FOR OFFICE STATIONERY IN SOMALILAND**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids 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.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, 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 Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB NO-104-2023-SOM** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: December 20, 2023**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	Bids shall be nominated exclusively in USD .
4. Language of the Bid	The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: December 19, 2023 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals 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.</i></p>
6. Delivery Term and Place	Goods/Services will be delivered within the agreed days after receipt of Work Order from IDLO to IDLO Somaliland Office located at Jigjigayar, Hargeisa, Somaliland.
7. Customs clearance , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
8. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.

	<p>Please mention Clarification TB NO-104-2023-SOM in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
<p>12. Amendments of solicitation documents</p>	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
<p>13. Format, signing, sealing, marking and submission of Bids</p>	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int</p>
<p>14. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint</p>

	<p>venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or

	<ul style="list-style-type: none"> b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
17. Validity Period of Bids	All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>

20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, 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 Bid will be rejected.
27. Due Diligence	IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination

	<p>of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement
31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. 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.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H. The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
36. Liquidated Damages	<input checked="" type="checkbox"/> Yes - For late delivery of <u>Goods</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. 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.
37. Partial Bid	<input checked="" type="checkbox"/> Permitted Bidders may submit complete Quotes for items in the LOTS.

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration in Somaliland.
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate (Somaliland)
Company Profile	Description of all related services offered, physical address and contact details for office.	Full Company Profile

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 2 contracts of similar value, nature, and complexity implemented over the last 2 years.	Copies of three contracts/reference letters with contactable domain email addresses for verification.
Financial Standing	<p>Minimum average annual turnover of US 5.000 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 2 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Financial Statement or Bank Statements for the past 3 years

ANNEX C TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

A. About 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.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

This ITB is for supply and delivery of office stationery.

The above-mentioned services shall be performed in accordance with the below conditions:

- a. One sample of required material shall be presented to IDLO Somaliland Office for verification of specification and quality. If there is a need for a second sample, this shall be provided by the supplier at no extra cost.
- b. All materials approved/confirmed by the IDLO Somaliland office, delivered within the agreed timelines (mentioned in the Work Order).

C. Condition of Contract and Expected Output

IDLO is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be affected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s).

Each Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) is provisional and is intended solely for the purposes of evaluation and comparison of Bids and to determine the upper ceiling limit in the Framework Agreement. The Service Providers cannot go beyond the upper ceiling price.

After entering into a Framework Agreement, IDLO shall place an order on a “need basis”.

IDLO shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts). **IDLO shall request a separate quotation for any stationery items that are envisioned in this ITB, and the services provider shall issue a quotation (including any applicable discounts).**

IDLO shall make award decisions based on the “lowest priced, most technically acceptable/compliant offer”.

The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities, and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration of the Framework Agreement(s) is 12 months with an option to extend at the same price, terms, and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

D. Summary of Services Required

Lots	Description of service
Lot 1	OFFICE STATIONERY

E. Detailed Specifications

Lot 1: Stationery:

Item	Specifications
Notepad	A 40-page notepad 300 Gram/inside pages 80 Gram/Size A5/Metallic spiral set-up on the long left side.
Pen	Craft Pen/Blue (3 Color).
Document Holder	300 Gram/ PAPIER COUCHE, holder (3Color): A4 Size
Envelope	Envelope (3 Color)/ Size: 22*11/Color: white/ Closure: with adhesive strip/ Weight: 120Gr/Without window
Flip chart papers	Flip chart Papers Approximate Size: 594mm x 841mm Colour: White Product Dimensions 1 x 64 x 100 cm; 2 Kilograms Item Weight: 2 kg
Permanent marker	Permanent Marker Color: Assorted

