

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No_ 145_2020_SOM	Date: 23 Sept 2020
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Furniture and Stationery** 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 **ITB NO. N_145_2020_SOM** in the subject section of your email.

Deadline for Submission of Proposals: On or before **8th Oct 2020, 12:00 Hours Rome (Italy) time**. (1300 hours Somalia local time).

Important: This ITB is for the supply of Furniture and Stationery for delivery to:

Lot A

1. Kismayo Municipality
2. Ministry of Interior of Jubaland
3. Jubaland Refugees and IDPs Affairs (JRIA)

Lot B

1. Ministry of Planning, Investment & Economic Development Office, South West State of Somalia (SWSS)
2. Commission of Refugee & IDP's Office, South West State of Somalia (SWSS)
3. Baidoa District Council Office.

Thank you and we look forward to receiving your Bid.

Sincerely yours,

IDLO | International Development Law Organization
Somalia

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	<p>Bids shall be nominated exclusively in United States Dollar</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. Delivery Term and Place	<p>Goods are to be provided to:</p> <p><u>Lot A</u></p> <ol style="list-style-type: none"> 1) Kismayo Municipality 2) Ministry of Interior of Jubaland 3) Jubaland Refugees and IDPs Affairs (JRIA) <p><u>Lot B</u></p> <ol style="list-style-type: none"> 1) Ministry of Planning, Investment & Economic Development Office, South West State of Somalia (SWSS) 2) Commission of Refugee & IDP's Office, South West State of Somalia (SWSS) 3) Baidoa District Council Office
6. Deadline for Submissions of Bids	<p>The Bid shall be addressed to IDLO on or before 8th Oct 2020 at 12:00 PM Rome (Italy) time. (1300 hours Somalia 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>
7. 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)

8. 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.
9. Clarification of solicitation documents	<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>The requests for clarification will have “Request for clarifications for ITB No. [ITB NO. N_145_2020_SOM]” mentioned in the subject.</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>
10. Amendments of solicitation documents	<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>
11. Format, signing, sealing, marking and submission of Bids	<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 initialed by the person or persons signing the Bid.</p>
12. Joint Venture, Consortium, or Association	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

	<p>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 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"> Those that were undertaken together by the JV, Consortium or Association; and 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>
13. 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"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or

	<ul style="list-style-type: none"> 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.
14. 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.
15. 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.
16. 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 to 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>
17. 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>
18. Bidders' conference	<input checked="" type="checkbox"/> N/A

	<p><input type="checkbox"/> Yes – A Bidder’s conference will be conducted at [the date, time and location].</p> <p>All Bidders are encouraged to attend. Non attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on IDLO’s website and shared by email to Bidders that attended.</p> <p>No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to ITB.</p>
19. 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.
20. 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.
21. 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.
22. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
23. 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.
24. 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.

25. 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.
26. 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>
27. 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;
28. Debriefing	<p>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.</p>
29. Right to Vary Requirements at the time of the Award	<p>At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>

30. 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.
31. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
32. 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.
33. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. 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.
34. Partial Bid	<input type="checkbox"/> Not permitted (All or Nothing) <input checked="" type="checkbox"/> Permitted: Complete Lot A and/or Lot B

ANNEX B
PRELIMINARY SCREENING CRITERIA

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity in any state of Somalia	Certificate of Incorporation/Registration
Tax Revenue	Vendor is legally registered entity in any state of Somalia.	Valid Tax Compliance Certificate
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 clause 3.	[insert]
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.	Form A: Bid Submission Form
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 ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Export/Import Licenses, if applicable 	Form A: Bid Submission Form

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 3 years of relevant experience.	Copy of contract or reference letter
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Insert 2 references of similar works/Projects successfully completed
Company Profile	Brief description of the Bidder's Organization/Company	Business Brochures or any similar documents
Financial Standing	Minimum average annual turnover of USD 50,000 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Audited bank statements
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	

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, and 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.

The overall objective of procurement in IDLO is the timely acquisition of goods and services in support of IDLO activities in a competitive and transparent manner while ensuring fitness of purpose and the Best Value for Money.

IDLO procurement activities adhere to the principle of fairness, competition and transparency.

B. Background

IDLO Somalia Country Office intends to procure Furniture and Stationery in two lots (Lot A and Lot B) for different locations.

C. Condition of Contract and Expected Output

Supply and delivery of Furniture and Stationery in the different locations stated.

LOT A- Jubaland

LOT A- Jubaland 1. Kismayo Municipality		
No	PARTICULARS	SPECIFICATION
FURNITURE ITEMS		
1	EXECUTIVE CONFERENCE TABLE	Conference table. Approximate Dimension: W3000*D1400*H760mm Size: 30 seats Pattern: Plain and Printed Material: Wood, PVC and Metal Colour: Black, Red or Brown
2	VISITOR CHAIR	Comfortable executive chair upholstered in bonded Brown Leather and Pewter finish frame. Padded seat and back for all-day comfort and support. Pneumatic seat-height adjustment: 360-degree swivel; smooth-rolling casters BIFMA Certified. Approximate Chair Dimensions: 29.13 x 25.59 x 41.34-45.08 inches (LxWxH) Weight bearing load : Up to 110 Kg
3	FILE CABINET	File Cabinet with Lock and three doors. Material: galvanized steel plate-glass door, With lock, Approximate Size: 900 * 450 * 1800mm Colour: White
4	REFRIGERATOR	Minimum Gross storage Capacity: 310 to 330 litres Model Type: Double door Colours: grey with metallic finish (Metallic Colour) Voltage Range at 40 degree centigrade: Capable of working on 220 volts + 12 % A.C 50 Hz Power Source: AC, 220 Volts to, 50 Hz, Method of Defrosting: Frost Free Refrigerant Gas: CFC free, Compressor: Power saver compressor 1 Year Warranty
5	OFFICE DESK TABLE	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood
6	PLASTIC CHAIRS	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating height 13.7 Inches Weight bearing load: 110 Kg

