

INVITATION TO BID (ITB) No. N_66_2020_SOM
CONTRACT FOR PROCUREMENT OF ICT, FURNITURE AND STATIONERY

Date: 9th April 2020

Dear Sir/Madam,

You are kindly requested to submit your bid for services described in this ITB.

Bidders requesting clarification on provisions stipulated in this ITB shall communicate those in writing to tenders@idlo.int no later than 72 hours prior to the deadline for submission of bids. The requests for clarification will have "Request for clarifications **INVITATION TO BID (ITB) no. N_66_2020_SOM**" mentioned in the subject.

This ITB is comprised of:

Instructions to bidders	
Terms of Reference	Annex A
Bid Submission Form	Annex B
Price Schedule	Annex C
IDLO Special Conditions of Contract	Annex D
IDLO General Terms and Conditions for the Procurement of Goods	Annex E
Supplier Code of Conduct	Annex F

Bids shall be submitted to the following secure e-mail address: tenders@idlo.int no later than **23rd April 2020, 13:00 Mogadishu (Somalia) time**. The prices will remain unchanged during the period of contract implementation. Email should have "Bid for **ITB No. N_66_2020_SOM**" mentioned in the subject.

Bids sent with different or alternative subject or copied to any other email address in addition to tenders@idlo.int will be automatically deleted and will not be considered for evaluation.

Total size of the attachments to the bid should not exceed **20MB** and all attached files should be converted to PDFs. Failure to do so might bring to disqualification of the vendors.



Instructions to Bidders:

Qualification Requirements	<p>Bidders are required to submit the following documents to ascertain their qualification:</p> <ul style="list-style-type: none">• Business registration certificate with local authority and relevant Ministries;• Valid business license to operate in Somalia;• Tax compliance certificate;• Company profile including the official name of the company, its address, its telephone number, its e-mail address and the overall business activities of the company; <p>All documentary evidence submitted by the Bidders will be reviewed and its adequacy will be further established to the satisfaction of IDLO.</p>
Submission of Bids	<p>Bids shall only be submitted electronically to: tenders@idlo.int no later than 23rd April 2020, 13:00 Mogadishu (Somalia) time and should have “Bid ITB No. N_66_2020_SOM” mentioned in the subject.</p> <p>Bids sent with different or alternative subject or copied to any other email address in addition to: tenders@idlo.int will be automatically disqualified from evaluation.</p> <p>Total size of the attachments to the bid should not exceed 20MB and all attached files should be converted to PDFs.</p>
Determination of Bids Responsiveness	<p>Prior to the detailed evaluation of bids, IDLO shall determine whether each bid</p> <ol style="list-style-type: none">a) has been properly signed;b) Is substantially responsive to the requirements. <p>A substantially responsive bid is one which conforms to all the terms, requirements, conditions, and specifications of the ITB.</p>

Correction of errors	<p>Bids determined to be substantially responsive shall be checked by the IDLO for any arithmetic errors. Errors shall be corrected by the IDLO as follows:</p> <ol style="list-style-type: none"> a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern. c) The amount stated in the bid shall be adjusted by IDLO in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. <p>Bidders may revise their bids up to the closing date and time, revised bids should be clearly marked with “revised bid”. No changes to bids will be accepted after the bid has closed, this includes any price revision.</p>
Evaluation Criteria	<p>Evaluation of bids will be done according to:</p> <ol style="list-style-type: none"> 1. Full submission of pre-qualification documents 2. Required Annexes duly completed and signed 3. Price
Award of Contract	<p>IDLO shall award the contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the ITB, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p> <p>IDLO reserves the right to accept or reject any bid and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for the IDLO's decision.</p>
Late Bid Submission	Late bids or bids received through another channel than the one mentioned in this ITB will be automatically rejected.
Partial bids	Partial bids are not permitted
Validity of bids	90 days from deadline for submission of bids.
Currency of bids	United States Dollar
Required attachments to the bid	<p>The bid will consist of:</p> <ul style="list-style-type: none"> - Annexes B and C duly completed - Documents referred to under Qualification Requirements (if required) - Any other supporting documents that bidder considers relevant

This Invitation to Bid is not construed in any way as an offer and/or commitment to contract with your company.