	<p>Size:10 Count Tip Type: Ultra Fine Barrel Type: Plastic</p>
Whiteboard marker	<p>Item Weight 1.6 ounces Product Dimensions: 6.25 x 7.25 x 1 inches Color Assorted Grip Type: Plastic plain grip, Point TypeFine Material Type: Plastic Number of Items: 1 Size : 12-Count Line Size : 0.7mm Ink Color: Aqua, Black, blue, brown, green, lime, orange, pink, plum, pumpkin, purple, red, Tip Type: Fine</p>
Notice board pins	<p>Item Weight 3.2 ounces Color Assorted Material Type Alloy Steel Size 3/8" ground steel points and 1/2" heads</p>
Office files	<p>File Folder (File box) Item Weight: 1.1 pounds Approximate: Product Dimensions : 12.6 x 9.4 x 1.6 inches Colour: Multi</p>
File divider	<p>File divider, Colour: Multi</p>
Stick Glue	<p>Item Weight: 1 pound, Number of Items: 6 dozen Approximate Product Dimensions: 5.25 x 2.75 x 8.88 inches Colour: White Material Type: Plastic Size: 43 grams</p>
Small stapler bins	<p>Item Weight 9.6 ounces Product Dimensions 6.2 x 1.8 x 2.2 inches Color Black Material Type Metal Number of Items 1 Size Pack of 1</p>
Paper clip 25 mm metallic	<p>Paper clip 25 mm metallic Color:metal colorful Shaped Paper Clip: Yes Packing way: paper box, plastic box, opp bag, bul,k and so on</p>
Bull dog clips- small- 25mm	<p>Product Dimensions 1.1 x 2.5 x 4.8 cm; 40 Grams Colour Assorted colors Number of Items 12 Size: 25 mm Item Weight 40 g</p>
Staple remover kangaroo SR-45	<p>Plastic cover with finger grip. Suitable for No.10,24/6,26/6, B8. Steel jaws for removing staples. Locking Mechanism. Removes staple Pins, Board Pins, and paper pin</p>

Steadler Tradition HB Pencil	Steadler Tradition HB Pencil Item Weight 1.99 ounces Product Dimensions : 9.25 x 2.6 x 0.63 inches Color Black Pencil Lead Degree (Hardness) HB Material Type Rubber Number of Items 1 Size: 10 Count (Pack of 1)
Clear cellotape	Color: Clear Compatible Material: Metal Height 6.25 inches Item Thickness 2.0 millimeters Item Weight: 7.00 pounds Length 12.5 inches Material: Polypropylene Number of Items: 30 Width 8.5 inches

F. Institutional Arrangement

Focal points at IDLO Somaliland Office will be assigned to place orders and check and validate the design and layouts needed for the work. Collaboration between Focal Points will be determined at a later stage. The Bidder will designate a person to be allocated for IDLO Somaliland Office.

G. Work Location

Delivery of Goods will be made either at the IDLO Somaliland office or in other places, such as hotels where the activity of IDLO takes place. The designation of the place of delivery will be mentioned in the Work Order.

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Services** for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We 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 understand that you are not bound to accept any Bid you may receive.

COMPANY/ORGANIZATION: _____

NAME: _____

TITLE: _____

DATE: **Select date** _____

SIGNATURE: _____

DULY AUTHORIZED TO SIGN THIS BID

**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB NO-104-2023-SOM		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation.	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration in Somaliland. ▪ Valid Tax Compliance Certificate in Somaliland. ▪ Company profile showing a description of all related services offered, address, and contact details for office. ▪ Copy of minimum 2 contracts of similar work implemented over the last 2 years with UN Agencies, INGOs, Embassies, or government states. ▪ Financial or Bank Statements for the past 2 years. 		