LOT A- Jubaland 1. Kismayo Municipality		
No	PARTICULARS	SPECIFICATION
7	STAND FAN	Stand fan Colour: Black Basic Controller Type: Button Control Material: Plastic Approximate Product Dimensions: 18 x 17 x 48 inches Item Weight: 6.23 pounds Item Diameter: 16 Inches Finish Types: Painted, Matte Number of Pieces: 1 Included Components: 16 In. Oscillating Stand Fan, Fused Safety Plug
8	WATER COOLING MACHINE	Water Cooling Machine, Stainless Steel-SS 20/40 BG Both hot and cooling
9	OFFICE WALLPAPER	Office wallpaper, Approximate Thickness: 0.15 to 0.25mm Approximate Size: 45cm X 100 M Colour: Either Buttercream Yellow, brown, Material: Vinyl, Paper Installation Method: Self-adhesive, Peel and stick Item Package Quantity: 1 Special Features: Paintable
10	AIR CONDITIONER	Air Conditioner Item Weight: 310 pounds Star rating: 5 Star Cooling Capacity (KW/hr): above 1 Air circulation (CFM H/M/L): above 3000KW/hr Compressor Type: Rotary type, 5 Air circulation (CFM H/M/L): above 300/250/200, IDU Noise level(dBA): ≤ 45/40/35 8 Control: Microprocessor controlled codeless remote Power Source (V/Hz/Ø): 230/50/1 10 Display: LED/LCD 11 Remote control distance: Min 10 meters 1 Year Warranty
11	AUDIO SPEAKER	Audio Speaker Sound clarity: 24000 Hz Speaker Type: Bookshelf Approximate Item Weight: 8.25 Pounds Colour: Black Speakers Maximum Output Power: 100 Watts Mounting Type: Wall Mount Impedance: 8 Ohm 1 Year Warranty
STATIONERY ITEMS		

LOT A- Jubaland 1. Kismayo Municipality		
No	PARTICULARS	SPECIFICATION
12	A4 SIZE. PAPER	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper
13	WHITEBOARD STAND	Mobile Dry Erase Board – 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad
14	OFFICE FILE TRAY	Mesh 3 Tier Document, Letter Tray, Desk Organizer, Item Weight: 3 pounds Approximate Product Dimensions: 13.75 x 11.75 x 10.75 inches Colour: Black Material Type: Plastic Size: Letter/A4 size
15	CLIP FILE	Medium Black Paper Binder Clips Clamps, Coideal 24 Pack 1 1/4 Inch Metal Bulldog Clip for Office (32mm)
16	FILE BOX	File Folder (File box) Item Weight: 1.1 pounds Approximate Product Dimensions: 12.6 x 9.4 x 1.6 inches Colour: Multi
17	PEN HOLDER	2 additional shallow compartments for holding clips or other small supplies Small notched supply drawer pulls out to hold 2.5" x 3" notes Item Weight: 1.15 pounds Approximate Product Dimensions: 9.6 x 4.7 x 4.3 inches Colour: Black
18	OFFICE GLUE	Item Weight: 1 pounds, Number of Items: 1 Approximate Product Dimensions: 5.25 x 2.75 x 8.88 inches Colour: White Material Type: Plastic Size: 43 grams
19	FLIP CHARTS STAND	Flip charts stand Item Weight: 43.3 pounds Approximate Product Dimensions 3.94 x 3.94 x 3.15 inches Colour: Brushed Aluminium, White Material Type: Aluminium Approximate Size: 27" x 41"
20	PENS	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or equivalent product
21	STAPLERS MEDIUM	Staplers medium Item Weight: 5.2 ounces Approximate Product Dimensions: 6.18 x 1.46 x 2.17 inches Colour: Black Material Type: Metal, Rubber Size: 1-Pack
22	PEN MARKERS	Pen Markers

LOT A- Jubaland 1. Kismayo Municipality		
No	PARTICULARS	SPECIFICATION
		Magnetic Fine Tip Dry Erase Markers with Erasers, Low Odour Fine Point Erasable Whiteboard Marker Pen for Work Office 12 in a Pack Assorted Colours
23	STICKY NOTES	Sticky notes Item Weight: 1.63 pounds Approximate Product Dimensions: 7.44 x 3.19 x 3.19 inches Colour: Multicolour, Cover Material: Paper, Material Type: Paper Number of Items: 1 Approximate Size: 3" x 3", Sheet Size; 3 Width x 3 Length
24	SPIRAL NOTEBOOKS	Spiral Notebooks Item Weight: 9.6 ounces, Approximate Product Dimensions: 0.56 x 9.19 x 11 inches Colour: Black/brown/yellow/red, Size: 8-1/2 x 11" Ruling: Legal
25	ENVELOPES	Catalogue Mailing Envelopes, Peel & Seal, 9x12 Inch, Colour: Brown
26	FIRST AID KIT,	First Aid kit box with the following components included: Plastic Bandages: 1" x 3"; First Aid Tape, 1/2" x 5yd; Triple Antibiotic Ointment Packets: BZK Antiseptic Towelettes; CPR Mask with One Way Valve; Burn Dressing: 4" x 4"; First Aid/Burn Cream Packets, 0.9g; Cold Compress: 4" x 5"; Sterile Eye Pads; Eyewash, 1oz; Hand Sanitizer Packets: 0.9g; Nitrile Exam Gloves - medium size; Conforming Gauze Roll: 2"; Scissors; Gauze Dressing Pads, 3" x 3"; Trauma Pads: 5" x 9"; Triangular Sling/Bandage, 40" x 40" x 56"; First Aid Guide
27	FIRE EXTINGUISHER	Fire extinguisher: Class A Fires Size, 6KG Item Weight: 9.6 pounds Approximate Product Dimensions: 3.3 x 3.3 x 14.3 inches Colour: Red Style: Office Use, 2.50 gal Item Package Quantity 1
28	CLIPBOARDS	Clipboards-Officeworks - 30-Pack Item Weight: 13.4 pounds Approximate Product Dimensions: 12.5 x 0.5 x 9 inches Size: 30-Pack
29	PROJECTOR BOARD	Projector Board: Normal for standard meeting room. Colour: White Material Type: steel



