

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
INVITATION TO BID**

Reference: ITB No. **N\_178\_2020\_SOM**

Date: **October 16, 2020**

Dear Sir/Madam,

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

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

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

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

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

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

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

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

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

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarification ITB NO. N\_178\_2020\_SOM** in the subject section of your email.

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Thank you and we look forward to receiving your Bid.

Sincerely yours,  
International Development Law Organization | IDLO  
Somalia Country Office

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in <b>United States Dollar</b></p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Delivery Term and Place	<p>Goods will be delivered within <b>4 weeks</b> after receipt of PO or contract from IDLO to the following locations:</p> <p><b>Lot A</b></p> <ol style="list-style-type: none"> <li>1. Ministry of Interior, Federal Affairs and Democratization Garowe Puntland,</li> <li>2. Badhan Local Government Puntland</li> <li>3. Bossaso Local Government Puntland</li> </ol> <p><b>Lot B</b></p> <ol style="list-style-type: none"> <li>1. National Commission for Refugees and IDPs (NCRI) Mogadishu</li> </ol>
6. Deadline for Submissions of Bids	<p>The Bid shall be addressed to IDLO on or before <b>Date: November 2, 2020</b> <b>Time: 08:00 hours Rome, Italy (10:00 hours Somalia local time)</b></p> <p><i>Note: Proposals submitted by email must be limited to a maximum of <b>10MB</b>, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
7. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1. Bid Submission Form (see Annex D);</li> <li>2. Bidder Information Form (see Annex E)</li> <li>3. Price Schedule (Annex F)</li> </ol>
8. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation</p>

	Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
9. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Bids.</p> <p>The requests for clarification will have “<b>Request for clarifications for ITB No. N_178_2020_SOM</b>” mentioned in the subject.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
10. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
11. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.</p>
12. Joint Venture, Consortium, or Association	<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</p>

	<p>entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ol> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
13. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p>

	<ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>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;</li> <li>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;</li> <li>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.</li> </ul>
14. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
15. Validity Period of Bids	All Bids will be valid for <b>90 days</b> from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
16. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after to the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
17. Amendment of the Bid	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.

	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.
18. Bidders' conference	<p><input checked="" type="checkbox"/> <b>N/A</b></p> <p><input type="checkbox"/> <del>Yes – A Bidder's conference will be conducted at</del></p> <p><del>All Bidders are encouraged to attend. Non attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended.</del></p> <p><del>No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</del></p>
19. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
20. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
21. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
22. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.

23. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
24. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
25. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
26. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
27. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> <li><b>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</b></li> <li><b>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</b></li> <li><b>c) Full submission of Bidder Information Form (Annex E);</b></li> <li><b>d) Full submission of Price Schedule (Annex F) signed and stamped;</b></li> <li><b>e) Lowest priced, most technically acceptable/compliant offer;</b></li> </ul>



28. 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.
29. Right to Vary Requirements at the time of the Award	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>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.</b>
30. Contract Signature	Within <b>five (5) calendar days</b> from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
31. Payment Terms	IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
32. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
33. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b>
34. Partial Bid	<input type="checkbox"/> <del>Not permitted (All or Nothing)</del> <input checked="" type="checkbox"/> <b>Permitted</b> Complete Lot A and/or Lot B
35. Customs Clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>Supplier</b>



	<input type="checkbox"/> N/A
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**ANNEX B  
PRELIMINARY SCREENING CRITERIA**

**A. MINIMUM ELIGIBILITY CRITERIA**

<b>Subject</b>	<b>Criteria</b>	<b>Document Submission Requirement</b>
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity in any state of Somalia	Certificate of Incorporation/Registration



<b>Tax Revenue</b>	Vendor is legally registered entity in any state of Somalia.	Valid Tax Compliance Certificate
<b>Eligibility</b>	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
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Export/Import Licenses, if applicable</li> </ul>	Form A: Bid Submission Form

#### B. QUALIFICATION CRITERIA

QUALIFICATION		
<b>Previous Experience</b>	Minimum <b>3</b> years of relevant experience.	<b>Copy of contract or reference letter</b>
	Minimum <b>3</b> contracts of similar value, nature and complexity implemented over the last <b>3</b> years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	<b>Insert 2 references of similar works/Projects successfully completed</b>
<b>Company Profile</b>	Brief description of the Bidder's Organization/Company	<b>Business Brochures or any similar documents</b>
<b>Financial Standing</b>	Minimum average annual turnover of EUR <b>50,000</b> for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	<b>Audited Financial Statements for the last 2 years</b>
	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>	<b>Audited Financial Statements for the last 2 years</b>

#### 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.

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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 and Stationery in two lots (Lot A and Lot B) for different locations.