ANNEX F PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

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

SN	Item Name	Description	Unit of Measure	Compliance with Technical Specifications in Annex B	Unit rate in USD
1.	Notepad	A 40-page notepad with a cover with IDLO Logo (3 Color), 300 Gram/inside pages 80 Gram/Size A5/Metallic spiral set-up on the long left side.	Piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
2.	Pen	Craft Pen/Blue with Logo (3 Color)	Box of 50pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
3.	Document Holder	300 Gram/ PAPIER COUCHE, holder personalized with Logo (3Color): A4 Size	Piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4.	Envelope	Envelope (3 Color)/ Size: 22*11/Color: white/ Closure: with adhesive strip/ Weight: 120Gr/Without window	Pkt of 250 pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
5.	Flip chart papers	Flip chart Papers Approximate Size: 594mm x 841mm Colour: White Product Dimensions 1 x 64 x 100 cm; 2 Kilograms Item Weight: 2 kg	Roll of 25sheet	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
6.	Permanent marker	Permanent Marker Color: Assorted Size:10 Count Tip Type: Ultra Fine Barrel Type: Plastic	Box Of 10 Pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

SN	Item Name	Description	Unit of Measure	Compliance with Technical Specifications in Annex B	Unit rate in USD
7.	Whiteboard marker	Item Weight 1.6 ounces Product Dimensions: 6.25 x 7.25 x 1 inches Color Assorted Grip Type: Plastic plain grip, Point TypeFine Material Type: Plastic Number of Items: 1 Size : 12-Count Line Size : 0.7mm Ink Color: Aqua, Black, blue, brown, green, lime, orange, pink, plum, pumpkin, purple, red, Tip Type: Fine	Box of 10 pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
8.	Notice board pins	Item Weight 3.2 ounces Color Assorted Material Type Alloy Steel Size 3/8" ground steel points and 1/2" heads	Pkt of 50 pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
9.	Office files	File Folder (File box) Item Weight: 1.1 pounds Approximate : Product Dimensions : 12.6 x 9.4 x 1.6 inches Colour: Multi	Pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
10.	File divider	File divider, Colour: Multi	Dozen	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11.	Stick Glue	Item Weight: 1 pound, Number of Items: 6 dozen	Dozen	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

SN	Item Name	Description	Unit of Measure	Compliance with Technical Specifications in Annex B	Unit rate in USD
		Approximate Product Dimensions: 5.25 x 2.75 x 8.88 inches , Colour: White Material Type: Plastic Size: 43 grams			
12.	Small stapler bins	Item Weight 9.6 ounces Product Dimensions 6.2 x 1.8 x 2.2 inches Color Black Material Type Metal Number of Items 1 Size Pack of 1	Pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
13.	Paper clip 25 mm metallic	Paper clip 25 mm metallic Color: metal colorful Shaped Paper Clip: Yes Packing way: paper box, plastic box, opp bag, bul, k and so on	BOX OF 100 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
14.	Bull dog clips-small- 25mm	Product Dimensions 1.1 x 2.5 x 4.8 cm; 40 Grams Colour Assorted colors Number of Items 12 Size: 25 mm Item Weight 40 g	Box of 12 pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
15.	Staple remover kangaroo SR-45	Plastic cover with finger grip. Suitable for No.10,24/6,26/6, B8. Steel jaws for removing staples. Locking Mechanism. Removes staple Pins, Board Pins, and paper pin	Pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

SN	Item Name	Description	Unit of Measure	Compliance with Technical Specifications in Annex B	Unit rate in USD
16.	Steadler Tradition HB Pencil	Steadler Tradition HB Pencil Item Weight 1.99 ounces Product Dimensions : 9.25 x 2.6 x 0.63	Pack of 12pcs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
17.	Clear cello tape	Color: Clear Compatible Material: Metal Height 6.25 inches Item Thickness 2.0 millimeters Item Weight: 7.00 pounds Length 12.5 inches Material: Polypropylene Number of Items: 30 Width 8.5 inches	Pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

<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 G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **Services**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **OFFICE STATIONERY**.

Place of delivery	IDLO Somaliland Office is located at Jigjigayar, Hargeisa, Somaliland.
Delivery date	The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use goods provided by the Contractor. IDLO will review the quality of goods and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods and upon receipt of the complete and correct invoice by the service provider.

**ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT**

Any proposal 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>