

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB N_173-2024-SOM

Date: **June 25, 2024**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Office furniture, ICT Equipment, Repair and partitioning of the Somaliland FIU office**. 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 N_173-2024-SOM** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: July 10, 2024**
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
Somalia Country Office

**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 [USD].</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	<p>The Bid shall be addressed to IDLO on or before Date: July 10, 2024 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>The Goods/Services will be delivered within 4 weeks after receipt of PO or contract from IDLO to the Financial Intelligence Unit FIU office In Hargeisa; Somaliland.</p>
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> Supplier</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> Yes, The items must be packed to avoid any damage to the delivery at the final destination according to the Lots outlined above.</p>
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation</p>

	Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	<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 N_173-2024-SOM in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. 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>
13. 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 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 N_173-2024-SOM"</p>

14. 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 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.

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.

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.

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.

A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- 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.

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.

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.

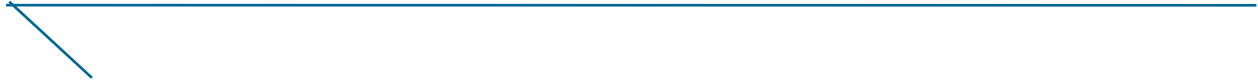
The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or

	Association shall be subject to the eligibility and qualification assessment by IDLO.
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>

	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.
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	<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	<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.

31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
33. 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>
34. Payment Terms	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>
35. General Terms and Conditions and Supplier Code of Conduct	<p>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.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
36. Liquidated Damages	<p><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.</p> <p>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.</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions</p>



	of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.
37. Partial Bid	<input checked="" type="checkbox"/> Permitted (According to the LOTS)

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	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 Annex A Clause 22.	Submit self-attestation letters for eligibility, bankruptcy and litigation history duly signed and stamped
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	
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.	
Experience of key personnel (for the works company)	CV for the proposed key personnel; CV of the Site Engineer	A minimum of 3 years of work experience in Civil engineering and other related construction work of similar nature and complexity equivalent to this assignment. a bachelor's degree in civil engineering or Building Construction Management from a reputable university. CV and certificates should be attached.
	CV for the proposed key personnel; CV of the Foreman.	A minimum of 2 years of work experience in Civil engineering and other related construction works of similar nature and complexity equivalent to this assignment.
		A Diploma in Civil Engineering. CV and certificates should be attached.
Company Profile	Description of all related works offered physical address and contact details for office.	Company Profile

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous experiences	<i>Minimum 2 contracts of similar nature implemented over the last 3 years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copies of two contracts/ LPOs / framework agreements or reference letters with contactable domain email addresses for verification
Financial Standing	Minimum average annual turnover of EUR 20,000 for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement). Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Audited Financial Statements or Bank statements(Balance sheets, including all related notes and income statements) for the last 3 years of annual turnover of USD 20,000

ANNEX C

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

A. About IDLO

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

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

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

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

B. Background

The International Development Law Organization (IDLO) enables governments, empowers people, and strengthens institutions to realize justice and promote peace and sustainable development. IDLO is the only global intergovernmental organization exclusively devoted to promoting the rule of law and access to justice. With its headquarters in Rome, Italy, a Branch Office in The Hague, and Permanent Observer Missions to the United Nations in New York and Geneva, IDLO carries out policy advocacy, research, and learning, as well as rule of law and justice programmes in countries through some 17 Country Offices operating in every region of the world.

The Bank of Somaliland (hereinafter referred to as "the Bank") was established in 1994 with the mandate of ensuring financial stability and oversight of financial institutions in Somaliland. In December 2019, Somaliland's Anti-Money Laundering Law No. 87/2019 formally established a Financial Intelligence Unit (FIU), an independent department within the Bank responsible for receiving, requesting, analyzing, and disseminating information concerning money laundering and terrorist financing. Part of the immediate priorities of the FIU Department in 2023 is the development of a five-year strategic plan to identify goals, allocate resources, and increase visibility. To support the Bank's ongoing efforts to strengthen its FIU Department, IDLO is seeking to renovate and equip the offices of the FIU Department.