LOT A- Jubaland 1. Kismayo Municipality		
No	PARTICULARS	SPECIFICATION
		Size: 160 x 120 cm (4:3)

LOT A- Jubaland 2. Ministry of Interior of Jubaland		
No	PARTICULARS	SPECIFICATION
FURNITURE ITEMS		
1	EXECUTIVE CONFERENCE TABLE	Conference table. Approximate Dimension: W3000*D1400*H760mm Size: 30 seats Pattern: Plain and Printed Material: Wood, PVC and Metal Colour: Black, Red or Brown
2	EXECUTIVE OFFICE CHAIRS	Executive Office Chairs, Product Name-Modern Office leather Chair ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 Kg
3	FILE CABINET	File Cabinet with Lock and three doors. Material: galvanized steel plate-glass door, With lock, Size: 900 * 450 * 1800mm Colour: White
4	VISITOR CHAIRS	Visitor chairs no 45 back black leather guest victors
5	OFFICE DESKS TABLE	Office desks Table Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood
6	PLASTIC CHAIRS	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating height 13.7 Inches Weight bearing load: 110 Kg
7	WATER COOLING MACHINE	Water Cooling Machine, Stainless Stell-SS 20/40 BG Both hot and cooling.
8	OFFICE WALLPAPER	Office wallpaper, Size: 45cm X 100 M Colour: Buttercream Yellow, brown, Material: Vinyl, Paper Installation Method: Self-adhesive, Peel and stick Item Package Quantity: 1 Special Features: Paintable
9	AIR CONDITIONER	Air Conditioner Item Weight: 310 pounds, Star rating : 5 Star , Cooling Capacity(KW/hr): above 1, Air circulation(CFM H/M/L): above3000KW/hr, Compressor Type: Rotary type, 5 Air circulation(CFM H/M/L): above 300/250/200 , IDU Noise level(dBA) : ≤ 45/40/35 8 Control : Microprocessor controlled codeless remote , Power Source (V/Hz/Ø) : 230/50/1 10 Display : LED/LCD 11 Remote control distance : Min 10 meters 1 Year Warranty

LOT A- Jubaland 2. Ministry of Interior of Jubaland		
No	PARTICULARS	SPECIFICATION
10	OFFICE CARPET	Office carpet Details: Size:3'X10'(0.9X3M), Thickness 0.6cm, shape: rectangular, colour: grey/red/smoke Product Dimensions 12 x 12 x 0.1 inches Item Weight: 1.92 ounces Item Weight: 0.12 Pounds Material: The back of the carpet is made of PVC, Surface of carpet is made of polypropylene blend that are bleach resistant, fade resistant, and durable.
11	VIP SOFA, 5-SEATER	VIP sofa, 5-seater: Sofa legs Materia--Solid Wood Clearance from Floor (Inch) -7 Inch, Material-Pin coda Wood Seat Material -Cotton, Seating Capacity-5-Seater
12	REFRIGERATOR	Minimum Gross storage Capacity: 310 to 330 litres Model Type: Double door Colours: grey with metallic finish (Metallic Colour) Voltage Range at 40 degree centigrade: Capable of working on 220 volts + 12 % A.C 50 Hz Power Source: AC, 220 Volts to, 50 Hz, Method of Defrosting: Frost Free Refrigerant Gas: CFC free, Compressor: Power saver compressor 1 Year Warranty
13	COFFEE TABLE	Coffee Table, Dimensions:110cm (W) x 55cm (D) x 40cm (H) Material: Black Walnut + Beech Wood, Colour: Dark walnut
14	OFFICE CURTAINS	Office Curtains (Window curtains) Somali office - Material: Linen Number: 5 Pieces Material: Cotton Size: (84" x 40") Fabric Type: 100% Cotton Item Weight: 2.61 Pounds
STATIONERY ITEMS		
15	A4 SIZE PAPER	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper
16	PROJECTOR BROAD	Projector Broad, Normal for standard meeting room Colour: White Material Type: steel Size:160 x 120 cm (4:3)
17	FLIP CHART	Flip charts stand Item Weight: 43.3 pounds Product Dimensions: 3.94 x 3.94 x 3.15 inches Colour: Brushed Aluminium, White Material Type: Aluminium Number of Items 1 Size: 27" x 41"
18	OFFICE FILE TRAY	Mesh 3 Tier Document, Letter Tray, Desk Organizer, Item Weight: 3 pounds