Annex A: Technical Specifications

IDLO is the only intergovernmental organization exclusively dedicated to promoting the rule of law and access to justice. IDLO enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity.

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

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

This ITB is for the Southwest Procurement of ICT, Furniture Equipment and Stationery

ASSORTED ITEMS LIST: ICT, FURNITURE EQUIPMENT & STATIONERY

1. MINISTRY OF PLANNING, INVESTMENT & ECONOMIC DEVELOPMENT		
	PARTICULARS	SPECIFICATION
	FURNITURE ITEMS	
1	EXECUTIVE SOFA SET. 5 SEATER	Executive Sofa set. 5 seater. Sofa legs Material--Solid Wood, Clearance From Floor (Inch) -7 Inch Material-Pincoda Wood, Seat Material -Cotton, Seating Capacity-5 Seater
2	WAITING ROOM SOFA SET	Waiting room sofa set: 7 Seater, Color-Brown, Type-7 Seater
3	EXECUTIVE OFFICE TABLE.	Executive Office table. Color-Red Mahongay Walnut Cherry, Material-Mdf+Paper, Ctn/Set-4ctns
4	OFFICE DESKS AND CHAIRS	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5
5	COFFEE TABLE	Coffee Table, Dimensions-110cm (W) x 55cm (D) x 40cm (H) Materials Black Walnut + Beech Wood, Colour Dark walnut Assembly. Minimal assembly required, just attach the legs
6	AIR CONDITIONER	Air Conditioner, Cons: Single Zone system. Product Dimensions--48 x 40 x 35 inches, Item Weight-220 pounds, Shipping Weight-220 pounds, Size: 24K BTU_230V, 4 in 1 system: heating, cooling, fan
7	WATER COOLER MACHINE	Bottled Water cooler machine -Water dispenser Formats: MAX OBJ C4D FBX- Options Hot and Cold Both Polygons:-Tris:- Textures / Materials: Yes / Yes File size:3 MB
	ICT ITEMS	
8	PRINTER/ PHOTOCOPIER	Printer. HP Color LaserJet Pro M277dw Color Laser Printer Multifunction Device
9	PROJECTOR	EPSON Projector - Projection System: 3LCD, 3-chip technology Color Brightness: 2500 lumens, White Brightness: 2500 lumens, Model: V11H852020, Built-in 10 W speaker and easy setup — for HD entertainment right out of the box.

