

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No. N_35-JOR_21

Date: February 12, 2021

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **ICT Hardware**. 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

This tender is executed in both English and Arabic. In case of a discrepancy, the English version shall be treated as authoritative

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarifications ITB NO. N_35-JOR_21** in the subject section of your email.

Deadline for Submission of Proposals: On or before **Date: February 25, 2021 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
Jordan Country Office

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	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. 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.
2. Cost of the Bid	The Bidder shall bear all costs associated with the preparation and submission of the Bid. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Bid	Bids shall be nominated exclusively in USD . <i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i>
4. Language of the Bid	The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English and Arabic language. In case of a discrepancy, the English version shall be treated as authoritative.
5. Delivery Term and Place	Incoterms Delivered Duty Paid (DDP) including customs clearance to the Beneficiary's HQ office located in Aden, Yemen. Goods will be delivered within 4 weeks after receipt of PO/ Contract from IDLO.
6. Deadline for Submissions of Bids	The Bid shall be addressed to IDLO on or before Date: February 25, 2021 Time: 15:00 hours Rome, Italy local time. <i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i>
7. Documents comprising the Bid	The Bid shall comprise the following components: 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	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>The requests for clarification will have “Request for clarifications for ITB N_35-JOR_21” 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>
<p>10. Amendments of solicitation documents</p>	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
<p>11. Format, signing sealing, marking and submission of Bids</p>	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.</p>
<p>12. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to</p>

	<p>represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
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"> 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

	<p>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;</p> <p>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;</p> <p>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.</p>
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 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 <input type="checkbox"/> Yes

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

	<p>by the evaluation team;</p> <p>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;</p> <p>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;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
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> <p>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</p> <p>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</p> <p>c) Full submission of Bidder Information Form (Annex E);</p> <p>d) Full submission of Price Schedule (Annex F) signed and stamped;</p> <p>e) Lowest priced, most technically acceptable/compliant offer;</p>
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><input type="checkbox"/> N/A for Framework Agreement</p> <p><input checked="" type="checkbox"/> Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of Goods, 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	<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</p>

	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: <i>Bidders may submit their quotes by Lot</i>
35. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A

**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 21.	Self-Attestation Letter
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter
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 ▪ Export/Import Licenses, if applicable 	Manufacturer's Authorization of the Company as a Sales Agent
		Statement Letter whether any import or export licenses are required in respect of goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services
		Copies of Product Catalogues/Brochures attesting compliance to Technical Specifications and provision of Serial Numbers

B. QUALIFICATION CRITERIA

QUALIFICATION	Criteria	Document Submission Requirement
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
Previous Experience	Minimum 1 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>	Submit Copies of one (1) Contracts/Purchase Orders/ Reference Letters from Inter-Governmental/International Organizations of similar relevant experience with contactable domain email addresses for verifications
Financial Standing	Minimum average annual turnover of USD 10,000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of Audited Financial Statements for last three (3) years
	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>	Copy of Audited Financial Statements for last three (3) years

ANNEX C TERMS OF REFERENCE

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

Project rationale

IDLO launched a project with a Beneficiary based in Aden, Yemen.

To achieve the overall objective of the project, IDLO will support the Beneficiary with ICT hardware and software. Furthermore, in order to provide technical assistance and to achieve the overall objective of the project, IDLO initiated a comprehensive assessment of the Beneficiary existing internal IT system and Infrastructure to propose enhancements, improvements or upgrades if needed. Of the assessment recommendations were:

1. Procure needed hardware to include additional features that will improve all aspects of the IT systems operations and functionality.
2. Upgrade outdated existing system software.

Purpose of work

Despite the recommended system enhancements or upgrades mentioned above, the Beneficiary needs essential technology support in order to enhance and improve its current operations. This includes the following:

1. Software and hardware upgrade (to ensure proper functionality)
2. Backup server (to prevent any data loss)
3. Mobile application development (to ensure data integrity and work efficiency)

The purpose of this solicitation is to support the Beneficiary located in Aden, Yemen in procurement of needed hardware and software and upgrades to existing systems. It is worth

noting that there may be risks regarding transportation and shipment delivery of the tangible goods for working in this location in light of the ongoing conflict. Selected contractors must mitigate against loss or damage of equipment until final handover to Beneficiary.