LOT A- Jubaland		
2. Ministry of Interior of Jubaland		
No	PARTICULARS	SPECIFICATION
		Product Dimensions: 13.75 x 11.75 x 10.75 inches Colour: Black Material Type Paper , Metal Size: Letter Paper
19	BOX FILE	Box file Colour: Black Material: Polypropylene (PP) Specification: A4 Back width: 73mm Size: 345*285*73mm Product packaging: 1* two-hole folder
20	NOTICE BOARD	Notice Board, 36 X 24 Inches, Item Weight: 5.94 pounds Product Dimensions: 40 x 25 x 0.98 inches Size: 36 X 24 Inches
21	PEN HOLDER	2 additional shallow compartments for holding clips or other small supplies Small notched supply drawer pulls out to hold 2.5" x 3" notes Item Weight: 1.15 pounds Product Dimensions: 9.6 x 4.7 x 4.3 inches Colour: Black
22	OFFICE GLUE	Item Weight: 1 pounds, Number of Items: 1 Product Dimensions 5.25 x 2.75 x 8.88 inches Colour: White Material Type: Plastic Size: 43 gm
23	PENS	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or " equivalent product"
24	STAPLER MACHINE	Medium Stapler Machine Item Weight: 5.2 ounces Product Dimensions: 6.18 x 1.46 x 2.17 inches Colour: Black Material Type: Metal, Rubber Size: 1-Pack
25	STAPLER MACHINE	Large Stapler Machine Item Weight: 1 pounds Product Dimensions: 13.75 x 3.19 x 6.75 inches Colour: Black/Gray Cover Material: Metal Number of Items: 1 Sheet Size: 160 pages
26	PEN MARKERS	Pen Markers Magnetic Fine Tip Dry Erase Markers with Erasers, Low odour Fine Point Erasable Whiteboard Marker Pen for Work Office 12 Pack Assorted Colours
27	STICKY NOTES	Sticky notes Item Weight: 1.63 pounds Product Dimensions: 7.44 x 3.19 x 3.19 inches

LOT A- Jubaland 2. Ministry of Interior of Jubaland		
No	PARTICULARS	SPECIFICATION
		Colour: Multicolour, Cover Material: Paper, Material Type: Paper Number of Items: 1 Size: 3" x 3", Sheet Size; 3 Width x 3 Length
28	SPIRAL NOTE BOOKS	Spiral Notebooks Item Weight: 9.6 ounces, Product Dimensions: 0.56 x 9.19 x 11 inches Colour: Black/brown/yellow/red, Number of Items: 1 Size: 8-1/2 x 11" Ruling: Legal
29	ENVELOPES	Catalogue Mailing Envelopes, Peel & Seal, 9x12 Inch, Brown
30	FIRST AID KIT	First Aid kit box with the following components included: <ul style="list-style-type: none"> • Plastic Bandages: 1" x 3"; • First Aid Tape, 1/2" x 5yd; • Triple Antibiotic Ointment Packets: BZK Antiseptic Towelettes; • CPR Mask with One Way Valve; • Burn Dressing: 4" x 4"; • First Aid/Burn Cream Packets, 0.9g; • Cold Compress: 4" x 5"; • Sterile Eye Pads; • Eyewash, 1oz; • Hand Sanitizer Packets: 0.9g; • Nitrile Exam Gloves - medium size; • Conforming Gauze Roll: 2"; • Scissors; • Gauze Dressing Pads, 3" x 3"; • Trauma Pads: 5" x 9"; • Triangular Sling/Bandage, 40" x 40" x 56"; • First Aid Guide
31	FIRE EXTINGUISHER	Fire extinguisher: Class A Fires Size, 6KG Item Weight: 9.6 pounds Product Dimensions: 3.3 x 3.3 x 14.3 inches Colour: Red Style: Office Use, 2.50 gal Item Package Quantity 1
32	PAPER PUNCH	Paper Punch Capacity: 22 sheets Punching Distance 80mm Punching diameter 5.5 mm
33	POWER EXTENSION	Power Extension Cable Size: 8 feet cord Type: 4 plugs, round
34	ANTIVIRUS INTERNET SECURITY	Antivirus Internet Security 10 devices 1 – year subscription Auto Renewable Include: VPN, Cloud Back-Up, Dark Web Monitoring
35	INK	5 bottles Dye Based Refill Ink
36	STAPLER PINS	Stapler pins l Size: large, medium & small

LOT A- Jubaland 2. Ministry of Interior of Jubaland		
No	PARTICULARS	SPECIFICATION
37	ELECTRIC BLOWER	Cordless Leaf Blower - Electric Leaf Blower Battery-Powered, 20v Lithium Leaf Blower Cordless with Battery & Charger, Powerful Cordless Blower Lightweight for Sweeping Snow (Battery Charger Included)
38	DUST BIN	Dustbin- Waste container Colour: Black Product Dimensions: 18 x 14.5 x 25 inches Item Weight: 5.4 pounds
39	TRANSPARENT FILE	Transparent file Item Weight: 5.6 pounds Product Dimensions: 9 x 1.3 x 11.5 inches Size: 200-Pack