10	HD CAMERA, CANON	HD Camera, Canon- Canon's XF100 HD Professional Camcorder
	STATIONERY ITEMS	
11	HP LASERJET TONER	HP Color LaserJet Pro M277 printer Ink set
12	A4 COPY PAPER	A4 Copy Paper 70gsm 75gsm 80gsm
2. COMMISSION OF REFUGEE & IDP'S		
	PARTICULARS	SPECIFICATION
	FURNITURE ITEMS	
1	CONFERENCE TABLE	Conference table Material: laminate, Shape: boat, Seating capacity: 20 pax Table size: 24 FT x 4 FT (288"x48")
2	CONFERENCE ROOM CHAIR	Conference Room Chair without wheels Arm Type Fixed Arms, Chair Type-Executive Design Type-Standard, Seat Material- Microfiber , Is It Rotatable-Non Rotatable, Color-Black
3	PLASTICS TABLE RECTANGULAR SHAPE/SIZE	Plastics Table Rectangular Shape/Size Red, Brown, Black and Green Plastic Rectangular Dining Tables, Length: 1140 mm, Height: 725 mm
4	PLASTICS CHAIRS	Plastics chairs Type with Hand Rest (Arms), Color mixed all Size: L. 620 W. 578 H.865
5	DESK CHAIR	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5
6	Filing Cabinet Type-- Cabinet ,	Filing Cabinet Type--Cabinet , Material -Steel, Colour Details-Grey/Silver, Filing Cabinet Drawers-4, Filing Cabinet Depth (inches) --26.5, Filing Cabinet Width (inches) --18, Filing Cabinet Height (inches)--52.25
7	STAND FAN	Stand fan 16-Inch, 1-Pack, Black Basic
8	WATER COOLER MACHINE	Bottled Water cooler machine -Water dispenser Formats: MAX OBJ C4D FBX- Options Hot and Cold Both Polygons:-Tris:- Textures / Materials: Yes / Yes File size:3 MB
	ICT ITEMS	
9	CAMERA CANON	Camera Canon 80D Canon EOS 80D
10	CAMERA MEMORY	Camera Memory 64 GB, Product Type: SD Capacity Gb:64 GB
11	HP DESK COMPUTER	HP Desk computer all in One HP All in One 12 inch core i5 Ram 4 GB, HDD 500 GB
12	FLASK USB	Flask USB 64 GB SanDisk Ultra Flair USB 64.Flash Drive 64GB
13	EXTENSION LEAD	Extension Lead Four Gang 1M Cable Length 1m Current Rating 13A No. of Outlets 4Outlets Outlet Type U
14	PRINTER/ PHOTOCOPIER	Printer. HP Color LaserJet Pro M277dw Color Laser Printer Multifunction Device
15	PROJECTOR	EPSON Projector- Projection System: 3LCD, 3-chip technology Color Brightness: 2500 lumens, White Brightness: 2500 lumens, Model: V11H852020, Built-in 10 W speaker and easy setup — for HD entertainment right out of the box.
16	EXTERNAL HARD DISK	Transcend External Hard Disk (1 TB)
17	REGULATOR STABILIZER	1000 Watt AC Voltage Step Down Converter Transformer Regulator Stabilizer

	STATIONERY ITEMS	
18	HP LASERJET TONER	HP Laser jet (P2035) Printer
19	PRINTER,	Epson L220 Printer, 5760 X 1440
20	HP LASERJET TONER	Printer ink 1 DZN (HP Colour laser jet pro-M477FDW)
21	A4 COPY PAPER	A4 Size paper 100 reams.
22	PUNCHER	Functional black metal 15 sheets hole puncher
23	STAPLER	Standard stapler (Full strip 20 sheets 24/6 26/6 metal stapler for office)
24	3 TIER LETTER TRAY	3 Tier Letter Tray with Detachable Metal Support Bar and Radian Design, Plastic Stacking Sorter Strong and Durable Not Easily Deformed
25	PEN	bic crystal plastic ball point pen
26	WHITEBOARD MARKER	Whiteboard Marker Pack of 10- Easy, dry wipe off from various Surface, Low odour, Thick barrel, Bright colour, Confirms to ASTM D 4236. 1 Display Box = 10 Pcs
27	RECYCLE BIN	Recycle bin with recycle sign. 3d illustration isolated on white.
28	SCOTCH TAPE	Scotch tape
29	PRITT GLUE STICK 43GMS	Pritt glue stick
30	SCREEN CLEANER KIT.	Screen Cleaner Kit.for computer screens
31	CALCULATOR, BLACK	Standard Function Desktop Calculator, Black
32	PAPER CUTTER	Heavy Duty Guillotine Paper Cutter Trimmer B4
33	PAPER SHREDDER	office/home paper shredder strip cut 5 sheets/S606B/10L
34	WHITEBOARD STAND	Mobile Dry Erase Board – 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad
35	FLIP CHART	white flip chart paper
36	NOTICE BOARD	Notice Board Felt Blue, 48 X 24 Inches, 3 Pack, Silver Aluminium Frame