C. Condition of Contract and Expected Output

IDLO is looking to establish a contract for goods and Repair and Partition services with a qualified Supplier/s to deliver office furniture, ICT Equipment and Repair and Partition services to the Financial Intelligence Unit FIU Office Hargeisa Somaliland in line with LOTS allocations in the ITB.

This ITB is for office furniture, ICT Equipment and Repair and Partition services.

D. Duration of the Work

Bidders are to refer to section 6 of Annex- A above for the duration of work and delivery places for each Lot (A-C).




E. Work Location

The Work location will be The Financial Intelligence Unit's Office in Hargeisa; Somaliland



NR	MILESTONE	TARGET COMPLETION TIMELINE
1	Provision of Repairing and Partition of offices	4 weeks after the signing of the contract
2	Provision of Office Furniture	4 weeks after the signing of the contract
3	Provision of ICT Equipment	4 weeks after the signing of the contract




F. TECHNICAL SPECIFICATIONS



LOT A: - Demolition, Repairing and Partition			
Item Nr	Description	Unit	Quantity
1	Demolition of damaged ceiling board	sqm	83.16
2	Repairing and cements plastering west FIU interior wall with serious crack and curing etc including all leads of all construction materials.	Sqm	7
3	Installation of new modern Gypsum board ceiling	Sqm	83.16
4	Apply two coats of painting of all interior wall	Sqm	120
5	Installation of local made metal steel door in the enclosed balcony entry/exit door	NO	1
6	Installation of aluminium door in the partition room of Director office and Deputy director	No	3
7	Aluminium curtain wall with Frame double class mirror corridor exterior covering of a building to protect the interior of the building from the element.	Sqm	22.7
8	Tempered glass wall partition mirror in the FIU office	Sqm	34.8


LOT B: Office Furniture			
#	Item Name	Specifications	Pictures
1	Conference table. Delivery and assembly at a place (Destinations)	<ul style="list-style-type: none"> Elegant and comfortable Conference Table with specified MDF plywood having brown veneer standardized for 8 people: Dimension: Table Length: 2.5 meters, Table Width: 120 cm from which 15 cm width for wire managing space at the middle of the table along. Table height: Standard height or 80 cm Table both end width: 120cm Thickness of the Tabletop surface: 32mm Table Legs: Adjustable wooden Material: Best quality Oak Color: light Brown Including delivery and assembly. Desk With Cable Management: Steelcase Universal Power Cable Management Kit Anti scratch coating 	
2	Visitor chair VC908 Black	<ul style="list-style-type: none"> Visitor Chairs, Modern Office visitor Chair ARMREST, PU back and armrest (height adjustable). Weight bearing load: 110 KG Color: Black Highest Height: 763 mm. Seat Width: 462 mm. Seat Depth: 415 mm. Backrest Width: 490 mm. 	
3	A seater workstation 2WT08-A	<ul style="list-style-type: none"> Crafted with premium materials and ergonomic design With integrated cable management and customizable configurations. Measurements in mm : 1200W x 1200D x 1200H 	


4	High black chair 810/2010	<ul style="list-style-type: none"> • Ergonomic and contemporary design • Synchronised tilt for seamless movement • Twin wheel hooded castors for effortless gliding • Waterfall seat edge for enhanced leg comfort • Simple self-assembly <p>Size Specifications:</p> <ul style="list-style-type: none"> • Seat Width: 550mm • Depth: 525mm • Seat Height Range: 470mm-570mm • Back Height: 785mm • Width: 530mm 	
5	C15 metal locker cabinet	<ul style="list-style-type: none"> • C 15 Door Metal Locker Cabinet (model DL-1540) • Material: Steel Metal • Color: Powder Coated Light Gray Finish • Assembled Dimensions: • Length: 900mm • Width: 400mm • Height: 1850mm • Configuration: Five Tier by Three Column • Each locker compartment includes a steel hasp provision for a key padlock and a name plate. 	
6	C file cabinet lockers	<ul style="list-style-type: none"> • Multi-layer drawer file cabinet is ideal for most offices and homes, adding security to your home and office. • Multi-function lock drawer design, multi-layer storage space, large capacity, classified storage, easy to store, use more quickly and securely. • Made of high-quality cold-rolled steel, thick steel plate, hard and firm texture, smooth surface, not easy to deform, strong bearing capacity and durable. • Color: Grey • Special Feature: Durable, Large Capacity, Waterproof 	