LOT A- Jubaland		
3. Jubaland Refugees and IDPs Affairs (JRIA)		
No	PARTICULARS	SPECIFICATION
FURNITURE ITEMS		
1	EXECUTIVE OFFICE CHAIR	Executive Office Chair Product Name-Modern Office leather Chair Armrest: PU armrest (height adjustable), Size:86*64*33 Weight bearing load : Up to 110 Kg
2	OFFICE CHAIR	Standard Office Chairs-Leather Weight bearing load : Up to 110 Kg
3	FILE CABINET	File Cabinet with Lock and three doors. Material: galvanized steel plate-glass door, With lock, Size: 900 * 450 * 1800mm Colour: White
4	EXECUTIVE OFFICE DESK TABLE	Size: 120x65x75cm Pattern: Plain, Printed Colour: Brown Application: Office Use Finishing: Non-Polished Material: Wood
5	CONFERENCE DESKS	Conference Desks: with L Type- With Executive Chairs-15
6	PLASTICS CHAIRS	Plastics chairs Type: With Hand Rest (Arms), Colour: mixed all Colour, Height: Standard, Depth: High Weight bearing load : Up to 110 Kg
7	AIR CONDITIONER	Cooling Capacity (KW/hr.):>1, Air circulation (CFM H/M/L) :> 3000KW/hr, Compressor Type: Rotary type, Air circulation (CFM H/M/L): > 300/250/200 IDU Noise level(dBA): ≤ 45/40/35 Control: Microprocessor controlled codeless remote Power Source: (V/Hz/Ø): 230/50/1 Display: LED/LCD 11 Remote control distance: Min 10 meters Warranty: 1 year
8	WATER COOLING MACHINE	Water Cooling Machine: Stainless Steel-SS 20/40 BG Both cooling and hot
9	CHAIRS	Classic leather office desk guest chair with metal frame, Colour: black Metal frame: durable for strength and reliable performance Black bonded leather upholstery on back, seat, and arm pads Weight capacity: 250-pound; sleek contemporary style Chair Dimensions: Measures 27.4 x 23.6 x 35.8 inches (LxWxH)
10	3-SET CHAIRS	Reception waiting 3-set chairs Product Dimensions: 30.5 x 65.25 x 31 inches Colour: Black, Type of product: Recliner Weight bearing load : Up to 110 Kg

LOT A- Jubaland 3. Jubaland Refugees and IDPs Affairs (JRIA)		
No	PARTICULARS	SPECIFICATION
11	DUST BIN	Dustbin Waste container Colour: Black Product Dimensions: 18 x 14.5 x 25 inches Item Weight: 5.4 pounds
12	ELECTRIC BLOWER	Cordless Leaf Blower - Electric Leaf Blower Type: Battery-Powered, 20v Lithium Leaf Blower Cordless with Battery & Charger, Powerful Cordless Blower Lightweight for Sweeping Snow (Battery Charger Included)

LOT B- South West State of Somalia

LOT B- South West State of Somalia		
1. MINISTRY OF PLANNING, INVESTMENT & ECONOMIC DEVELOPMENT		
	<u>PARTICULARS</u>	<u>SPECIFICATION</u>
FURNITURE ITEMS		
1	EXECUTIVE SOFA AND ARMCHAIRSET, 5-SEATER	Executive Sofa and armchair set for 5-seater. Legs material: wood. clearance From Floor:7 Inches Upholstery material: Cotton, Pincoda Wood
2	WAITING ROOM SOFA SET	Sofa legs Material: Solid Wood Clearance from Floor (Inch): 7 Inch Material: Pincoda Wood Seat Material: Cotton Seating Capacity: 5-Seater
3	EXECUTIVE OFFICE TABLE	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Color: Red Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape
4	SET OFFICE DESKS AND CHAIRS	Set Desk and Chair Material of the structure: wood Upholstery material: Leather Color: Black Thickness of the seat: 4 inches Number of Wheels: 5 Weight bearing load : Up to 110 Kg
5	COFFEE TABLE	Coffee Table, Approximate Dimensions:110cm (W) x 55cm (D) x 40cm (H) Material: Black Walnut + Beech Wood, Color: Dark walnut
6	AIR CONDITIONER	Cooling Capacity (KW/hr):>1, Air circulation (CFM H/M/L) :> 3000KW/hr, Compressor Type: Rotary type, Air circulation (CFM H/M/L): > 300/250/200 IDU Noise level(dBA): ≤ 45/40/35 Control: Microprocessor controlled codeless remote Power Source (V/Hz/Ø): 230/50/1 Display: LED/LCD 11 Remote control distance: Min 10 meters Star rating: 5 Star Warranty: 1 year
7	WATER COOLER MACHINE	Water dispenser with cooler function Capacity: 2 Liters Options: Hot and Cold



LOT B- South West State of Somalia		
1. MINISTRY OF PLANNING, INVESTMENT & ECONOMIC DEVELOPMENT		
	<u>PARTICULARS</u>	<u>SPECIFICATION</u>
		Materials: stainless steel
STATIONERY ITEMS		
8	A4 COPY PAPER	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper

LOT B- South West State of Somalia 2. COMMISSION OF REFUGEE & IDP'S		
	<u>PARTICULARS</u>	<u>SPECIFICATION</u>
FURNITURE ITEMS		
1	CONFERENCE TABLE	Material: laminate, Shape: Boat, Seating capacity: 20 pax Approximate Table size: 24 FT x 4 FT (288"x48")
2	CONFERENCE ROOM CHAIR	Conference Room Chair without wheels Arm Type: Fixed Arms, Chair Type-Executive Design Type-Standard, Seat Material-Microfiber, Non-Rotatable, Color-Black Weight bearing load : Up to 110 Kg
3	PLASTICS TABLE RECTANGULAR SHAPE/SIZE	Plastics Table Rectangular Shape/Size Red, Brown, Black and Green Plastic Rectangular Dining Tables, Length: 1140 mm, Height: 725 mm
4	PLASTICS CHAIRS	Plastics chairs Type with Hand Rest (Arms), Color mixed all Size: L. 620 W. 578 H.865 Weight bearing load : Up to 110 Kg
5	DESK CHAIR	Black Leather Desk Chair Color, Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5 Weight bearing load : Up to 110 Kg
6	FILING CABINET	Filing Cabinet lock bars Type--Cabinet, Material -Steel, Color Details-Grey/Silver, Drawers-4, with lock Depth (inches) --26.5, Width (inches)--18, Height (inches)--52.25
7	STAND FAN	Stand fan Colour: Black Basic Controller Type: Button Control Material: Plastic Approximate Product Dimensions: 18 x 17 x 48 inches Item Weight: 6.23 pounds Item Diameter: 16 Inches Finish Types: Painted, Matte Number of Pieces: 1 Included Components: 16 In. Oscillating Stand Fan, Fused Safety Plug

