

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No. N_56_2021_SOM

Date: June 29, 2021

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Office Furniture**. The full requirement is described in Annex C.

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

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

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

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

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

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **ITB NO. N_56_2021_SOM** in the subject section of your email.

Deadline for Submission of Proposals:

ITB N_56_2021_SOM

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On or before

Date: July 5, 2021

Time: 15:00 hours Rome, Italy local time (16:00 hours Somalia local time).

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

Lot A - Beledewyne Municipality

Lot B - Ministry of Interior of Hirshabelle

Lot C - Commission for Refugee & IDP's Office, Hirshabelle State of Somalia

Thank you and we look forward to receiving your Bid.

Sincerely yours,

IDLO | International Development Law Organization
Somalia Country Office

**ANNEX A
INSTRUCTIONS TO BIDDERS**

ITB N_56_2021_SOM

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a) 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>
b) 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>
c) Currency of Bid	<p>Bids shall be nominated exclusively in United States Dollar</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
d) 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>
e) Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: July 5, 2021 Time: 15:00 hours Rome, Italy local time (16:00 hours Somalia local time).</p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
f) Delivery Term and Place	<p>Incoterms Delivery Duty Paid (DDP)</p> <p>Goods will be delivered within 21 days after receipt of PO or Contract from IDLO to:</p> <p>Lot A</p> <ol style="list-style-type: none"> 1. Beledwyne Municipality <p>Lot B</p> <ol style="list-style-type: none"> 2. Ministry of Interior of Hirshabelle <p>Lot C</p> <ol style="list-style-type: none"> 3. Commission for Refugee & IDP's Office, Hirshabelle State of Somalia
g) Customs clearance , if needed, shall be done by:	<p><input type="checkbox"/> IDLO</p> <p><input checked="" type="checkbox"/> Supplier</p> <p><input type="checkbox"/> N/A</p>
h) Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes</p>

i) 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)
j) Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>
k) 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 NO. N_56_2021_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>
l) 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>
m) 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</p>

	<p>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 No. N_56_2021_SOM”</p>
<p>n) Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

	<p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
o) 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.
p) Late Bids	<p>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.</p>
q) Validity Period of Bids	<p>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.</p>

r) 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 Deadline for Submission of Bids.</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>
s) 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>
t) Bidders' conference	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
u) Right to accept, reject, or render non-responsive any or all Bids	<p>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.</p>
v) Clarification of Bids	<p>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.</p>
w) 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

	<p>Conditions of Contract and IDLO Supplier Code of Conduct;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
x) Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
y) 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.
z) 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.
aa) 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.
bb) 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>

cc) Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
dd) Right to Vary Requirements at the time of the Award	<input type="checkbox"/> N/A for Framework Agreement <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.
ee) Contract Award	Contract Award shall be granted according to: <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;
ff) Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
gg) Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
hh) Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
ii) 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.
jj) Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of <u>Goods</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely

	by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.
kk) Partial Bid	<input checked="" type="checkbox"/> Not permitted (All or Nothing) <input type="checkbox"/> Permitted

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity in any state of Somalia	Certificate of Incorporation/Registration
Tax Revenue	Vendor is legally registered entity in any state of Somalia.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	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

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 3 years of relevant experience.	Copy of Contract or Reference Letter
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of two Contracts as proof of similar works/Projects successfully completed
Company Profile	Brief description of the Bidder's Organization/Company	Relevant Company Profile
		Product Catalogue or Brochure
Financial Standing	Minimum average annual turnover of USD 40,000 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Bank Statements or Financial Statements for the past two (2) 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>	

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

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

C. Terms of Reference

Supply and delivery of Furniture in the different locations stated:

Lot A Hirshabelle State of Somalia		
1. Beledewyne Municipality		
No	ITEM NAME	SPECIFICATIONS
1.	Executive Office Table Delivery and Assembly at Place	Conference table. Approximate Dimension: W3000*D1400*H760mm Size: 30 seats Pattern: Plain and Printed Material: Wood, PVC and Metal Colour: Black, Red or Brown
2.	Executive Revolving Chair Delivery and Assembly at Place	Executive Office Chairs, Material: Leather ARMREST, PU armrest (height adjustable) Size - 86*64*33 Weight bearing load: 110 KG
3.	File Cabinet	File Cabinet with Lock and three doors. Material: galvanized steel plate-glass door, With lock, Approximate Size: 900 * 450 * 1800mm
4.	Refrigerator Delivery and Installation at Place	Minimum Gross storage Capacity: 310 to 330 litres Model Type: Double door Colours: grey with metallic finish (Metallic Colour) Voltage Range at 40 degree centigrade: Capable of working on 220 volts + 12 % A.C 50 Hz Power Source: AC, 220 Volts to, 50 Hz, Method of Defrosting: Frost Free Refrigerant Gas: CFC free, Compressor: Power saver compressor 1 Year Warranty
5.	Air Conditioner Delivery and Installation at Place	Air Conditioner Size: 18 Rated T1 Capacity (Btu/H): 12000 Compressor Type: Rotary Climate Type / Air Flow: T1 / 1150/785/570 Refrigerant Type: R410a Coverage 200 - 250 Sqft Cooling capacity: 1800 BTU Heating capacity: 1800 BTU Star Rating: 5 Star Voltage: 220-240V, 50Hz, 1Ph (V, Hz, Ph) Dimensions: <ul style="list-style-type: none"> • X 13.9 X 17.6 in (Indoor Unit) • 31.5 X 59.6 X 65.4 in (Outdoor Unit)

Lot A Hirshabelle State of Somalia

1. Beledewyne Municipality

No	ITEM NAME	SPECIFICATIONS
		Stuffing: (20'/40'/40'HC Units) 24000 INVERTER / T3 R410a 220-240V, 50Hz, + Installation Power Consumption: 2925 Watts Warranty – 1 Year
6.	Stand Fan	Stand fan Controller Type: Button Control Material: Plastic Approximate Product Dimensions: 18 x 17 x 48 inches Item Weight: 6.23 pounds Item Diameter: 16 Inches Finish Types: Painted, Matte Number of Pieces: 1 Included Components: 16 In. Oscillating Stand Fan, Fused Safety Plug
7.	Water Cooling Machine Delivery and Installation at Place	Water Cooling Dispenser Stainless Steel-SS 20/40 BG Both hot and cooling Item Weight 38.6 pounds Product Dimensions 14.5 x 14.3 x 46.5 inches Capacity 5 Cubic Feet Installation Type Free Standing Form Factor Stand Alone Access Location Top-reservoir Voltage 115 Volts Material Type Stainless-Steel Included Components Water Cooler. Warranty - 1 year
8.	Plastic Chairs	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating height 13.7 Inches Weight bearing load: 110 Kg
9.	Office Wallpaper	Office wallpaper, Approximate Thickness: 0.15 to 0.25mm Approximate Size: 45cm X 100 M Colour: Either Buttercream Yellow, brown, Material: Vinyl, Paper Installation Method: Self-adhesive, Peel and stick Item Package Quantity: 1



Lot A Hirshabelle State of Somalia

1. Beledewyne Municipality

No	ITEM NAME	SPECIFICATIONS
		Special Features: Paintable
10.	Office Desks Table	Office desks Table Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Brown, Cream, Gray, or Red Application: Office Use Finishing: Non-Polished Material: Wood
11.	White Broad Flip Chart Stand	Flip charts stand Item Weight: 43.3 pounds Product Dimensions: 3.94 x 3.94 x 3.15 inches Colour: Brushed Aluminium, White Material Type: Aluminium Number of Items 1 Size: 27" x 41"
12.	First Aid kit, normal as SRCS kits	First Aid kit box with the following components included: Plastic Bandages: 1" x 3". First Aid Tape, ½" x 5yd. Triple Antibiotic Ointment Packets: BZK Antiseptic Towelettes. CPR Mask with One Way Valve. Burn Dressing: 4" x 4". First Aid/Burn Cream Packets, 0.9g. Cold Compress: 4" x 5". Sterile Eye Pads. Eyewash, 1oz. Hand Sanitizer Packets: 0.9g. Nitrile Exam Gloves - medium size. Conforming Gauze Roll: 2". Scissors. Gauze Dressing Pads, 3" x 3". Trauma Pads: 5" x 9"; Triangular Sling/Bandage, 40" x 40" x 56". First Aid Guide
13.	Fire Extinguisher	Fire extinguisher: Class A Fires Size, 6KG Item Weight: 9.6 pounds Approximate Product Dimensions: 3.3 x 3.3 x 14.3 inches Colour: Red Style: Office Use, 2.50 gal Item Package Quantity 1