3. BAIDOA DISTRICT COUNCIL

	PARTICULARS	SPECIFICATION
	FURNITURE ITEMS	
1	EXECUTIVE TABLE	Office table/Executive Table Color-Red Mahongay Walnut Cherry Material-Mdf+Paper Ctn/Set-4ctns
2	STAND FAN	Stand fan 16-Inch, 1-Pack, Black Basic
3	DESK CHAIR	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5
4	Filing Cabinet Type-- Cabinet ,	Filing Cabinet Type--Cabinet , Material -Steel, Colour Details-Grey/Silver, Filing Cabinet Drawers-4, Filing Cabinet Depth (inches) --26.5, Filing Cabinet Width (inches) --18, Filing Cabinet Height (inches)--52.25
5	PLASTIC CHAIR	white monobloc stackable plastic chair
6	RECTANGULAR TABLE	Rectangular office meeting table. 15 pax
7	CHAIRS OF MEETING	Chairs of meeting room
8	EXECUTIVE CHAIR	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5
9	WATER COOLER	Bottled Water cooler machine -Water dispenser

	MACHINE	Formats: MAX OBJ C4D FBX- Options Hot and Cold Both Polygons:-Tris:- Textures / Materials: Yes / Yes File size:3 MB
	ICT ITEMS	
9	UPS	Product type-UPS-Uninterruptable power supply Product code-AK-UP1-800, Power consumption < 2.6 A Battery type-12V 9Ah, Cable length-1.5 m, Product color-Black
10	PRINTER/ PHOTOCOPIER	Epson L3150 MEAF Printer
11	EXECUTIVE CHAIR	High-Back Executive Swivel Office Computer Desk Chair - Black
12	WATT POWERED PA SPEAKER SYSTEM	Dual 2-Way 10" 1600 Watt Powered PA Speaker System, Portable DJ Speaker with Active + Passive Speakers, 2 Speaker Stands, Microphone, Bluetooth, USB/SD Card, FM Radio, Remote Control
13	HP DESK COMPUTER	HP Desk computer all in One HP All in One 12 inch core i5 Ram 4 GB, HDD 500 GB
14	CAMERA CANON	Camera Canon 80D Canon EOS 80D
15	PROJECTOR	EPSON Projector - Projection System: 3LCD, 3-chip technology Color Brightness: 2500 lumens, White Brightness: 2500 lumens, Model: V11H852020, Built-in 10 W speaker and easy setup — for HD entertainment right out of the box.
16	EXTENSION LEAD	Extension Lead Four Gang 1M Cable Length 1m Current Rating 13A No. of Outlets 4Outlets Outlet Type U
17	REGULATOR STABILIZER	1000 Watt AC Voltage Step Down Converter Transformer Regulator Stabilizer
	STATIONERY ITEMS	
18	HP LASERJET TONER	Printer ink 1 DZN (HP Color laser jet pro-M477FDW)
19	A4 SIZE PAPER	A4 Size paper 100 reams.
20	A4 SIZE HARD PAPER	A4 Size photo/hard paper 100 reams
21	HOLE PUNCHER	Functional black metal 15 sheets hole puncher
22	STAPLER	Standard stapler (Full strip 20 sheets 24/6 26/6 metal stapler for office)
23	3 TIER LETTER TRAY	3 Tier Letter Tray with Detachable Metal Support Bar and Radian Design, Plastic Stacking Sorter Strong and Durable Not Easily Deformed (Color : Black)
24	PEN	pic crystal plastic ball point pen
25	WHITEBOARD MARKER	Whiteboard Marker Pack of 10- Easy, dry wipe off from various Surface, Low odour, Thick barrel, Bright colour, Confirms to ASTM D 4236. 1 Display Box = 10 Pcs
26	SCOTCH TAPE	Scotch tape
27	PRITT GLUE STICK	Pritt glue stick
28	SCREEN CLEANER KIT.	Screen Cleaner Kit.for computer screens
29	CALCULATOR	Standard Function Desktop Calculator, Black
30	PAPER SHREDDER	office/home paper shredder strip cut 5 sheets/S606B/10L
31	WHITEBOARD STAND	Mobile Dry Erase Board – 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad
32	FLIP CHART	white flip chart paper
33	NOTICE BOARD	Notice Board Felt Blue, 48 X 24 Inches, 3 Pack, Silver Aluminium Frame

Annex B: Bid Submission Form

To: IDLO

Dear Sir/Madam,

Having examined the Invitation to Bid (ITB), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver services in conformity with the said Invitation to Bid as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to perform in accordance with the Contract to be entered into with IDLO for the services enumerated in the price schedule, per the Terms of Reference in Annex A.