LOT B- South West State of Somalia
2. COMMISSION OF REFUGEE & IDP'S

	<u>PARTICULARS</u>	<u>SPECIFICATION</u>
8	WATER COOLER MACHINE	Water dispenser with cooler function Capacity: 2 Liters Options: Hot and Cold Materials: stainless steel
STATIONERY ITEMS		
9	EXTENSION LEAD	Extension Lead Four Gang 1M Cable Length 1m Current Rating 13A No. of Outlets 4Outlets Outlet Type U
10	A4 COPY PAPER	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper
11	PUNCHER	Functional black metal 15 sheets hole puncher
12	STAPLER	Standard stapler (Full strip 20 sheets 24/6 26/6 metal stapler for office)
13	3 TIER LETTER TRAYS	3 Tier Letter Tray with Detachable Metal Support Bar and Radian Design, Plastic Stacking Sorter Strong and Durable Not Easily Deformed
14	PEN	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or " equivalent product"
15	WHITEBOARD MARKER	Whiteboard Marker Pack of 10- Easy, dry wipe off from various Surface, Low odor, Thick barrel, Bright Color, Confirms to ASTM D 4236. Pack: In Box of 10 Pcs
16	RECYCLE BIN	Office Recycle bin: material PP Size :28.6 X 28 cm Weight: 4.5 grams
17	OFFICE TAPE	Clear office tape size 24mm x 22.85m
18	GLUE STICK	Item Weight: 1 pounds, Number of Items: 1 Product Dimensions 5.25 x 2.75 x 8.88 inches Color: White Material Type Plastic Size: 43 gm
19	SCREEN CLEANER KIT.	Screen Cleaner kit for computer screens with 100ml spray and double-sided microfiber cloth
20	CALCULATOR, BLACK	Standard Function Calculator, 12-digit large lcd display, handheld for daily and basic office, Black
21	PAPER CUTTER	Heavy Duty Guillotine Paper Cutter Trimmer B4
22	PAPER SHREDDER	Office paper shredder strip cut 5 sheets/S606B/10L
23	WHITEBOARD STAND	Mobile Dry Erase Board – 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad

LOT B- South West State of Somalia 2. COMMISSION OF REFUGEE & IDP'S		
	<u>PARTICULARS</u>	<u>SPECIFICATION</u>
24	FLIP CHART	White flip chart paper Type: 3-Hole Punched, Color: Plain White, Size :15 Lb, 50 Sh/Pd, 2 Per Carton
25	NOTICE BOARD	Notice Board Felt Blue Size:48 X 24 Inches, 3 Pack Type: Silver Aluminum Frame

**LOT B- South West State of Somalia
3. BAIDOA DISTRICT COUNCIL**

	<u>PARTICULARS</u>	<u>SPECIFICATION</u>
FURNITURE ITEMS		
1	EXECUTIVE OFFICE TABLE	Executive Office table. Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Color: Brown Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape
2	STAND FAN	Stand fan Colour: Black Basic Controller Type Button Control Material: Plastic Product Dimensions: 18 x 17 x 48 inches Item Weight: 6.23 pounds Item Diameter 16 Inches Finish Types: Painted, Matte Included Components: 16 In. Oscillating Stand Fan, Fused Safety Plug
3	DESK CHAIR	Black Leather Desk Chair-Manufacturer Color: Black Leather, Seat Bottom Thickness :(Inches)-4, Number of Casters/Wheels-5 Weight bearing load : Up to 110 Kg
4	FILING CABINET	Filing Cabinet lock bars Type: Cabinet, Material -Steel, Color: Grey/Silver, Drawers: with lock Depth: 26.5 Inches Width :18 Inches Height :52.25 Inches
5	PLASTIC CHAIR	Color: White Monobloc stackable plastic chair Weight bearing load : Up to 110 Kg
6	RECTANGULAR TABLE	Rectangular office meeting table:15 pax Size: 110x180 cm Type: Mahogany with metal legs Color: dark brown
7	CHAIRS MEETING ROOM	Width: 530mm Depth: 560mm Height: 885mm Weight: 11.2kg Type: Metal Color: Any color Weight bearing load : Up to 110 Kg
8	EXECUTIVE CHAIR	Black Leather Desk Chair-Manufacturer Color: Black Leather, Seat Bottom Thickness :4 Inches, Number of Casters/Wheels: 5