		<ul style="list-style-type: none"> • Mounting Type: Floor Mount • Room Type: Office • Material: Alloy Steel, Metal • Style: Modern 	
7	Office table 2m KT303-20	<ul style="list-style-type: none"> • MDF brown coloured high-density board with smooth surface wood veneer/ paper finish, durable, moisture resistive high glass furniture and Stylish designs features L-shaped office desk with approximate • Size : 1200W x 700D x 750H (MM)m • Pattern: Plain, Printed Condition: New Colour: Either Brown, Cream, Gray, or Red Application: Office Use Finishing: Non-Polished Material, Insure retaining angle wooden poles are 2X3" inch and all plain wall MDF plywood are 1x8" inch thick. • Two drawers, measured Length 50cmx 40 cm x 10 cm Depth • Desk With Cable Management: Steelcase Universal Power Cable Management Kit • Anti-scratch coating 	
8	Coffee table 40/50cm	<ul style="list-style-type: none"> • Product Type: Coffee Table • Table Top Shape: Rectangular • Top Material: Manufactured Wood; Solid + Manufactured Wood • Base Material: Steel • Natural Variation Type: Natural Wood Grain Color Variation • Extendable: No • Weight Capacity: 25kg • Decal/Laminate Design • Top Colour (Rustic Brown Top/Black Base Colour): Rustic Brown • Base Colour (Rustic Brown Top/Black Base Colour) • Assembly: Yes 	



9	Metal file cabinet 4 door	<ul style="list-style-type: none"> • Modern metal file cabinet • Usage/Application: Office • No Of Lockers: 4 • Design: Modern • Material: Mild steel 	
10	Safe box 110kg Vietnam	<ul style="list-style-type: none"> • Model: UBH-57CD • Dimension (external): 360H x 490W x 425D mm • Dimension (internal): 236H x 381W x 306D mm • Weight: 57kg / 121lbs • Capacity: 27.5 Litres • Fire Resistance (JIS rating): 2 Hours • Locking System: Double Key Lock • Accessories: 1 plastic tray, 2 pair of operational keys, 1 set of floor mounting bolt, 1 instruction manual • Warranty: 1 Year Warranty on Locking System (against manufacturing defects) 	
11	Portable under vehicle hand search mirror	<ul style="list-style-type: none"> • Portable Telescopic Under Vehicle Inspection Mirror Under Car Mirror - 8-Inch Foldable • Diameter Security Mirror with LED Light • Item Weight: 1.76 pounds • Package Dimensions: 20.94 x 11.5 x 3.78 inches 	


12	Hand-held-metal detector(Garrett model)	<ul style="list-style-type: none"> • Three-color LED indication Green LED = ON • Amber LED = LOW BATTERY • Red LED = ALARM • Controls: Power switch (Audible / Off / Silent) • Interference Elimination Switch • Tuning: Automatic • Sensitivity: Secure internal sensitivity adjustment • Width 3.25" (8.3 cm) • Thickness 1.625" (4.1 cm) • Length 16.5" (42 cm) • Total Weight 17.6 oz (500 g) • Battery Requirements one 9V (included). Provides up to 100 hours of normal operation. • Warranty: 1 Year, Limited Parts/Labor 	
13	First Aid Kit	<p>The first aid kits for a nclude the following:</p> <ul style="list-style-type: none"> • 2 absorbent compress dressings (5 x 9 inches) • 25 adhesive bandages (assorted sizes), also found within our Family First Aid Kit • 1 adhesive cloth tape (10 yards x 1 inch) • 5 antibiotic ointment packets (approximately 1 gram) • 5 antiseptic wipe packets • 2 packets of aspirin (81 mg each) • 1 emergency blanket • 1 breathing barrier (with one-way valve) • 1 instant cold compress • 2 pair of nonlatex gloves (size: large) • 2 hydrocortisone ointment packets (approximately 1 gram each) • 1 3 in. gauze roll (roller) bandage 	