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










Date:	
Name, Signature & Position:	
Duly authorized to sign the bid for and on behalf of:	












Other notes:

















- Kindly note that the services quoted shall correspond to the TORs given in Annex A above.
- Prices must be inclusive of all applicable taxes.

















Annex C – Price Schedule















PRICE SCHEDULE ICT, FURNITURE EQUIPMENT & STATIONERY

















1. Ministry Of Planning, Investment & Economic Development						
NO	Description	Picture	Unit of measure	Quantity	Unit Price USD	Total Price USD
FURNITURE ITEMS						
1	Executive Sofa set. 5 seater. Sofa legs Materia--Solid Wood, Clearance From Floor (Inch) -7 Inch Material-Pincoda Wood, Seat Material -Cotton, Seating Capacity-5 Seater		Each	1		
2	Waiting room sofa set: 7 Seater, Color-Brown, Type-7 Seater		Each	1		
3	Executive Office table. Color-Red Mahongay Walnut Cherry, Material-Mdf+Paper, Ctn/Set-4ctns		Each	3		
4	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5		Each	3		
5	Coffee Table, Dimensions-110cm (W) x 55cm (D) x 40cm (H) Materials Black Walnut + Beech Wood, Colour Dark walnut Assembly. Minimal assembly required, just attach the legs		Each	1		
6	Air Conditioner, Cons: Single Zone system. Product Dimensions--48 x 40 x 35 inches, Item Weight-220 pounds, Shipping Weight-220 pounds, Size: 24K BTU_230V, 4 in 1 system: heating, cooling, fan		Each	3		
7	Bottled Water cooler machine -Water dispenser Formats: MAX OBJ C4D FBX- Options Hot and Cold Both Polygons:-Tris:- Textures / Materials: Yes / Yes File size:3 MB		Each	2		
ICT ITEMS						
8	Printer. HP Color LaserJet Pro M277dw Color Laser Printer Multifunction Device		Each	2		
9	EPSON Projector - Projection System: 3LCD, 3-chip technology Color Brightness: 2500 lumens, White Brightness: 2500		Each	1		

	lumens, Model: V11H852020, Built-in 10 W speaker and easy setup — for HD entertainment right out of the box.					
10	HD Camera, Canon- Canon's XF100 HD Professional Camcorder		Each	1		
STATIONERY ITEMS						
11	HP Color LaserJet Pro M277 printer Ink set		Each	2		
12	A4 Copy Paper 70gsm 75gsm 80gsm		BOX of 5 reams	5		
Sub-Total						
2. COMMISSION OF REFUGEE & IDP'S						
FURNITURE ITEMS						
1	Conference table Material: laminate, Shape: boat, Seating capacity: 20 pax Table size: 24 FT x 4 FT (288"x48")		Each	1		
2	Conference Room Chair without wheels Arm Type Fixed Arms, Chair Type-Executive Design Type-Standard, Seat Material-Microfiber , Is It Rotatable-Non Rotatable, Color-Black		Each	20		
3	Plastics Table Rectangular Shape/Size Red, Brown, Black and Green Plastic Rectangular Dining Tables, Length: 1140 mm, Height: 725 mm		Each	3		
4	Plastics chairs Type with Hand Rest (Arms), Color mixed all Size: L. 620 W. 578 H.865		Each	50		
5	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5		Each	6		
6	Filing Cabinet Type--Cabinet , Material -Steel, Colour Details-Grey/Silver, Filing Cabinet Drawers-4, Filing Cabinet Depth (inches) --26.5, Filing Cabinet Width (inches) --18, Filing Cabinet Height (inches)--52.25		Each	7		
7	Stand fan 16-Inch, 1-Pack, Black Basic		Each	6		
8	Bottled Water cooler machine -Water dispenser Formats: MAX OBJ C4D FBX- Options Hot and Cold Both Polygons:-Tris:- Textures / Materials: Yes / Yes File size:3 MB		Each	4		
ICT ITEMS						