Lot B Hirshabelle State of Somalia
2. Ministry of Interior of Hirshabelle

No	ITEM NAME	SPECIFICATIONS
1.	Executive Office Chairs Delivery and Assembly at Place	Executive Office Chairs Material: Leather ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 KG
2.	Executive Conference Table Delivery and Assembly at Place	Conference table. Approximate Dimension: W3000*D1400*H760mm Size: 30 seats Pattern: Plain and Printed Material: Wood, PVC and Metal Colour: Black, Red or Brown Item Weight: 250 pounds
3.	Visitor Chairs	Comfortable executive chair upholstered in bonded Brown Leather and Pewter finish frame Padded seat and back for all-day comfort and support. Pneumatic seat-height adjustment: 360-degree swivel; smooth-rolling casters Maximum weight capacity: 275 pounds. BIFMA Certified. Approximate Chair Dimensions: 29.13 x 25.59 x 41.34-45.08 inches (LxWxH) Weight bearing load: Up to 150 Kg
4.	Water Cooling Machine Delivery and Installation at Place	Water Cooling Dispenser Both hot and cooling Item Weight 38.6 pounds Product Dimensions 14.5 x 14.3 x 46.5 inches Capacity 5 Cubic Feet Installation Type Free Standing Form Factor Stand Alone Access Location Top-reservoir Voltage 115 Volts Material Type Stainless-Steel SS 20/40 BG Included Components Water Cooler
5.	Plastic Chairs	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating height 13.7 Inches Weight bearing load: 110 Kg

Lot B Hirshabelle State of Somalia
2. Ministry of Interior of Hirshabelle

No	ITEM NAME	SPECIFICATIONS
6.	Office Desks Table	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood
7.	Office Wallpaper	Office wallpaper, Approximate Thickness: 0.15 to 0.25mm Approximate Size: 45cm X 100 M Colour: Either Buttercream Yellow, brown, Material: Vinyl, Paper Installation Method: Self-adhesive, Peel and stick Item Package Quantity: 1 Special Features: Paintable
8.	Air Conditioner Delivery and Installation at Place	Air Conditioner Size: 18 Rated T1 Capacity (Btu/H): 12000 Compressor Type: Rotary Climate Type / Air Flow: T1 / 1150/785/570 Refrigerant Type: R410a Coverage 200 - 250 Sqft Cooling capacity: 1800 BTU Heating capacity: 1800 BTU Star Rating: 5 Star Voltage: 220-240V, 50Hz, 1Ph (V, Hz, Ph) Dimensions: <ul style="list-style-type: none"> • X 13.9 X 17.6 in (Indoor Unit) • 31.5 X 59.6 X 65.4 in (Outdoor Unit) Stuffing: (20'/40'/40' HC Units) 24000 INVERTER / T3 R410a 220-240V, 50Hz, + Installation Power Consumption: 2925 Watts Warranty: 1 Year
9.	Office Carpet, 50M	Office carpet Details: Size:3'X10'(0.9X3M), Thickness 0.6cm, shape: rectangular, colour: grey/red/smoke Product Dimensions 12 x 12 x 0.1 inches Item Weight: 1.92 ounces Item Weight: 0.12 Pounds Material: The back of the carpet is made of PVC, Surface of carpet is made of polypropylene blend that are bleach resistant, fade resistant, and durable.

Lot B Hirshabelle State of Somalia
2. Ministry of Interior of Hirshabelle

No	ITEM NAME	SPECIFICATIONS
10.	VIP sofa, 5-seater	VIP sofa, 5-seater: Sofa legs Material: Solid Wood Clearance from Floor (Inch) -7 Inch, Material-Pin coda Wood Seat Material-Cotton, Seating Capacity-5-Seater
11.	File Cabinet	File Cabinet with Lock and three doors. Material: galvanized steel plate-glass door, With lock, Approximate Size: 900 * 450 * 1800mm
12.	Refrigerator Delivery and Installation at Place	Minimum Gross storage Capacity: 310 to 330 litres Model Type: Double door Colours: grey with metallic finish (Metallic Colour) Voltage Range at 40 degree centigrade: Capable of working on 220 volts + 12 % A.C 50 Hz Power Source: AC, 220 Volts to, 50 Hz, Method of Defrosting: Frost Free Refrigerant Gas: CFC free, Compressor: Power saver compressor Warranty – 1 Year
13.	Flip Chart Stand	Flip chart stand Item Weight: 43.3 pounds Approximate Product Dimensions: 3.94 x 3.94 x 3.15 inches Colour: Brushed Aluminium, White Material Type: Aluminium Approximate Size: 27" x 41"
14.	First Aid kit, normal as SRCS kits	First Aid kit box with the following components included: Plastic Bandages: 1" x 3". First Aid Tape, ½" x 5yd. Triple Antibiotic Ointment Packets: BZK Antiseptic Towelettes. CPR Mask with One Way Valve. Burn Dressing: 4" x 4". First Aid/Burn Cream Packets, 0.9g. Cold Compress: 4" x 5". Sterile Eye Pads. Eyewash, 1oz. Hand Sanitizer Packets: 0.9g. Nitrile Exam Gloves - medium size. Conforming Gauze Roll: 2". Scissors. Gauze Dressing Pads, 3" x 3". Trauma Pads: 5" x 9". Triangular Sling/Bandage, 40" x 40" x 56". First Aid Guide