		<ul style="list-style-type: none"> • 1 roller bandage (4 inches wide) • 5 3 in. x 3 in. sterile gauze pads • 5 sterile gauze pads (4 x 4 inches) • Oral thermometer (non-mercury/nonglass) • 2 triangular bandages • Tweezers • Emergency First Aid instructions 	
LOT C- ICT Equipment			
1	Paper shredder 12 sheet	<ul style="list-style-type: none"> • P-4 High Security: Micro-cut shredder turns paper per pass into 5/32 by 13/32Inches (4 by 10mm) tiny particles, reaches P-4 high-security level, which keeps your information more secure • 8-Sheet Shredding Capacity: This paper shredder for home can shred 8 sheets of paper (letter size, 75g/m²) at one time, also can shred credit cards (one at a time), staples, paper clips or documents (but not suitable for metal credit cards) • Reverse&Protection Function: Auto start/stop and manual reverse to clear paper jams; The paper entry width is 8.66 inches with 4 gallon pullout bin • Product Dimensions: 9.1 x13.2 x 17.9 inches (WxLxH) • Size: 8 Sheet • Cut Type: Micro Cut • Capacity 4 Gallons • Color: Black • Special Feature: Automatic Start Stop, Caster 	

2	indoor wireless CCTV camera 8mp (Delivery and assembly at a place Destinations)	<ul style="list-style-type: none"> • Camera type: indoor • Connectivity Technology: Wireless • Video Capture Resolution: 4K UHD 2160p, 8MP • Special Feature: Easy to Install, Waterproof, Vehicle Detection, Adjustable, Motion Sensor • 4K Ultra HD -(8MP) PoE camera delivers almost 4 times the clarity of 1080p. • Remote Access and Playback – Perform live views and playbacks on your smart device (iOS, Android) via WiFi or 3G/4G connection. • Plug and Play PoE System – A simple PoE connection • Continuous 24/7 Recording – With a pre-installed 4TB HDD and the storage capacity of up to 12TB • 24/7 continuous recording and motion-triggered only recording. • Report an issue with this product or seller • Megapixels: 8MP • Supported Operating Systems: No • Type: Security Camera • Audio Output: Two Way Audio • IP Rating: IP66 • High Definition: 8.0 Megapixels • Model: Security Camera • Certification: CE,FCC 	
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3	<p>outdoor wireless CCTV camera 8mp (Delivery and assembly at a place Destinations)</p>	<ul style="list-style-type: none"> • Camera type: Outdoor • Connectivity Technology: Wireless • Video Capture Resolution: 4K UHD 2160p, 8MP • Special Feature: Easy to Install, Waterproof, Vehicle Detection, Adjustable, Motion Sensor • 4K Ultra HD -(8MP) PoE camera delivers almost 4 times the clarity of 1080p. • Remote Access and Playback – Perform live views and playbacks on your smart device (iOS, Android) via WiFi or 3G/4G connection. • Plug and Play PoE System – A simple PoE connection • Continuous 24/7 Recording – With a pre-installed 4TB HDD and the storage capacity of up to 12TB • 24/7 continuous recording and motion-triggered only recording. • Report an issue with this product or seller • Megapixels: 8MP • Supported Operating Systems: No • Type: Security Camera • Audio Output: Two Way Audio • IP Rating: IP66 • High Definition: 8.0 Megapixels • Model: Security Camera • Certification: CE,FCC • Warranty period: 2 years 	
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4	Air Conditioner 2ton (Delivery and assembly at a place Destinations)	<ul style="list-style-type: none"> • Air Conditioner with the size of 24 • 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 • 1 Remote control distance: Min 10 meters • 1 Year Warranty 	
5	32 Inch curved screen monitor (Delivery and assembly at a place Destinations)	<ul style="list-style-type: none"> • Easy on the eyes with 1000R curved screen • Minimalist design with the borderless display, fabric-textured backside and slim metal stand • Realistic immersion with the renowned 1000R curve and game-related features • RESOLUTION: 3840x2160 • SIZE: 32" • REFRESH RATE: 75Hz • CONNECTOR TYPE: HDMI • CONNECTOR TYPE: DisplayPort • Warranty period: 2 years 	