## **C. Condition of Contract and Expected Output**

This ITB is for Supply and Delivery of Furniture and Stationery in the different locations stated.

LOT A - Puntland		
1. Ministry of Interior, Federal Affairs and Democratization Garowe Puntland		
No	PARTICULARS	SPECIFICATION
<b>FURNITURE ITEMS</b>		
1.	EXECUTIVE OFFICE CHAIR	Executive Office Chairs, Modern Office leather Chair ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 KG Colour: Black
2.	VISITOR CHAIR	Visitors Chair Arms: Fixed Color: Black Dimensions: 24.5W x 26.5D x 39.5H in. Fabric: Black Material: Leather Seat Back Height: 24.25 in. Seat Dimensions: 19.75W x 19D in. Thickness: 3.75 in. Wheels: Without Wheels Weight bearing load: 110 Kg
3.	FILE CABINET	File Cabinet with Lock and three doors. Material: walnut wood with lock, Wood Style: walnut wood Style: modern Size: 1350w*420d*2000h Colour: brown or red
4.	EXECUTIVE OFFICE TABLE	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Colour: Red Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape 160cm
5.	LIAM CHAIR	Liam chairs (1 Table +4 set) Size: W490 X D525 X H1040 SH619mm Material: Solid Rubber Wood Weight bearing load: 110 Kg
<b>STATIONERY ITEMS</b>		
6.	A4 SIZE PAPER	A4 Size paper :100 reams Size: 100 grams A4, Colour: White Measures: 210 × 297 millimetres or 8.27 × 11.69 inches. Packing: 500 pcs / ream 'Recycled Paper'
7.	WHITEBOARD STAND	Mobile Dry Erase Board: 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad

LOT A - Puntland		
2. Badhan Local Government, Puntland		
No	PARTICULARS	SPECIFICATION
<b>FURNITURE ITEMS</b>		
1.	EXECUTIVE OFFICE CHAIR	Executive Office Chairs, ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 Kg Colour: Black
2.	VISITOR CHAIR	Visitors Chair Arms: Fixed Color: Black Dimensions: 24.5W x 26.5D x 39.5H in. Fabric: Black Material: Leather Seat Back Height: 24.25 in. Seat Dimensions: 19.75W x 19D in. Thickness: 3.75 in. Wheels: Without Wheels Weight bearing load: 110 Kg
3.	FILE CABINET	File Cabinet with Lock and three doors. Material: walnut wood with lock, Wood Style: walnut wood Style: modern Size:1350w*420d*2000h Colour: brown or red
4.	EXECUTIVE OFFICE TABLE	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Colour: Red Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape 160cm
<b>STATIONERY ITEMS</b>		
5.	A4 SIZE PAPER	A4 Size paper: 100 reams Size: 100 grams A4, Colour: White Measures: 210 × 297 millimetres or 8.27 × 11.69 inches. Packing: 500 pcs / ream " recycled paper"
6.	WHITEBOARD STAND	Mobile Dry Erase Board: 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad

LOT A- Puntland		
3. Bossaso Local Government Office, Puntland		
No	PARTICULARS	SPECIFICATION
<b>FURNITURE ITEMS</b>		
1.	EXECUTIVE OFFICE CHAIR	Executive Office Chairs, ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 Kg Colour: Black
2.	VISITOR CHAIR	Visitors Chair Arms: Fixed Color: Black Dimensions: 24.5W x 26.5D x 39.5H in. Fabric: Black Material: Leather Seat Back Height: 24.25 in. Seat Dimensions: 19.75W x 19D in. Thickness: 3.75 in. Wheels: Without Wheels Weight bearing load: 110 Kg
3.	FILE CABINET	File Cabinet with Lock and three doors. Material: walnut wood with lock, Wood Style: walnut wood Style: modern Size:1350w*420d*2000h Colour: brown or red
4.	EXECUTIVE OFFICE TABLE	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Colour: Red Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape 160cm
<b>STATIONERY ITEMS</b>		
5.	A4 SIZE PAPER	A4 Size paper: 100 reams Size: 100 grams A4, Colour: White Measures: 210 × 297 millimetres or 8.27 × 11.69 inches. Packing: 500 pcs / ream "Recycled Paper"
6.	WHITEBOARD STAND	Mobile Dry Erase Board: 40x28 inches Magnetic Portable Whiteboard Stand Easel White Board Flipchart Easel Board with 25 Sheets Paper Pad