9	Camera Canon 80D Canon EOS 80D		Each	1		
10	Camera Memory 64 GB, Product Type: SD Capacity Gb:64 GB		Each	6		
11	HP Desk computer all in One HP All in One 12 inch core i5 Ram 4 GB, HDD 500 GB		Each	7		
12	Flask USB 64 GB SanDisk Ultra Flair USB 64.Flash Drive 64GB		Each	5		
13	Extension Lead Four Gang 1M Cable Length 1m Current Rating 13A No. of Outlets 4Outlets Outlet Type U		Each	5		
14	Printer. HP Color LaserJet Pro M277dw Color Laser Printer Multifunction Device		Each	2		
15	EPSON Projector- Projection System: 3LCD, 3-chip technology Color Brightness: 2500 lumens, White Brightness: 2500 lumens, Model: V11H852020, Built-in 10 W speaker and easy setup — for HD entertainment right out of the box.		Each	2		
16	Transcend External Hard Disk (1 TB)		Each	3		
17	1000 Watt AC Voltage Step Down Converter Transformer Regulator Stabilizer		Each	2		
STATIONERY ITEMS						
18	HP Laser jet (P2035) Printer		Each	1		
19	Epson L220 Printer, 5760 X 1440		Each	1		
20	Printer ink 1 DZN (HP Colour laser jet pro-M477FDW)		Each	10		
21	A4 Size paper 100 reams.		BOX of 5 reams	5		
22	Functional black metal 15 sheets hole puncher		Each	5		
23	Standard stapler (Full strip 20 sheets 24/6 26/6 metal stapler for office)		Each	5		
24	3 Tier Letter Tray with Detachable Metal Support Bar and Radian Design, Plastic Stacking Sorter Strong and Durable Not Easily Deformed		Each	5		

25	bic crystal plastic ball point pen		BOX OF 20 PCS	4		
26	Whiteboard Marker Pack of 10- Easy, dry wipe off from various Surface, Low odour, Thick barrel, Bright colour, Confirms to ASTM D 4236. 1 Display Box = 10 Pcs		BOX OF 10 PCS	5		
27	Recycle bin with recycle sign. 3d illustration isolated on white.		Each	5		
28	Scotch tape		Each	12		
29	Pritt glue stick		Each	10		
30	Screen Cleaner Kit.for computer screens		Each	5		
31	Standard Function Desktop Calculator, Black		Each	5		
32	Heavy Duty Guillotine Paper Cutter Trimmer B4		Each	2		
33	office/home paper shredder strip cut 5 sheets/S606B/10L		Each	1		
34	Mobile Dry Erase Board – 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad		Each	2		
35	white flip chart paper		Each	12		
36	Notice Board Felt Blue, 48 X 24 Inches, 3 Pack, Silver Aluminium Frame		Each	3		
36	Notice Board Felt Blue, 48 X 24 Inches, 3 Pack, Silver Aluminium Frame		Each	3		
Sub-Total						
3. BAIDOA DISTRICT COUNCIL						
FURNITURE ITEMS						
1	Office table/Executive Table Color-Red Mahongay Walnut Cherry Material-Mdf+Paper Ctn/Set-4ctns		Each	3		
2	Stand fan 16-Inch, 1-Pack, Black Basic		Each	5		
3	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5		Each	10		

