

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB HQ-2022-001

Date: **January 31, 2022**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for Office Furniture. 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 HQ-2022-001** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: February 18, 2022**
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
IDLO Headquarters

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
GARA D'APPALTO

Riferimento: ITB HQ-2022-001

Data: **January 31, 2022**

Gentili Signori,

La International Development Law Organization (IDLO) invita codesta ditta a presentare la propria offerta per i beni/servizi di cui all' allegato C.

La vostra offerta dovrà utilizzare lo schema di offerta di cui agli allegati D, E e F.

La vostra offerta dovrà essere inviata mediante email, avere un contenuto non superiore a 10MB ed essere priva di qualsiasi forma di virus o contenuto corrotto, pena la non accettazione dell'offerta.

L'offerta sarà valutata in base ai criteri descritti nell'allegato B.

L'IDLO si riserva la facoltà di non accettare nessuna offerta o di non procedere ad una aggiudicazione e non sarà responsabile dei costi relativi alla preparazione e presentazione della vostra offerta, indipendentemente dal risultato della gara o dalla procedura di selezione delle offerte.

L'IDLO invita ogni eventuale offerente ad evitare e prevenire qualsiasi conflitto di interesse, informando l'IDLO nel caso in cui l'offerente, o suo consulente, o membro del proprio personale fosse stato coinvolto nella preparazione dei requisiti, disegni, specifiche di gara, stime o ogni altra informazione utilizzata in questo bando di gara (ITB).

Con la presentazione della propria offerta, gli offerenti si impegnano ad accettare i termini e le condizioni generali per la fornitura di beni o di servizi dell'IDLO, e condizioni di pagamento entro 30 giorni dalla consegna dei beni o servizi, dietro presentazione fattura.

Questo bando di gara include i seguenti documenti:

Istruzioni per gli offerenti (<i>disponibile nella sola lingua inglese</i>)	Allegato A
Criteri di screening preliminare	Allegato B
Termini di Riferimento (TdR)/Specifiche tecniche	Allegato C
Modulo presentazione della offerta (<i>disponibile nella sola lingua inglese</i>)	Allegato D
Dati dell'offerente (<i>disponibile nella sola lingua inglese</i>)	Allegato E
Offerta Ecominca	Allegato F
Condizioni speciali del contratto	Allegato G
Condizioni generali dell'IDLO per la fornitura di beni/servizi e codice di condotta dei fornitori (<i>disponibili nella sola lingua inglese</i>)	Allegato H

Gli offerenti potranno ottenere chiarimenti sulla presente gara facendone richiesta scritta all'IDLO al seguente indirizzo email: tenders@idlo.int, indicando il seguente riferimento: "Richiesta chiarimenti" **ITB HQ-2022-001** nel soggetto dell'email.

Scadenza per la presentazione delle offerte:
Entro e non oltre il **18 Febbraio 2022** alle ore 15:00
ora locale di Roma, Italia.

Nell'attesa di ricevere la vostra offerta, si inviano distinti saluti.

IDLO HQ- Procurement Focal Point

ANNEX A / INSTRUCTIONS TO BIDDERS
ALLEGATO A / ISTRUZIONI PER GLI OFFERENTI

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	<p>Bids shall be nominated exclusively in EURO.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid Data per la presentazione delle offerte	<p>The Bid shall be addressed to IDLO on or before Date: February 18, 2022 Time: 15:00 hours Rome, Italy local time. <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> <i>L'offerta deve essere indirizzata all'IDLO entro e non oltre il 18 febbraio alle ore 15:00, ora locale di Roma, Italia.</i> <i>NB: Le offerte inviate mediante email dovranno avere un contenuto non superiore a 10MB ed essere priva di qualsiasi forma di virus o contenuto corrotto, pena la non accettazione dell'offerta</i></p>
6. Delivery Term and Place	<p>Goods will be delivered by April 31, 2022 in Viale Vaticano 106, Rome, Italy</p>
7. Customs clearance , if needed, shall be done by:	<p><input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes</p>