LOT B - NCRI		
1. National Commission for Refugees and IDPs (NCRI)		
No	PARTICULARS	SPECIFICATION
<b>FURNITURE ITEMS</b>		
1.	EXECUTIVE OFFICE TABLE	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Color: Red Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape 1.8 M
2.	EXECUTIVE OFFICE TABLE	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Color: Red Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape 1.6 M
3.	OFFICE DESKS TABLE	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Color: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood
4.	WORKSTATION	Workstation: Modern New Modular Cubic Partition 4 Persons Office Size: 2820W*2820D*1100H Style: Modern Material: Wood Wood Style: Panel Condition: New Color: Walnut / Oak
5.	EXECUTIVE REVOLVING CHAIR	Executive revolving chair Material: Rexine Product Dimensions: 28 x 28 x 48 inches Color: black and tan leather Seating Capacity: 1 Chair Type: High Back Back Type: High Back Adjustable Arms: 5 Revolving Chair: yes Weight bearing load: 110 Kg



LOT B - NCRI		
1. National Commission for Refugees and IDPs (NCRI)		
No	PARTICULARS	SPECIFICATION
6.	SIMPLE REVOLVING CHAIR	Simple revolving chair Product Dimensions: 26 x 26 x 42 inches Item Weight: 33 pounds Number of Pieces: 1 Color: Black Seat Material: Leather Adjustable Arms: 5 Fabric Type: Plywood Weight bearing load: 110 Kg
7.	FILE CABINET OFFICE	File cabinet office Door: with 3 glass doors and 3 wooden doors Material: wood Wood Style: Panel Size(mm): 1350*400*2000mm Open Type: Push-Pulling Color: brown or red
8.	FILE CABINET OFFICE	File cabinet office Door: with 2 glass doors and 2 wooden doors Material: MDF with wood veneer /paper finish Size(mm): 800*400*2000mm Open Type: Push-Pulling Color: brown or red
9.	FILE CABINET OFFICE	File Cabinet with Lock Door: two doors. Material: galvanized steel plate-glass door, With lock, Approximate Size: 900 * 450 * 1800mm Color: White
10.	EXECUTIVE OFFICE CHAIR	Executive Office Chair Arms: Fixed Chair Material: Faux Leather Color: Black Chrome Dimensions: 27.5W x 32D x 44-46H in. Feature: Lumbar Support, Adjustable Height, Big & Tall, Tilt Control Material: Leather Metal Weight bearing load: 110 Kg Wheels: With Wheels
11.	VISITOR CHAIR	Visitors Chair Arms: Fixed Color: Black Dimensions: 24.5W x 26.5D x 39.5H in. Fabric: Black Material: Leather Seat Back Height: 24.25 in. Seat Dimensions: 19.75W x 19D in. Thickness: 3.75 in. Wheels: Without Wheels Weight bearing load: 110 Kg

LOT B - NCRI		
1. National Commission for Refugees and IDPs (NCRI)		
No	PARTICULARS	SPECIFICATION
12.	EXECUTIVE SOFA SET (HANDCRAFT WOOD)	Modern Office Executive Leather Sofa Set. Modern Type: Single Material: Leather Frame Material: Wood Color
13.	EXECUTIVE OUTDOOR DINING TABLE WITH 4 CHAIRS (SET)	Executive outdoor dining table with 4 chairs (set) Product Dimensions: 42 x 42 x 30 inches Item Weight: 57 pounds Fabric Type: Wood Finish Types: Brown Number of Pieces: 5 Included Components: Table and 4 chairs Table: solid hardwood Material: Hardwood Frame Material: Wood Shape: Round Table with 4 matching chairs.

#### D. Institutional Arrangement

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

#### E. Qualifications of the Successful Contractor

This shall be guided by qualification requirement on part (b) of Annex B.