C. Expected Output

This solicitation is for **ICT Hardware** provision and delivery to its project Beneficiary based in Aden, Yemen. Under the technical support, Contractor is expected to supply the below Goods and Services.

Table 1: Specifications of Goods

Lot	Item	Specifications	Quantity	Notes
1	Server upgrade 1 (physical)	<ul style="list-style-type: none"> • RAM 4x64GB DDR4 Registered for HPE ProLiant ML350 Gen9 • HD 4x600 GB SSD 	1	<ul style="list-style-type: none"> • Processor installed in existing server is Intel Xeon V4. • Server HDD: SFF (2.5”), Mixed Use, SAS SSD, preferred 4x960GB.
2	RAMs for Desktop PCs	<ul style="list-style-type: none"> • RAM: 12 x 16GB PC3 2 x8GB PC4 • HP (i5 Core) 	14	<ul style="list-style-type: none"> • Note: All are desktops with ddr3 udimm.
3	Tower Server (physical)	<ul style="list-style-type: none"> • Processors 2x HPE ML350 Gen10 Intel Xeon-Gold 5218 (2.3GHz/16-core/125W) Processor Kit or equivalent • Memory 2x HPE 64GB (1x64GB) Dual Rank x4 DDR4-2933 CAS-21-21-21 Registered Smart Memory Kit or equivalent • Hard Drives 6x HPE 600GB SAS 12G Enterprise 10K SFF (2.5in) SC 3yr Wty Digitally Signed Firmware HDD • Storage Controllers HPE Smart Array E208i-a SR Gen10 (8 Internal Lanes/No Cache) 12G SAS Modular Controller or equivalent • Flexible LOM Adapters HPE FlexFabric 10Gb 4-port 536FLR-T Adapter • Embedded Management HPE iLO Advanced including 3 Year - 24x7 Technical Support and Updates or equivalent • Removable Storage HPE StoreEver LTO-8 Ultrium 	1	<ul style="list-style-type: none"> • Linked to software upgrade and mobile/tablet application. • To be used as backup server and to host the mobile application database.

Lot	Item	Specifications	Quantity	Notes
		30750 Internal Tape Drive or equivalent <ul style="list-style-type: none"> • Media Compatible LTO-8 Ultrium 5 pack media or equivalent 		
4	Laptop (mid-range)	<ul style="list-style-type: none"> • Processor 10th Generation Intel Core i7-10510U (4 Core, 8M cache, base 1.8GHz, up to 4.9GHz) • OS Windows 10 Pro 64bit • Graphics Card Integrated Intel UHD for 10th Generation Intel Core i7-10510U • RAM minimum 8GB, 1x8GB, DDR4 Non-ECC • HD M.2 256GB (minimum) PCIe NVMe Class 35 Solid State Drive • Display 15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable • Ports Micro SD 3.0 SD Reader, Universal Audio Jack, USB 2.0, USB 3.2 Gen 1, RJ-45 with status LED , HDMI 1.4 , Dock Port/USB Type-C™ 3.2 Gen 1 • MS Office 2019 • Antivirus 	1	
5	Laptop (workstations)	<ul style="list-style-type: none"> • Processor 9th Generation Intel® Xeon E-2276M • OS Windows 10 Pro for Workstations (4 Cores Plus) Multi - English • Graphics Card Nvidia Quadro P620 w/ 4GB GDDR5 • RAM 32GB, 2x16GB, DDR4 2666MHz ECC Memory • HD 1T SSD • Ports Memory Card Reader, Headphone Jack, USB 3.1 Gen 1 & USB 3.1 Gen 1 with Power Share, HDMI, 6. RJ-45 port, USB-C with Thunderbolt™ 10. USB 3.1 Gen 1 • MS Office 2019 	1	