6	<p>55 inch interactive smart screen tv/ with a wireless screen monitor for meeting room (Delivery and assembly at a place Destinations)</p>	<ul style="list-style-type: none"> • Screen Size: 55" Panel Technology: VA • Back Light Type: Direct, Aspect Ratio: 16:9 • Native Resolution: 3,840 × 2,160 (UHD) Refresh Rate: 60Hz • Brightness: 440 nit (w/o Glass Max.), 390 nit (w/o Glass Typ.) Contrast Ratio 1,200 : 1 • Color Gamut; NTSC 72% Viewing Angle (H x V) 178 x 178 • Color Depth; 10 bit (8 bit + FRC) • Response Time: 8 ms • Surface Treatment (Haze); 25% • Lifetime: 30,000 Hrs (Min.) • Operation Hours (Hours / Days) 16 / 7 Portrait / Landscape; No / Yes • Bezel Color: Black Bezel • Width (T / R / L / B) 18 / 18 / 18 / 45 mm • Weight (Head): 26.1 kg • Packed Weight: 34.5 kg • Monitor Dimensions (W × H × D): 1,271 × 774 × 87 mm • Carton Dimensions (W × H × D) (Box Outer Size) 1,401 × 859 × 220 mm • Handle Yes • VESA™ Standard Mount Interface: 400 × 200 mm <p>POWER</p> <ul style="list-style-type: none"> • Power Supply: 100-240 V ~, 50/60 Hz, 3.5 A • Power Type: Built-In Power <p>POWER CONSUMPTION</p>	
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		<ul style="list-style-type: none"> • Typ./Max.: 170 / 395 • WDPM: 0.5 W↓ • Power Off: 0.5W↓ • BTU (British Thermal Unit): 580 BTU/Hr (Typ.), 1,348 BTU/Hr (Max.) • Warranty period: 2 years 	
7	Water dispenser	<ul style="list-style-type: none"> • Capacity (Hot Tank): 3.2L • Capacity (Cold Tank): 1L • Compartment Capacity: 8.6L • Room Temp Function: No • Faucet Buttons: Push Button • Child Lock: Yes • Power Input (W): 638W • Dimensions (WxDxH): 310 x 320 x 970 mm 	
8	Installation of biometric fingerprinting door Entry/Exit	<ul style="list-style-type: none"> • Biometric door lock with deadbolt features 3 forms of entry, fingerprint, access code, and key, for when only the highest quality in door entry security is acceptable. • Unlock Method: Key, Fingerprint, Pin Code • Fingerprint Sensor: Optical Sensor • Sensor Resolution: 450 DPI • Storage Capacity: 100 Fingerprints • Scan Time: 0.5s • Angle of Finger Reading: 360 Degrees • False Rejection Rate (FRR): 1% • False Acceptance Rate (FAR): 0.0001% • Compatible Door Thickness: 35mm - 80mm • Working Temperature: -20 to 55 Degrees Celsius • Working Humidity: 0 - 95% 	