4	Filing Cabinet Type--Cabinet , Material -Steel, Colour Details-Grey/Silver, Filing Cabinet Drawers-4, Filing Cabinet Depth (inches) --26.5, Filing Cabinet Width (inches) --18, Filing Cabinet Height (inches)--52.25		Each	5		
5	white monobloc stackable plastic chair		Each	50		
6	Rectangular office meeting table. 15 pax		Each	1		
7	Chairs of meeting room		Each	15		
8	Black Leather Desk Chair-Manufacturer Color ,Black Leather, Seat Bottom Thickness (Inches)-4, Number of Casters/Wheels-5		Each	3		
9	Bottled Water cooler machine -Water dispenser Formats: MAX OBJ C4D FBX- Options Hot and Cold Both Polygons:-Tris:- Textures / Materials: Yes / Yes File size:3 MB		Each	6		
ICT ITEMS						
10	Product type-UPS-Uninterruptable power supply Product code-AK-UP1-800, Power consumption < 2.6 A Battery type-12V 9Ah, Cable length-1.5 m, Product color-Black		Each	5		
11	Epson L3150 MEAF Printer		Each	2		
12	Dual 2-Way 10" 1600 Watt Powered PA Speaker System, Portable DJ Speaker with Active + Passive Speakers, 2 Speaker Stands, Microphone, Bluetooth, USB/SD Card, FM Radio, Remote Control		Each	2		
13	HP Desk computer all in One HP All in One 12 inch core i5 Ram 4 GB, HDD 500 GB		Each	3		
14	Camera Canon 80D Canon EOS 80D		Each	1		
15	EPSON Projector - Projection System: 3LCD, 3-chip technology Color Brightness: 2500 lumens, White Brightness: 2500 lumens, Model: V11H852020, Built-in 10 W speaker and easy setup — for HD entertainment right out of the box.		Each	2		
16	Extension Lead Four Gang 1M Cable Length 1m Current Rating 13A No. of Outlets 4Outlets Outlet Type U		Each	5		
17	1000 Watt AC Voltage Step Down Converter Transformer Regulator Stabilizer		Each	2		

STATIONERY ITEMS						
18	Printer ink 1 DZN (HP Color laser jet pro-M477FDW)		Each	10		
19	A4 Size paper 100 reams.		BOX of 5 reams	5		
20	A4 Size photo/hard paper 100 reams		BOX of 5 reams	5		
21	Functional black metal 15 sheets hole puncher		Each	5		
22	Standard stapler (Full strip 20 sheets 24/6 26/6 metal stapler for office)		Each	5		
23	3 Tier Letter Tray with Detachable Metal Support Bar and Radian Design, Plastic Stacking Sorter Strong and Durable Not Easily Deformed (Color : Black)		Each	5		
24	pic crystal plastic ball point pen		BOX OF 20 PCS	5		
25	Whiteboard Marker Pack of 10- Easy, dry wipe off from various Surface, Low odour, Thick barrel, Bright colour, Confirms to ASTM D 4236. 1 Display Box = 10 Pcs		BOX OF 10 PCS	5		
26	Scotch tape		Each	12		
27	Pritt glue stick		Each	10		
28	Screen Cleaner Kit.for computer screens		Each	5		
29	Standard Function Desktop Calculator, Black		Each	5		
30	office/home paper shredder strip cut 5 sheets/S606B/10L		Each	1		
31	Mobile Dry Erase Board – 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad		Each	2		
32	white flip chart paper		Each	12		
33	Notice Board Felt Blue, 48 X 24 Inches, 3 Pack, Silver Aluminium Frame		Each	3		
Sub-Total						
DELIVERY CHARGES (IF APPLICABLE)						
CURRENCY						
GRAND TOTAL						

SELECTION/AWARD CRITERIA



Quotations shall be evaluated based on the lowest priced quotation meeting all technical requirements indicated above.

Name, position and signature of the official representing requested entity	Stamp (if applicable)
<hr/> <i>Duly authorised to sign this quotation</i> Position: Date:	

Annex D - 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 Services.

Place of delivery	Ministry Of Planning, Investment & Economic Development Office,
-------------------	---



	Commission Of Refugee & IDP's Office and Baidoa District Council Office. Airport Road, State house, Hawlwadgaag, Baidoa, Southwest, Somalia
Delivery deadline	Goods to be provided and completed within 2 weeks of contract signature.
Payment terms	All payments will be conducted within 30 days after satisfactory delivery of goods and upon submission of the invoice by the supplier.

Annex E - IDLO General Terms and Conditions for the Procurement of Goods

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods.

Annex F - IDLO Supplier Code of Conduct

IDLO recognizes the universal and fundamental values enshrined in international instruments in the areas of human rights, labor, environment and anti-corruption.