Lot B Hirshabelle State of Somalia
2. Ministry of Interior of Hirshabelle

No	ITEM NAME	SPECIFICATIONS
15.	Fire Extinguisher	Fire extinguisher: Class A Fires Size, 6KG Item Weight: 9.6 pounds Product Dimensions: 3.3 x 3.3 x 14.3 inches Colour: Red Style: Office Use, 2.50 gal Item Package Quantity 1
16.	Office Curtains (Window curtains)	Office Curtains (Window curtains) Number: 5 Pieces Material: Cotton Size: (84" x 40") Fabric Type: 100% Cotton Item Weight: 2.61 Pounds
17.	Coffee Table	Coffee Table, Approximate Dimensions:110cm (W) x 55cm (D) x 40cm (H) Material: Black Walnut + Beech Wood Color: Dark walnut

Lot C Hirshabelle State of Somalia
3. Commission for Refugee & IDP's Office, Hirshabelle State of Somalia

No	ITEM NAME	SPECIFICATIONS
1	Plastic Chairs	Plastic chairs Type with Hand Rest (Arms), Color mixed all Size: L. 620 W. 578 H.865 Weight load : 110 kg
2	Metal File Cabinet with three doors Material	Filing Cabinet lock bars Type--Cabinet, Material -Steel, Color Details-Grey/Silver, Drawers-4, with lock Depth (inches) --26.5, Width (inches)--18, Height (inches)--52.25
3	Office Chairs	Standard Office Chairs-Leather Item Weight: 28.2 pounds Material: Polyurethane bonded leather Style: Classic Product Dimensions: 25.75 x 24.25 x 42.25 inches Weight 33.51 Pounds
4	Air Conditioner Delivery and Installation at Place	Air Conditioner Size: 18 Rated T1 Capacity (Btu/H): 12000 Compressor Type: Rotary Climate Type / Air Flow: T1 / 1150/785/570 Refrigerant Type: R410a Coverage 200 - 250 Sqft Cooling capacity: 1800 BTU Heating capacity: 1800 BTU Star Rating: 5 Star Voltage: 220-240V, 50Hz, 1Ph (V, Hz, Ph) Dimensions: <ul style="list-style-type: none"> • X 13.9 X 17.6 in (Indoor Unit) • 31.5 X 59.6 X 65.4 in (Outdoor Unit) Stuffing: (20'/40'/40'HC Units) 24000 INVERTER / T3 R410a 220-240V, 50Hz, + Installation Power Consumption: 2925 Watts Warranty: 1 YEAR
5	Water Cooling Machine Delivery and Installation at Place	Water Cooling Dispenser Stainless Steel-SS 20/40 BG Both hot and cooling Item Weight 38.6 pounds Product Dimensions 14.5 x 14.3 x 46.5 inches Capacity 5 Cubic Feet