<p>9. Documents comprising the Bid Documenti da includere nell'offerta</p>	<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) <p>L'offerta dovrà includere i seguenti elementi:</p> <ol style="list-style-type: none"> 1. Modulo di presentazione dell'offerta (Allegato D); 2. Dati dell'offerente (Allegato E) 3. Offerta (Allegato F)
<p>10. Contents of solicitation documents</p>	<p>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.</p>
<p>11. Clarification of solicitation documents Richiesta chiarimenti</p>	<p>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> <p>Please mention Clarification ITB HQ-2022-001 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>Gli offerenti che desiderano ricevere chiarimenti su questa ITB possono contattare l'DLO via e-mail all'indirizzo tenders@idlo.int entro e non oltre 72 ore prima della scadenza per la presentazione delle offerte.</p> <p>Le richieste di chiarimento avranno "Richiesta di chiarimenti e il numero ITB HQ-2022-001 menzionato nel soggetto dell'e-mail.</p> <p>Copie delle risposte dell'IDLO (inclusa una spiegazione della domanda ma senza identificare la fonte della richiesta) saranno inviate ai potenziali offerenti invitati a partecipare a questa gara o saranno pubblicate sul sito internet dell'IDLO.</p> <p>Eventuali ritardi nella risposta dell'IDLO non potranno essere utilizzati come motivo per prorogare la scadenza per la presentazione, a meno che IDLO non determini che tale estensione è necessaria e comunichi una nuova scadenza a tutti gli offerenti.</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 with the Subject: “Submission for ITB HQ-2022-001”</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 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 IV, 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 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 <input type="checkbox"/> Yes
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	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <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	<p>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 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	<p><input type="checkbox"/> N/A for Framework Agreement</p> <p><input checked="" type="checkbox"/> Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or 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.</p>
31. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); Full submission of Bid Submission Form (Annex D) signed and stamped; Full submission of Bidder Information Form (Annex E); Full submission of Price Schedule (Annex F) signed and stamped; Lowest priced, most technically acceptable/compliant offer;
32. Contract Signature	Within ten (10) 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 delivery of service on presentation of complete and correct invoice
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 type="checkbox"/> N/A <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 Offerte parziali	<input checked="" type="checkbox"/> Not permitted (All or Nothing)/non ammesse <input checked="" type="checkbox"/> Permitted /ammesse Bidders may submit Bids for one or more Lots as applicable

ANNEX B
PRELIMINARY SCREENING CRITERIA / CRITERI DI SCREENING PRELIMINARE

A. MINIMUM ELIGIBILITY CRITERIA / CRITERI MINIMI DI AMMISSIBILITÀ

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
Status giuridico	Il fornitore è un'entità legalmente registrata.	Certificato di incorporazione / registrazione
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Registration Certificate
Status fiscale	Il venditore è registrato presso l'autorità fiscale del paese pertinente.	Certificato di registrazione fiscale valido
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter
Eleggibilità	Il fornitore non è sospeso, né escluso, né altrimenti identificato come non idoneo da alcuna Organizzazione delle Nazioni Unite o dal Gruppo della Banca Mondiale o da qualsiasi altra Organizzazione internazionale in conformità con la clausola 22 di questa ITB	Autocertificazione
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
Contenziosi pregressi	Nessuna decisioni del tribunale / lodo arbitrale contro l'Offerente negli ultimi 3 anni	Autocertificazione
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter

Fallimento	Non ha dichiarato fallimento, non è coinvolto in procedure concorsuali o di amministrazione controllata e non vi è alcun giudizio o azione legale pendente contro il venditore che potrebbe compromettere le sue operazioni nel prossimo futuro.	Autocertificazione
Certificates and Licenses	<ul style="list-style-type: none"> • Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer • Quality Certificates for the Goods • Statement whether Export/Import Licenses are applicable • Brochures 	<ul style="list-style-type: none"> • Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); • Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR, provision of link to Manufacturer's website showing the Product Data Sheet
Certificati e licenze	<ul style="list-style-type: none"> • Debitamente autorizzato ad agire come Agente per conto del Produttore, o procura, se l'offerente non è un produttore • Certificati di qualità per i prodotti offerti • Licenze di esportazione / importazione, se applicabili • Brochures 	<p>Autorizzazione del produttore della società come agente di vendita (se il fornitore non è il produttore);</p> <ul style="list-style-type: none"> • Cataloghi Prodotti o Brochure (Schede Dati Prodotto) attestanti la conformità alle Specifiche Tecniche di cui all'Allegato B; OPPURE, fornitura di un collegamento al sito Web del produttore che mostra la scheda tecnica del prodotto