IDLO expects its Suppliers to respect fundamental social and human rights, and the equal rights of men and women, take responsibility for minimizing the environmental impact of their activities, endorse ethical business practices and reach the following goals:

1. Supplier Relationships: The provisions of this Code of Conduct set forth the expectations of all suppliers with whom IDLO does business. IDLO expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third-parties. IDLO expects suppliers to ensure that the rules and standards of this Code of Conduct are communicated to their employees and subcontractors.

2. Promoting the Principles of this Code of Conduct: IDLO expects that its suppliers will establish and maintain appropriate management systems whose scope is related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. All principles contained in this Code of Conduct are of equal importance independently of their order of appearance.

3. Subcontracting: IDLO expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct or equivalent set of principles.

Labor:

4. Freedom of Association and Collective Bargaining: IDLO expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed, as well as core international principles on Freedom of Association and collective bargaining. IDLO recognizes the importance of open communication and direct engagement between workers and management and suppliers are to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.

5. Forced Labor: IDLO expects its suppliers to prohibit any use of forced, bonded or indentured labor or involuntary prison labor, and embrace employment practices consistent with international rules on forced labor. All work, including overtime work, will be voluntary and workers should be free to leave upon reasonable notice. Suppliers should also not mandate that workers hand over government-issued identification, passports or work permits as a condition of employment.

6. Child Labor: IDLO expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The minimum admission to employment or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the child's health, physical, mental, social, spiritual or moral development. All suppliers should also adhere to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labor and apprenticeship programs.

7. Discrimination: IDLO does not tolerate any form of discrimination in hiring and employment practices on the ground or race, color, religion, gender, sexual orientation, age, physical ability, health condition, political

opinion, nationality, social or ethnic origin, union membership or marital status. IDLO also discourages discrimination regarding access to training, promotion, and rewards.

8. Working Hours: IDLO expects its suppliers to comply with all applicable working hour requirements as established by local law, and should never exceed 60 hours per week, including overtime, except in emergency or unusual situations. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to ensure that workers are provided with one day off in every seven-day week.

9. Compensation: IDLO expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits.

Human Rights:

10. Human Rights: IDLO expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: IDLO expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Health and Safety: IDLO expects its suppliers to follow all relevant legislation, regulations and directives in the country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken. At a minimum, suppliers should strive to implement recognized management systems; reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; and occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.

13. Mines: IDLO expects its suppliers to strive not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

14. Environmental: IDLO expects its suppliers to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

15. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

16. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

17. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

18. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Drug trafficking and Terrorism:

19. Drug Trafficking: IDLO expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged in the manufacture, sale, transportation, or distribution of any drug or narcotic substance deemed to be illegal in either the country of manufacture or delivery of the goods or services to be provided to IDLO.

20. Terrorism: IDLO expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged directly or indirectly in terrorism, or in the finance or support to terrorists. Further, IDLO expects its suppliers to warrant that neither they nor their staff, nor any other recipients of funds from the supply of goods or services to IDLO, are listed in any sanctions list maintained by the United Nations Security Council; the United States Department of the Treasury, Office of Foreign Assets Control; or the European Union. Should the supplier, its staff, or other recipients of funds from the supply of goods or services to IDLO be included in any of the above-listed sanctions lists, the supplier is expected to notify IDLO immediately.

Bribery & Corruption:

21. Corruption: IDLO expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery, at a minimum.

22. Conflict of Interest: IDLO suppliers are expected to disclose to IDLO any situation that may appear as a conflict of interest, and disclose to IDLO if any IDLO official or professional under contract with IDLO may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

23. Gifts and Hospitality: IDLO does not accept any type of gift or any offer of hospitality. IDLO will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. IDLO expects its suppliers not to offer any benefit such as free goods or services or a work position or sales opportunity to IDLO personnel in order to facilitate the supplier's business with IDLO.

24. Monitoring and Evaluation: IDLO may conduct on-site evaluations and inspections of its suppliers' facilities and those of their subcontractors to review their progress towards these principles. It is the expectation of IDLO that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. IDLO may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with IDLO.