Lot C Hirshabelle State of Somalia

3. Commission for Refugee & IDP's Office, Hirshabelle State of Somalia

No	ITEM NAME	SPECIFICATIONS
		Installation Type Free Standing Form Factor Stand Alone Access Location Top-reservoir Voltage 115 Volts Material Type Stainless-Steel Included Components Water Cooler
6	Executive Office Chairs Delivery and Assembly at Place	Executive Office Chair Material: Leather Armrest: PU armrest (height adjustable), Size:86*64*33 Weight bearing load: 110 KG
7	Standard Office Desks Table Delivery and Assembly at Place	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood
8	Reception Chair Delivery and Assembly at Place	Classic leather office desk guest chair with metal frame, Metal frame: durable for strength and reliable performance Black bonded leather upholstery on back, seat, and arm pads Weight capacity: 250-pound; sleek contemporary style Chair Dimensions: Measures 27.4 x 23.6 x 35.8 inches (LxWxH)
9	Reception waiting 3-set chairs	Reception waiting 3-set chairs. Product Dimensions: 30.5 x 65.25 x 31 inches Type of product: Recliner Weight capacity : 250 Bound
10	Conference Desks	Conference Desks: with L Type- With Executive Chairs-15 Conference Desks: Style: Mission Frame Material: Metal Base Type: Legs Furniture Finish: Mahogany Color: Mahogany Package Dimensions 72 x 51 x 15 inches Item Weight: 250 pounds
11	Dust Bin	Dustbin- Waste container Product Dimensions: 18 x 14.5 x 25 inches Item Weight: 5.4 pounds

Lot C Hirshabelle State of Somalia

3. Commission for Refugee & IDP's Office, Hirshabelle State of Somalia

No	ITEM NAME	SPECIFICATIONS
12	Electric Blower (Hoover)	Cordless Leaf Blower - Electric Leaf Blower Battery-Powered, 20v Lithium Leaf Blower Cordless with Battery & Charger, Powerful Cordless Blower Lightweight for Sweeping Snow (Battery Charger Included)
13	Visitor Chairs	Comfortable executive chair upholstered in bonded Brown Leather and Pewter finish frame. Padded seat and back for all-day comfort and support. Pneumatic seat-height adjustment: 360-degree swivel; smooth-rolling casters Maximum weight capacity: 275 pounds. BIFMA Certified. Approximate Chair Dimensions: 29.13 x 25.59 x 41.34-45.08 inches (LxWxH) Weight bearing load: Up to 150 Kg
14	Plastic Table	Table Height: Standard Height Shape: Rectangular Material: Plastic Size (Feet): 4 x 3 feet

Specifications for After-Sale Services for Goods

Description
<p>a) Warranty on Parts and Labour per Item for one (1) Year</p> <p>b) Technical Maintenance for Installation at Place for:</p> <ul style="list-style-type: none"> • Lot A, for items 4, 5, and 7 • Lot B, for items 4, 8 and 12 • Lot C, for items 4 and 5 <p>c) Technical Maintenance for Assembly at Place for:</p> <ul style="list-style-type: none"> • Lot A, for Items 1 and 2 • Lot B for Item 1 and 2 • Lot C for Item 6,7 and 8

**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_56_2021_SOM		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents:	<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 ▪ Letters of Reference/POs or Contracts from at least two (2) clients indicating delivery of similar Services in the past two (2) years with contactable domain email references for verification . ▪ Trade name registration papers, if applicable ▪ Self-Attestation Letter on No Vendor Debarment, Bankruptcy and Litigation History ▪ Relevant Company Profile ▪ Product Catalogue or Brochure ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable 		

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- | | |
|--|--|
| | <ul style="list-style-type: none">▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country▪ Bank Statements or 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

LOT A - Hirshabelle State of Somalia Beledewyne Municipality								
SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
1	Executive Office Table Delivery and Assembly at Place		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
2	Executive Revolving Chair		Each	15	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	

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**LOT A - Hirshabelle State of Somalia
Beledewyne Municipality**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
	Delivery and Assembly at Place							
3	File Cabinet		Each	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
4	Refrigerator Delivery and Installation and Place		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	
5	Air Conditioner Delivery and Installation and Place		Each	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	
6	Stand Fan		Each	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			





**LOT A - Hirshabelle State of Somalia
Beledewyne Municipality**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
7	Water Cooling Machine Delivery and Installation and Place		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	
8	Plastic Chairs		Each	100	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
9	Office Wallpaper		Meter	100x45 cm	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
10	Office Desks Table		Each	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
11	White Board Flip Chart Stand		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			



**LOT A - Hirshabelle State of Somalia
Beledewyne Municipality**






SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
12	First Aid Kit		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
13	Fire Extinguisher		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
Installation and/or Assembly Costs for LOT A								
						Freight		
						Total Cost of Goods for LOT A		






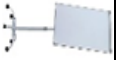

**Lot B - Hirshabelle State of Somalia
Ministry of Interior of Hirshabelle**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
1.	Executive Office Chairs Delivery and Assembly at Place		Each	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
2.	Executive Conference Table Delivery and Assembly at Place		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
3.	Visitor Chairs		Each	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
4.	Water Cooling Machine Delivery and Installation at Place		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	