B. QUALIFICATION CRITERIA / CRITERI DI QUALIFICAZIONE

QUALIFICATION	Criteria	Document Submission Requirement
Previous Experience	Minimum 5 years of relevant experience.	Provide evidence and at least 2 recommendation letters
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	For each contract, provide details of client name, contract dates, contract values, contract focal point name and email, work location. IDLO reserves the right to conduct reference checks with one or more of the listed clients
Esperienza pregressa	Minimum 5 anni di esperienza attinente.	Fornire prove e almeno 2 lettere di raccomandazione
	<i>Minimo 3 contratti di valore, natura e complessità simili implementati negli ultimi 3 anni. (Per le JV / Consortium / Associazioni, tutte le parti dovrebbero soddisfare i requisiti cumulativamente)</i>	Per ogni contratto, fornire il nome del cliente, le date del contratto, i valori del contratto, il nome e l'e-mail del punto focale del contratto, la sede di lavoro. IDLO si riserva il diritto di effettuare controlli di riferimento con uno o più dei clienti elencati
Financial Standing	Minimum average annual turnover of EUR 100,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years	Audited financial statements for the last 3 years

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Capacità finanziarie	Fatturato medio annuo minimo di EUR 100,000 negli ultimi 3 anni. (Per le JV / Consortium / Associazioni, tutte le parti dovrebbero soddisfare i requisiti cumulativamente)).	Bilanci certificati per gli ultimi tre anni

**ANNEX C /TECHNICAL SPECIFICATIONS
ALLEGATO C / SPECIFICHE TECNICHE**

Office Furniture/ **Mobili da Ufficio**

This ITB is for the purchase of office furniture meeting the following technical requirements:
Questa gara riguarda l'acquisto di mobili da ufficio che soddisfino i seguenti requisiti tecnici:

Lots	Item Name	Specification/ Specifiche	Unit measure
Lot 1	Electric Stand-Sit Desk	<ul style="list-style-type: none"> • Dimension: 160x80x62-64 • Lifting capacity: Static 100KG, Dynamic 80 KG • 3 telescoping segments lifting columns with a height range of cm 125/130. • Under desk cable tray. • Laminate or melamine top, natural/white maple color • Table top thickness: 18-25 mm with rounded edge in ABS with a 2mm thickness • T-shaped steel frame, silver color, similar to RAL 9006. Epoxy/polyester powder coating • Electrically adjustable height with 35-38 mm/s adjustment speed • Compliant with CE Safety Certifications and UNI EN 527-1:2001. <p>Warranty:</p> <ul style="list-style-type: none"> • Mechanical pieces: 5 years • Engine: 2 years 	Unit
Lotto 1	Scrivania regolabile in altezza elettricamente	<p>Dim 160x80x62-64 Strutture a montanti in 3 parti che permettono di raggiungere l'altezza di cm 125/130 cm. Trave di collegamento con passacavi. Piano in laminato o melanimitico, colore acero Spessore piano 18-25mm - con bordo arrotondato in ABS spesso 2 mm. Telaio in acciaio a forma di T, color argento, simile a RAL 9006. rivestimento epossidico/poliestere a polvere. Regolazione elettrica dell'altezza, velocità di sollevamento 35-38 mm/s.. Portata statica fino a 100 kg, dinamica fino a 80 kg. Conforme alle certificazioni di sicurezza CE e norma UNI EN 527-1:2011. Garanzia: 5 anni per i pezzi meccanici, 2 anni per il motore.</p>	Unità