Lot	Item	Specifications	Quantity	Notes
		<ul style="list-style-type: none"> • Antivirus 		
6	Tablets (mid-level)	<ul style="list-style-type: none"> • Operating System Android 5 or above • Display Type minimum 10" FHD • Memory minimum 4 GB • Hard Drive minimum 64 GB • Camera IR Camera, Rear: 5 MP, front 2MP minimum • Connectivity Wi-Fi + 3G,4G • Bluetooth • Face Unlock • USB-C • MicroSD Card Slot • Headphone / mic combo • Expandable MicroSD 	35	
7	Monitors	<ul style="list-style-type: none"> • 23 inches IPS, Full HD (1080p) 1920 x 1080 Height adjust • HDMI, VGA, DisplayPort, USB ports Integrated webcam 	1	

Table 2: Specifications for After-Sale Services

Lot No.	Item	Specifications
Lot 3	Tower Server (physical)	3 Years Warranty
Lot 4	Laptops (mid-range)	3 Years Warranty
Lot 5	Laptops (workstations)	3 Years Warranty
Lot 6	Tablets	1 Year Warranty
Lot 7	Monitors	1 Year Warranty

D. General Requirements

- The specifications provided are the maximum, and due to budget limitations, Suppliers are not to offer items that go beyond set specifications.
- Suppliers are required to provide confirmation of stock of requested Supplies.
- All ICT Hardware must come in their Original/Genuine with standard packaging. For proof of authenticity, Bidders must provide the Serial Numbers of the items at the time of tender.
- The successful Bidder must re-validate the Serial Numbers prior to award of Contract.
- IDLO must be informed of any changes to the Serial Numbers prior to the delivery of the items.

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- f. At time of delivery, the Serial Numbers in the contract will be checked against the Serial Numbers of the delivered items. Any Serial Numbers that do not match will be rejected.

E. Institutional Arrangement

A focal point from the Beneficiary will be assigned and authorized to accept the Goods (items listed in table above) on behalf of IDLO.

F. Work Location

Contractor does not need to be based in location of delivery; however, Contractor assumes and is made aware of risks associated with delivery to final hardware products to Beneficiary location due to ongoing conflict. Contractor will be required to report regularly on progress and on daily basis once equipment delivery is in motion.

**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 N_35-JOR_20		
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 ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Statement Letter whether any import or export licenses are required in respect of goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services ▪ 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 		

- Self-Attestation Letter that 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 21.
- Self-Attestation Letter that Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.
- Self-Attestation Letter that there are no consistent history of court/arbitral award decisions against the Bidder for the last 3 years.
- Copies of Product Catalogues/Brochures attesting compliance to Technical Specifications and provision of Serial Numbers
- Copies of one (1) Contracts/Purchase Orders/ Reference Letters from Inter-Governmental/ Governmental/ International or other organizations of similar value, nature and complexity implemented over the last 3 years, with contactable domain email addresses for verifications
- Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years
- Copy of Product Catalogues/Brochures attesting compliance to Technical Specifications and provision of Serial Numbers

**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 Compliant with Technical Specifications and Requirements

Lot	Item	Serial Number	Quantity	Unit Price in USD	Total Amount in USD
Lot 1	Server upgrade 1 (physical)		1		
Lot 2	RAMs for Desktop PCs		14		
Lot 3	Tower Server (physical)		1		
Lot 4	Laptops (mid-range)		1		
Lot 5	Laptops (workstations)		1		
Lot 6	Tablets (mid-level)		35		
Lot 7	Monitors		1		
Sub-Total					
Taxes (if applicable)					
Total Amount (including taxes)					

Table 2: Offer to Supply After-Sale Services Compliant with Technical Specifications and Requirements

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Warranty and After-Sales Requirements as per Annex C, Table 2			

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 Hardware. 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 Hardware.

This tender is executed in both English and Arabic. In case of a discrepancy, the English version shall be treated as authoritative

Place of delivery	To the Beneficiary's HQ office located in Aden, Yemen
Delivery date	Goods will be delivered within 4 weeks after receipt of PO/Contract by 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.

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>