**Lot B - Hirshabelle State of Somalia
Ministry of Interior of Hirshabelle**




SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
5.	Plastic Chairs		Each	100	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
6.	Office Desks Table		Each	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
7.	Office Wallpaper		Meter	500m	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
8.	Air Conditioner Delivery and Installation at Place		Each	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	
9.	Office Carpet, 50M		Meter	50 m	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			

Lot B - Hirshabelle State of Somalia
Ministry of Interior of Hirshabelle

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
10.	VIP sofa, 5-seater		Seater	1 room	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
11.	File Cabinet		Each	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
12.	Refrigerator Delivery and Installation at Place		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	
13.	Flip Chart Stand		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
14.	First Aid kit, normal as SRCS kits		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			


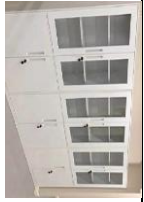





Lot B - Hirshabelle State of Somalia
Ministry of Interior of Hirshabelle

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
15.	Fire Extinguisher		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
16.	Office Curtains (Window curtains)		Each	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
17.	Coffee Table		Each	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
Installation and/or Assembly Costs for LOT B								
Freight								
Total Cost of Goods for LOT B								




**Lot C - Hirshabelle State of Somalia
Commission for Refugee & IDP's Office, Hirshabelle State of Somalia**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
1.	Plastic Chairs		Each	70	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
2.	Metal File Cabinet with three doors Material		Each	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
3.	Office Chairs		Each	21	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
4.	Air Conditioner Delivery and Installation at Place		Each	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Installation	
5.	Water Cooling Machine		Each	5	<input type="checkbox"/> Comply		Provide Cost of Installation	

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**Lot C - Hirshabelle State of Somalia
Commission for Refugee & IDP's Office, Hirshabelle State of Somalia**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
	Delivery and Installation at Place				<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
6.	Executive Office Chairs Delivery and Assembly at Place		Each	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
7.	Standard Office Desks Table Delivery and Assembly at Place		Each	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
8.	Reception Chair Delivery and assembly at Place		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	





**Lot C - Hirshabelle State of Somalia
Commission for Refugee & IDP's Office, Hirshabelle State of Somalia**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD
9.	Reception waiting 3-set chairs		Each	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
10.	Conference Desks		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
11.	Dust Bin		Each	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
12.	Electric Blower (Hoover)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			



**Lot C - Hirshabelle State of Somalia
Commission for Refugee & IDP's Office, Hirshabelle State of Somalia**

SN	Item	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit Rate in USD	Installation and/or Assembly Costs	Total Amount in USD	
13.	Visitor Chairs		Each	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
14.	Plastic Table		Each	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
Installation and/or Assembly Costs for LOT C									
Freight									
Total Cost of Goods for LOT C									



Grand Total for LOT A + LOT B + LOT C	
Total Cost of Goods for LOT A + LOT B + LOT C	
Installation and/or Assembly Costs for LOT A + LOT B + LOT C	
Total Freight Costs for LOT A + LOT B + LOT C	
Taxes (if applicable)	
Grand Total for LOT A + LOT B + LOT C	

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

Other Information	Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Warranty on Parts and Labour per Item per Lot for one (1) Year			
a) Technical Maintenance for Installation at Place for: <ul style="list-style-type: none"> • Lot A, for items 4, 5, and 7 • Lot B, for items 4, 8 and 12 • Lot C, for items 4 and 5 			
b) Technical Maintenance for Assembly at Place for: <ul style="list-style-type: none"> • Lot A, for Items 1 and 2 • Lot B for Item 1 and 2 • Lot C for Item 6,7 and 8 			

<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**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **Goods**.

Place of delivery	<p>Goods are to be delivered to:</p> <p>Lot A Beledwyne Municipality</p> <p>Lot B Ministry of Interior of Hirshabelle</p> <p>Lot C Commission for Refugee & IDP's Office, Hirshabelle State of Somalia</p>
Delivery date	Goods are to be delivered, assembled and installed within 21 days after receipt of PO or 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, and technical support in installation and assembly	<ul style="list-style-type: none"> • Warranty on Parts and Labour per Item per Lot for a minimum of one (1) year • Technical Support on Assembly and Installation as per Annex C

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>