Lot 2	Electric Stand-Sit Desk	<ul style="list-style-type: none"> • Dimension: 200x80x62-64 • Lifting capacity: Static 100KG, Dynamic 80 KG • 3 telescoping segments lifting columns with a height range of cm 125/130. • Under desk cable tray. • Laminate or melamine top, natural/white maple color • Table top thickness: 18-25 mm with rounded edge in ABS with a 2mm thickness • T-shaped steel frame, silver color, similar to RAL 9006. Epoxy/polyester powder coating • Electrically adjustable height with 35-38 mm/s adjustment speed • Compliant with CE Safety Certifications and UNI EN 527-1:2001. <p>Warranty:</p> <ul style="list-style-type: none"> • Mechanical pieces: 5 years • Engine: 2 years 	Unit
Lotto 2	Scrivania regolabile in altezza elettricamente	<p>Dim 200 x80x62-64</p> <p>Strutture a montanti in 3 parti che permettono di raggiungere l'altezza di cm 125/130 cm.</p> <p>Trave di collegamento con passacavi.</p> <p>Piano in laminato o melanimico, colore acero</p> <p>Spessore piano 18-25mm - con bordo arrotondato in ABS spesso 2 mm.</p> <p>Telaio in acciaio a forma di T, color argento, simile a RAL 9006. rivestimento epossidico/poliestere a polvere.</p> <p>Regolazione elettrica dell'altezza, velocità di sollevamento 35-38 mm/s..</p> <p>Portata statica fino a 100 kg, dinamica fino a 80 kg.</p> <p>Conforme alle certificazioni di sicurezza CE e norma UNI EN 527-1:2011.</p> <p>Garanzia: 5 anni per i pezzi meccanici, 2 anni per il motore.</p>	Unità

Lot 3	4 drawers under desk chest of drawers with wheels	<p>External structure in melamine thickness 17-19 mm with edges in abs thickness. approx. 1 mm</p> <p>Drawers in wood agglomerate covered in PVC.</p> <p>Painted metal guides capacity 25 kg.</p> <p>Maple finish</p> <p>Lock w. simultaneous locking function.</p> <p>Swivel wheels (total capacity 100 kg).</p> <p>Overall dimensions cm L.40-42 x P.50-55 x H.55-65</p> <p>3 regular drawers + 1 stationery drawer</p> <p>Warranty: 3 years</p>	Unit
Lotto 3	Cassettiera sottoscrivania a 4 cassetti su ruote	<p>Struttura esterna in nobilitato melaminico spess. 17-19 mm con bordi in abs spess. ca. 1 mm</p> <p>Cassetti in agglomerato ligneo rivestito in PVC.</p> <p>Guide in metallo verniciato portata 25 kg.</p> <p>Finitura acero</p> <p>Serratura a chiusura simultanea.</p> <p>Ruote piroettanti (portata totale 100 kg).</p> <p>Dimensioni ingombro complessivo cm L.40-42 x P.50-55 x H.55-65</p> <p>3 cassetti semplici + 1 cassetto cancelleria</p> <p>Garanzia: 3 anni</p>	Unità
Lot 4	WOODEN CABINET	<p>Melamine panels with 17-19 mm thick back, sides and door top and shelves 25-28 mm thick (capacity 80 kg). 1 mm thick ABS edging.</p> <p>Nickel-plated metal handles</p> <p>leveling feet.</p> <p>Dimension: 90 x 40-42 x h 85-90cm</p> <p>Maple finish</p> <p>1 shelf</p> <p>2 doors</p> <p>Door lock</p> <p>Warranty: 3 years</p>	Unit
Lotto 4	ARMADIO OPERATIVO IN LEGNO	<p>Pannelli in melaminico con schiena, fianchi e anta di spessore mm 17-19</p> <p>top e ripiani spessore mm 25-28 (portata kg 80).</p> <p>Bordatura in ABS spessore 1 mm.</p> <p>Maniglie in metallo nichelate</p> <p> piedini livellatori.</p> <p>Dimensione: 90 x 40-42 x h 85-90cm</p> <p>Finitura acero</p> <p>1 ripiano</p> <p>2 ante</p> <p>Serratura</p> <p>Garanzia: 3 anni</p>	Unità

Lot 5	WOODEN CABINET	Melamine panels with 17-19 mm thick back, sides and door top and shelves 25-28 mm thick (capacity 80 kg). 1 mm thick ABS edging. Nickel-plated metal handles leveling feet. Dimension: 45 x 40-42 x h 200-215 Maple finish 1 door Wardrobe set-up Door lock Warranty: 3 years	Unit
Lotto 5	ARMADIO OPERATIVO IN LEGNO	Pannelli in melaminico con schiena, fianchi e anta di spessore mm 17-19 top e ripiani spessore mm 25-28 (portata kg 80). Bordatura in ABS spessore 1 mm. Maniglie in metallo nichelate piedini livellatori. Dimensione: 450 x 40-42 x h 200-215 cm Finitura acero Allestimento guardaroba 1 anta Serratura Garanzia: 3 anni	Unità