		Weight bearing load : Up to 110 Kg
9	WATER COOLER MACHINE	Water dispenser with cooler function Capacity: 2 Liters Options: Hot and Cold Materials: stainless steel
STATIONERY ITEMS		
10	EXTENSION LEAD	Extension Lead: Four Gang 1M Cable Length 1m Current Rating 13A No. of Outlets: 4 Outlets Outlet Type U
11	A4 SIZE PAPER	A4 Size paper :100 reams Size: 100 grams A4, Color: White Measures: 210 × 297 millimeters or 8.27 × 11.69 inches. Packing: 500 pcs / ream " recycled paper"
12	A4 SIZE HARD PAPER	A4 Size photo/hard paper 100 reams, glossy, Color :White, Weight: 180 grams
13	HOLE PUNCHER	Functional black metal Function: 15 sheets hole puncher
14	STAPLER	Standard stapler Type: Full strip 20 sheets 24/6 26/6 metal stapler for office
15	3 TIER LETTER TRAYS	3 Tier Letter Tray with Detachable Metal Support Bar and Radian Design: Plastic Stacking Sorter Strong and Durable Not Easily Deformed Color: Black
16	PEN	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or " equivalent product"
17	WHITEBOARD MARKER	Whiteboard Marker Pack of 10- Easy, dry wipe off from various Surface, Type: Low odor, Thick barrel, Bright color, Confirms to ASTM D 4236. Pack: In Box of 10 Pcs
18	OFFICE TAPE	Clear office tape size 24mm x 22.85m Pack: 10 Without dispenser
19	GLUE STICK	Item Weight: 1 pounds Product Dimensions 5.25 x 2.75 x 8.88 inches Colour: White Material Type Plastic Size: 43 gm
20	SCREEN CLEANER KIT	Screen Cleaner kit for computer screens with 100ml spray and double-sided microfiber cloth
21	CALCULATOR	Standard Function Calculator, Size: 12-digit large lcd display, handheld for daily and basic office, Color: Black
22	PAPER SHREDDER	Office paper shredder strip cut 5 sheets/S606B/10L Weight: 1.6 Kg
23	WHITEBOARD STAND	Mobile Dry Erase Board: 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad
24	FLIP CHART	White flip chart paper 3: Hole Punched, Color: White, 15 Lb, Plain White, 50 Sh/Pd, 2 Per Carton
25	NOTICE BOARD	Notice Board Felt Blue, Size: 48 X 24 Inches, 3 Pack, Type: Silver Aluminum Frame

D. Institutional Arrangement

ITB No. N_145_2020_SOM

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This contract shall be supervised by the IDLO Senior Field Program Manager with the support of the Procurement Specialist. Ministry of Interior and Ministry of Planning focal points shall be present to provide guidance with respect to requirements.

E. Duration of the Work

Goods to be provided and contract completed within 4 weeks of contract signature.

F. Work Location

The locations the Contractor is expected to deliver to is stated In Annex A: Section 5 - Delivery Term and Place

G. Qualifications of the Successful Contractor

This shall be guided by qualification requirement on part (b) of Annex B and the Contractor is expected to have a minimum of 3 years' experience

H. Scope of Tender Price and Schedule of Payments

The basis of this contract is fixed price contract.

NR	MILESTONE	TARGET TIMELINE	COMPLETION	Target Payment Date
1	Provision of Furniture and Stationery	Within 4 weeks of contract signature		Within 30 days after receipt of invoice

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 **Goods** 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. N_145_2020_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 ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant ▪ Patent Registration Certificates, if any of technologies submitted in the tender is patented by the Bidder ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years 		

ANNEX F
PRICE SCHEDULE

ITB No. N_145_2020_SOM













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.

Classified into two Lots:





















1. LOT A
2. LOT B

SN	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
1. Kismayo Municipality						
1	EXECUTIVE CONFERENCE TABLE		Each	1		
2	VISITOR CHAIR		Each	15		
3	FILE CABINET		Each	3		
4	REFRIGERATOR		Each	2		
5	OFFICE DESKS TABLE		Each	5		
6	PLASTIC CHAIRS		Each	100		
7	STAND FAN		Each	10		
8	WATER COOLING MACHINE		Each	2		
9	OFFICE WALLPAPER		Meter	100mx45cm		
10	AIR CONDITIONER		Each	4		

SN	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
11	AUDIO SPEAKER		Each	3		
12	A4 SIZE. PAPER		BOX of 5 reams	15		
13	WHITEBOARD STAND		Each			
14	OFFICE FILE TREY		Each	18		
15	CLIP FILE		Each	12		
16	FILE BOX		Each	5		
17	PEN HOLDER		Each	12		
18	OFFICE GLUE		Dozen	1		
19	FLIP CHARTS		Dozen	2		
20	PENS		Box	5		
21	STAPLERS MEDIUM		Each	5		
22	PEN MARKERS		Dozen	6		
23	STICKY NOTES		Dozen	2		
24	SPIRAL NOTEBOOKS		Dozen	10		
25	ENVELOPES		Box	5		
26	FIRST AID KIT,		Each	1		
27	FIRE EXTINGUISHER		Each	2		

SN	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
28	CLIPBOARDS		Each	5		
29	PROJECTOR BOARD		Each	1		









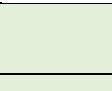
2. Ministry of Interior of Jubaland							
1	EXECUTIVE CONFERENCE TABLE		Each	1			
2	EXECUTIVE OFFICE CHAIRS		Each	6			
3	FILE CABINET		Each	4			
4	VISITOR CHAIRS		Each	50			
5	OFFICE DESKS TABLE		Each	6			
6	PLASTIC CHAIRS		Each	30			
7	WATER COOLING MACHINE		Each	2			
8	OFFICE WALLPAPER		Meter	100mx45cm			
9	AIR CONDITIONER		Each	4			
10	OFFICE CARPET		Meter	50 m			
11	VIP SOFA, 5-SEATER		Each	1			
12	REFRIGERATOR		Each	2			
13	COFFEE TABLE		Each	2			
14	OFFICE CURTAINS		Each	5			
15	A4 SIZE PAPER		BOX of 5 reams	20			
16	PROJECTOR BROAD		Each	1			
17	FLIP CHART		Each	2			
18	OFFICE FILE TRAY		Each	18			