#### F. Scope of Tender Price and Schedule of Payments

NR	MILESTONE	TARGET COMPLETION TIMELINE	TARGET PAYMENT DATE
1	Provision of Furniture and Stationery	Within 4 weeks after receipt of PO or contract from IDLO	Within 30 days after receipt of invoice

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**ANNEX D  
BID SUBMISSION FORM**

**This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Goods** 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**

<b>Name of Bidder:</b>	[Insert Name of Bidder]	<b>Date:</b>	
<b>ITB reference:</b>	ITB No. N_178_2020_SOM		
<b>Legal name of Bidder</b>	[Complete]		
<b>Legal address</b>	[Complete]		
<b>Year of registration</b>	[Complete]		
<b>Bidder's Authorized Representative Information</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Are you an IDLO vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert IDLO vendor number]		
<b>Countries of operation</b>	[Complete]		
<b>No. of full-time employees</b>	[Complete]		
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>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):</b>	[Complete]		
<b>Contact person that IDLO may contact for requests for clarifications during Bid evaluation</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the tender is patented by the Bidder</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.</li> <li>▪ Export Licenses, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years</li> </ul>		










**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.







**LOT A - Puntland**

	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
<b>1. Ministry of Interior, Federal Affairs and Democratization Garowe, Puntland</b>						
1.	EXECUTIVE OFFICE CHAIR		Each	8		
2.	VISITOR CHAIR		Each	40		
3.	FILE CABINET		Each	4		
4.	EXECUTIVE OFFICE TABLE		Each	6		
5.	LIAM CHAIR		Each	5		
6.	A4 SIZE PAPER		BOX of 5 reams	20		
7.	WHITEBOARD STAND		Each	2		

**2. Badhan Local Government, Puntland**

<b>1.</b>	EXECUTIVE OFFICE CHAIR		<b>Each</b>	<b>2</b>		
<b>2.</b>	VISITOR CHAIR		<b>Each</b>	<b>10</b>		
<b>3.</b>	FILE CABINET		<b>Each</b>	<b>2</b>		
<b>4.</b>	EXECUTIVE OFFICE TABLE		<b>Each</b>	<b>3</b>		
<b>5.</b>	A4 SIZE PAPER		<b>Each</b>	<b>10</b>		
<b>6.</b>	WHITEBOARD STAND		<b>Each</b>	<b>1</b>		






**3. Bossaso Local Government, Puntland**

1.	EXECUTIVE OFFICE CHAIR		Each	5		
2.	VISITOR CHAIR		Each	20		
3.	FILE CABINET		Each	4		
4.	EXECUTIVE OFFICE TABLE		Each	4		
5.	A4 SIZE PAPER		Each	10		
6.	WHITEBOARD STAND		Each	1		
<b>Sub-Total LOT A- Puntland</b>						
<b>DELIVERY CHARGES (IF APPLICABLE)</b>						
<b>CURRENCY</b>						
<b>GRAND TOTAL</b>						

**LOT B - NCRI**

	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
<b>1. National Commission for Refugees and IDPs (NCRI)</b>						
1.	Executive Office Table		Each	1		
2.	Executive Office Table		Each	2		
3.	Office Desks Table		Each	5		
4.	Workstation		Each	4		
5.	Executive Revolving Chair		Each	3		
6.	Simple Revolving Chair		Each	10		
7.	File Cabinet Office		Each	1		
8.	File Cabinet Office		Each	2		



	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
9.	File Cabinet Office		Each	10		
10.	Executive Office Chair		Each	3		
11.	Visitor Chair		Each	15		
12.	Executive Sofa Set (Handcraft Wood)		Each	15		
13.	Executive Outdoor Dining		Each	1		
<b>Sub-Total LOT A- Puntland</b>						
<b>DELIVERY CHARGES (IF APPLICABLE)</b>						
<b>CURRENCY</b>						
<b>GRAND TOTAL</b>						

<p><b>Name, position and signature of the Bidder</b></p>  <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></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	<b>Refer Annex A Section 5</b>
Delivery date	Goods to be provided and completed within <b>4 weeks</b> after receipt of PO or contract from IDLO to the following locations:
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.

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**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_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/general_terms_and_conditions_for_services_august_2020.pdf)

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