Lot 6	WOODEN CABINET	Melamine panels with 17-19 mm thick back, sides and door top and shelves 25-28 mm thick (capacity 80 kg). 1 mm thick ABS edging. Nickel-plated metal handles leveling feet. Dimension: 90 x 40-42 x h 200-215 Maple finish 2 doors 4 shelves Door lock Warranty: 3 years	Unit
Lotto 6	ARMADIO OPERATIVO IN LEGNO	Pannelli in melaminico con schiena, fianchi e anta di spessore mm 17-19 top e ripiani spessore mm 25-8 (portata kg 80). Bordatura in ABS spessore 1 mm. Maniglie in metallo nichelate piedini livellatori. Dimensione: 90 x 40-42 x h 200-215 cm Finitura acero 2 ante 4 ripiani Serratura Garanzia: 3 anni	Unità

Lot 7	WOODEN CABINET	Melamine panels with 17-19 mm thick back, sides and door top and shelves 25-28 mm thick (capacity 80 kg). 1 mm thick ABS edging. Nickel-plated metal handles leveling feet. Dimension: 90 x 40-42 x h 110-130 Maple finish 2 doors 2 shelves Door lock Warranty: 3 years	Unit
Lotto 7	ARMADIO OPERATIVO IN LEGNO	Pannelli in melaminico con schiena, fianchi e anta di spessore mm 17-19 top e ripiani spessore mm 25-8 (portata kg 80). Bordatura in ABS spessore 1 mm. Maniglie in metallo nichelate piedini livellatori. Dimensione: 90 x 40-42 x h 110-130 cm Finitura acero 2 ante 2 ripiani Serratura Garanzia: 3 anni	Unità
Lot 8	CABINET WITH SLIDING DOORS	Melamine panels with 17-19 mm thick back, sides and door top and shelves 25-28 mm thick (capacity 80 kg). 1 mm thick ABS edging. leveling feet. Dimension: 90 x 40-42 x h 60-70 cm Maple finish 2 sliding doors 1 shelf Warranty: 3 years	Unit
Lotto 8	MOBILE BASSO ANTE SCORREVOLI	Pannelli in melaminico con schiena, fianchi e anta di spessore mm 17-19 top e ripiani spessore mm 25-8 (portata kg 80). Bordatura in ABS spessore 1 mm. piedini livellatori. Dimensione: 90 x 40-42 x h 60-70 cm Finitura acero 2 ante scorrevoli 1 ripiano Garanzia: 3 anni	Unità

ANNEX D/ BID SUBMISSION FORM
ALLEGATO D/ LETTERA DI PRESENTAZIONE DELL'OFFERTA

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

Da riportare in lingue inglese sulla propria carta intestata seguendo lo schema di cui appresso

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Office Furniture 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
ALLEGATO E/DATI OFFERENTE

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	HQ-2022-001		
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:	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration Certificate ▪ Self attestations as described in Annex B ▪ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ▪ Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR, provision of link to Manufacturer's website showing the Product Data Sheet ▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant ▪ Previous experience information as described in Annex B. ▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years 		



ANNEX F / PRICE SCHEDULE
ALLEGATO F- OFFERTA ECONOMICA

Option Opzione	Item Name Prodotto	Quantity Quantità	Compliance with Technical Specifications in Annex B Conformità alle specifiche tecniche	Unit rate in EURO Costo per prodotto in Euro	Total amount in EURO Totale in Euro
Lot 1 Lotto 1	Electric Stand-Sit Desk Scrivania regolabile in altezza elettricamente	13	<input type="checkbox"/> Comply/ Conforme <input type="checkbox"/> Not Comply/ non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		
Lot 2 Lotto 2	Electric Stand-Sit Desk Scrivania regolabile in altezza elettricamente	1	<input type="checkbox"/> Comply/ Conforme <input type="checkbox"/> Not Comply/ non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		
Lot 3 Lotto 3	4 drawers under desk chest of drawers with wheels Cassettiera sottoscrivania 4 cassetti su ruote	50	<input type="checkbox"/> Comply/ Conforme <input type="checkbox"/> Not Comply/ non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		