19	BOX FILE		Box	10		
20	NOTICE BOARD		Each	4		
21	PEN HOLDER		Each	12		
22	OFFICE GLUE		Dozen	12		
23	PENS		Box	5		
24	STAPLER MACHINE		Each	5		
25	STAPLER MACHINE		Each	1		
26	PEN MARKERS		Dozen	10		
27	STICKY NOTES		Dozen	2		
28	SPIRAL NOTE BOOKS		Dozen	6		
29	ENVELOPES		Box	6		
30	FIRST AID KIT		Each	1		
31	FIRE EXTINGUISHER		Each	2		
32	PAPER PUNCH		Dozen	10		
33	POWER EXTENSION		Each	10		
34	ANTIVIRUS SECURITY INTERNET		Each	15		
35	INK		Each	30		
36	STAPLER PINS		Box	10		
37	ELECTRIC BLOWER		Each	1		
38	DUST BIN		Each	5		






39	TRANSPARENT FILE		Box	2		
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3. Jubaland Refugees and IDPs Affairs (JRIA)






1	EXECUTIVE OFFICE CHAIR		Each	6		
2	OFFICE CHAIR		Each	21		
3	FILE CABINET		Each	5		
4	EXECUTIVE OFFICE DESK TABLE		Each	8		
5	CONFERENCE DESKS		Each	1		
6	PLASTICS CHAIRS		Each	70		
7	AIR CONDITIONER		Each	4		
8	WATER COOLING MACHINE		Each	5		
9	CHAIRS		Each	1		
10	3-SET CHAIRS		Each	3		
11	DUST BIN		Each	40		
12	ELECTRIC BLOWER		Each	1		
Sub-Total LOT A- Jubaland						
DELIVERY CHARGES (IF APPLICABLE)						
CURRENCY						
GRAND TOTAL						

1. Ministry Of Planning, Investment & Economic Development

1	EXECUTIVE SOFA AND ARMCHAIRSET, 5-SEATER		Each	1		
2	WAITING ROOM SOFA SET		Each	1		
3	EXECUTIVE OFFICE TABLE		Each	3		
4	SET OFFICE DESKS AND CHAIRS		Each	3		
5	COFFEE TABLE		Each	1		
6	AIR CONDITIONER		Each	3		
7	WATER COOLER MACHINE		Each	2		
8	A4 COPY PAPER		BOX of 5 reams	5		

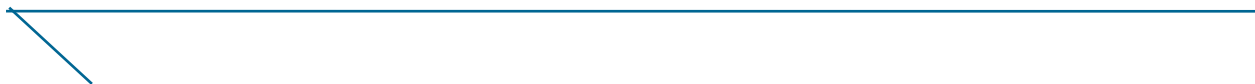
2. COMMISSION OF REFUGEE & IDP'S

1	CONFERENCE TABLE		Each	1		
2	CONFERENCE ROOM CHAIR		Each	20		
3	PLASTICS TABLE RECTANGULAR SHAPE/SIZE		Each	3		
4	PLASTICS CHAIRS		Each	50		
5	DESK CHAIR		Each	6		
6	FILING CABINET		Each	7		
7	STAND FAN		Each	6		
8	WATER COOLER MACHINE		Each	4		
9	EXTENSION LEAD		Each	5		
10	A4 COPY PAPER		BOX of 5 reams	5		
11	PUNCHER		Each	5		
12	STAPLER		Each	5		
13	3 TIER LETTER TRAYS		Each	5		
14	PEN		BOX OF 20 PCS	4		
15	WHITEBOARD MARKER		BOX OF 10 PCS	5		
16	RECYCLE BIN		Each	5		
17	OFFICE TAPE		Each	12		
18	GLUE STICK		Each	10		
19	SCREEN CLEANER KIT.		Each	5		
20	CALCULATOR, BLACK		Each	5		

21	PAPER CUTTER		Each	2		
22	PAPER SHREDDER		Each	1		
23	WHITEBOARD STAND		Each	2		
24	FLIP CHART		Each	12		
25	NOTICE BOARD		Each	3		

3. BAIDOA DISTRICT COUNCIL

1	EXECUTIVE OFFICE TABLE		Each	3		
2	STAND FAN		Each	5		
3	DESK CHAIR		Each	10		
4	FILING CABINET		Each	5		
5	PLASTIC CHAIR		Each	50		
6	RECTANGULAR TABLE		Each	1		
7	CHAIRS MEETING ROOM		Each	15		
8	EXECUTIVE CHAIR		Each	3		
9	WATER COOLER MACHINE		Each	6		
10	EXTENSION LEAD		Each	5		
11	A4 SIZE PAPER		BOX of 5 reams	5		
12	A4 SIZE HARD PAPER		BOX of 5 reams	5		
13	HOLE PUNCHER		Each	5		
14	STAPLER		Each	5		
15	3 TIER LETTER TRAY		Each	5		
16	PEN		BOX OF 20 PCS	5		
17	WHITEBOARD MARKER		BOX OF 10 PCS	5		
18	OFFICE TAPE		Each	12		
19	GLUE STICK		Each	10		
20	SCREEN CLEANER KIT		Each	5		
21	CALCULATOR		Each	5		
22	PAPER SHREDDER		Each	1		
23	WHITEBOARD STAND		Each	2		
24	FLIP CHART		Each	12		
25	NOTICE BOARD		Each	3		



Sub-Total LOT B- Southwest	
DELIVERY CHARGES (IF APPLICABLE)	
CURRENCY	
GRAND TOTAL	

Name, position and signature of the Bidder <i>Duly authorised to sign this Bid</i> Date:	Bidder's Stamp
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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 **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	Refer Annex A Section 5
Delivery date	Goods to be provided and completed within 4 weeks of contract signature.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services 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_august_2020.pdf

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