		<ul style="list-style-type: none">• Power Source: 4x AA Batteries (Not Included)• Usage Time: Around 1 year• Dynamic Power Consumption: <200mA Model - G347-Right• Product Notes• This is a RIGHT HANDED installation• Warranty period: 2 years	
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**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/ Services] for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

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

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

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

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

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB ref number]		
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 ▪ self-attestation letters for eligibility, bankruptcy and litigation history duly signed and stamped ▪ A bachelor's degree in civil engineering or Equivalent from a reputable university with a minimum of 3 years of work experience in Civil engineering and other related construction work of similar nature and complexity equivalent to this assignment for the Site engineer (Certificates should be attached) ▪ A diploma in civil engineering or Equivalent from a reputable university with a minimum of 2 years of work experience in Civil engineering and other related construction work of similar nature and complexity equivalent to this assignment for the foreman (Certificates should be attached) ▪ Company Profile ▪ Minimum 2 contracts of similar nature implemented over the last 3 years with UN Agencies, INGOs, Embassies or Government State Agencies. ▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years 		

ANNEX F PRICE SCHEDULE

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

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

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

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

LOTA

Lot	Item Description	UoM	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
1.	Demolition of damaged ceiling board	sqm	83.16	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Repairing and cements plastering west FIU interior wall with serious crack and curing etc including all leads of all construction materials.	Sqm	7	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Installation of new modern Gypsum board ceiling	Sqm	83.16	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Apply two coats of painting of all interior wall	Sqm	120	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Installation of local made metal steel door in the enclosed balcony entry/exit door	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Installation of aluminium door in the partition room of Director office and Deputy director	UNIT	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Aluminium curtain wall with Frame double class mirror corridor exterior covering of a building to protect the	Sqm	22.7	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Description	UoM	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
	interior of the building from the elements.					
8.	Tempered glass wall partition mirror in the FIU office	Sqm	34.8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods/Service						
Grand Total						
LOT B- Office furniture						
	Item Description	UoM	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
1	Conference table 2.4 m202	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	Visitor chair VC908 Black	UNIT	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	A seater workstation 2WT08-A	UNIT	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	High black chair 810/2010	UNIT	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5	C15 metal locker cabinet	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Description	UoM	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
6	C file cabinet lockers	UNIT	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7	office table 2m KT303-20	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8	Coffee table 40/50cm	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9	Metal file cabinet 4 door	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10	Safe box 110kg Vietnam	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11	Portable under-vehicle hand search mirror	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
12	Hand-held-metal detector(Garrett model)	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
13	First Aid Kit	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods/Service						

Lot	Item Description	UoM	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
LOT C- ICT Equipment						
1	Paper shredder 12 sheet	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	indoor wireless CCTV camera 8mp	UNIT	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	outdoor wireless CCTV camera 8mp	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Air condition 2ton	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5	Samsung 32 curved screen monitor	UNIT	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6	55-inch interactive smart screen tv/ with a wireless screen monitor for meeting room	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7	Water dispenser	UNIT	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8	Installation of biometric fingerprinting door Entry/Exit	UNIT	5	<input type="checkbox"/> Comply		

Lot	Item Description	UoM	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
				<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
	Total Cost of Goods					
	Total Cost for All LOTS: A, B & C					

Table 2: Offer for After-Sale Services and Other Conditions

	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
I. Technical maintenance for assembly at final destinations for			
a) LOT A- Services			
b) LOT B: Item			
c) LOT C: Item			
a) <i>Others</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>
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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/Services]. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of [Goods/Services].

Place of delivery	Office of the Financial Intelligence Unit FIU- Hargeisa; Somaliland
Delivery date	The Works are to be provided and completed within 4 weeks after receipt of PO/Contract from IDLO.
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.
After-sales services and Warranty	<input checked="" type="checkbox"/> Warranty on Parts and Labour for a minimum period of time specified in ANNEX C section F. of the TECHNICAL SPECIFICATION) <input checked="" type="checkbox"/> Technical Support

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

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

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