Option Opzione	Item Name Prodotto	Quantity Quantità	Compliance with Technical Specifications in Annex B Conformità alle specifiche tecniche	Unit rate in EURO Costo per prodotto in Euro	Total amount in EURO Totale in Euro
Lot 4 Lotto 4	WOODEN CABINET ARMADIO OPERATIVO IN LEGNO	5	<input type="checkbox"/> Comply/Conforme <input type="checkbox"/> Not Comply/non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		
Lot 5 Lotto 5	WOODEN CABINET ARMADIO OPERATIVO IN LEGNO	1	<input type="checkbox"/> Comply/Conforme <input type="checkbox"/> Not Comply/non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		
Lot 6 Lotto 6	WOODEN CABINET ARMADIO OPERATIVO IN LEGNO	20	<input type="checkbox"/> Comply/Conforme <input type="checkbox"/> Not Comply/non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		
Lot 7 Lotto 7	WOODEN CABINET	2	<input type="checkbox"/> Comply/Conforme <input type="checkbox"/> Not Comply/non conforme. Alternative specification offered (please attach)		

Option Opzione	Item Name Prodotto	Quantity Quantità	Compliance with Technical Specifications in Annex B Conformità alle specifiche tecniche	Unit rate in EURO Costo per prodotto in Euro	Total amount in EURO Totale in Euro
	ARMADIO OPERATIVO IN LEGNO		Specifiche alternative (allegare documentazione)		
Lot 8 Lotto 8	SLIDING DOORS CABINET ARMADIO ANTE SCORREVOLI	3	<input type="checkbox"/> Comply/Conforme <input type="checkbox"/> Not Comply/non conforme. Alternative specification offered (please attach) Specifiche alternative (allegare documentazione)		
Total Cost of Goods/Totale costo prodotti					
Freight/Trasporto e consegna					
Porterage and assembling/ Facchinaggio e montaggio scrivanie/mobilia in situ					
Insurance/Assicurazione					
Other Charges (please specify)/Atri costi (specificare)					
Grand Total					

Table 2: Offer for After-Sale Services and Other Conditions / Offerta per servizi post-vendita e altre condizioni:

Other Information	Responses/ Risposte		
	<i>Yes, we will comply Si ci conformeremo</i>	<i>No, we cannot comply No non ci conformeremo</i>	<i>If you cannot comply, pls. indicate counter proposal In caso di risposta negativa, si prega fare controproposta</i>
Delivery Lead Time April 31,2022 <i>Consegna entro il 31 aprile 2022</i>			
Warranty and After-Sales Requirements <i>Garanzie e servizio post-vendita</i>			
a) As specified in Annex B / <i>Come indicato nell'allegato B</i>			
b) Others/ <i>altre garanzie offerte</i>			

<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 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 **Goods**. 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 **Goods**.

Place of delivery	Viale Vaticano 106 -00165 Roma
Delivery date	April 31, 2022.
Payment terms	IDLO will make payment within 30 days after delivery of service on presentation of complete and correct invoice.
After-sales services and Warranty	As described in Annex B

ALLEGATO G
CONDIZIONI SPECIALI DI CONTRATTO

Le seguenti Condizioni speciali di contratto integrano e / o modificano i Termini e condizioni generali di IDLO per la fornitura di Servizi. In caso di conflitto, le disposizioni delle Condizioni speciali di contratto prevarranno su quelle contenute nei Termini e condizioni generali IDLO per la fornitura i Servizi.

Luogo di consegna	Viale Vaticano 106 -00165 Roma
Data di consegna	Entro il 31 Aprile 2021
Termini di pagamento	L'IDLO effettuerà i pagamenti al ricevimento soddisfacente di tutte le merci/servizi e dietro presentazione fattura da parte del fornitore
Garanzia	vedasi allegato B

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%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for services august 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20services%20august%202020.pdf)

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

Allegato H

Condizioni generali dell'IDLO per la fornitura di beni/servizi
Codici di comportamento dei fornitori dell'IDLO
(disponibili nella sola lingua inglese)

Con la presentazione della propria offerta, l'offerente si impegna ad accettare i termini e le condizioni generali per la fornitura di beni o di servizi dell'IDLO e l'adesione ai codici di comportamento dei fornitori dell'IDLO.

I documenti sono disponibili sul sito dell'IDLO:

[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%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for services august 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20services%20august%202020.pdf)

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