

REQUEST FOR QUOTATION
PROCUREMENT OF COMPUTER
RFQ NO. RFQ-LI-0013

Date: **May 29, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for Computer and Printers described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations 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.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), 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 Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of Computer and Printer, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, 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 RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of 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.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on **tenders@Idlo.Int** and mention **Clarifications RFQ NO. RFQ-LI-0013** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: June 9, 2023**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

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

**Annex A
Instructions to Bidders**

a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: June 9, 2023 Time: 15:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Good and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@ldlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Monrovia
j. Delivery Terms	Goods will be delivered within 3 days after receipt of PO or contract from IDLO to Mamba Point. Incoterm DDP.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	USD

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 18 months <input checked="" type="checkbox"/> Technical Support If required for configuration
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>



**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Computer and Printer

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>Laptop computer</i>	<p>HP Elite Book 830 G7 Windows 11 Pro pre-installed Intel Core i7-10610U Processor 16 GB DDR4-2666 SDRAM (1 x 16 GB) 512 GB PCIe NVMe Value SSD Intel UHD Graphics Non-Touch display - 33.8 cm (13.3 in) diagonal, FHD, UWVA, eDP, antiglare, LED, narrow bezel, 250 nits, 45% NTSC, (1920 x 1080) 720p HD camera Intel Wi-Fi 6 AX201 (2x2) and Bluetooth 5 combo, vPro Internal Keyboard HP Premium - Spill-resistant, backlight, English (US International) Clickpad with multitouch gesture support HP Long Life 3-cell, 53 Wh Li-ionHP Smart 45 W External AC power adapter</p>	<i>Laptops</i>	3
Lot 2	<i>Printer</i>	<p>HP Laser Jet Pro M426fdn Laser printer (Print, Copy, Fax, Scan) 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; Easy-access USB Up to 40 ppm (black) Auto duplex printing; Scan to email; 50-sheet ADF 2 paper trays (standard)</p>	<i>Printer</i>	1
Lot 3	<i>Printer</i>	<p>HP OfficeJet 200 Mobile Printer Mobile Printing Print speed ISO: Up to 10 ppm black, up to 7 color 1 USB 2.0 + Wi-Fi Long battery life</p>	<i>Printer</i>	1
Lot 4	<i>Desktop</i>	<p>HP or Dell desktop - complete set HP Pro SFF 290 G9 Desktop Windows 11 Pro Intel® Core™ i5 12500 (12th Gen) 16 GB RAM 512 GB SSD Graphics Intel® UHD 750 Codec Realtek ALC3867 LAN: 10/100/1000M GbE</p>	<i>Desktop</i>	1
Lot 5	<i>Monitor</i>	<p>Display Monitor-27 inch Monitor HP M27 (27") IPS FHD (1920 x 1080) webcam and integrated microphone 5 ms GtG / contrast: 1000:1 HDMI; USB-C; USB port; DisplayPort</p>	<i>Monitor</i>	1

Lot 6	<i>Projector screen</i>	<i>Outdoor projector screen with stand</i> Screen Material: High-textile Cloth, High-Density Screen Material Stand Material: Aluminum Steel Outdoor Movie Screen w/ Stand Portable Movie Screen 60" Projector Screen Aspect Ratio: 16:9 Viewing Angle: 160 Degree Screen Size : 71 x 45" / 180.34 x 114.3 cm Unfolded Height: 71" / 180.34 cm Storage Pouch	<i>screen</i>	<i>1</i>
Lot 7	<i>Computer speaker</i>	<i>Conference speaker (USB) Drive-free, plug and play</i> Wireless Bluetooth Speakerphone With USB-C cable Microphone coverage 360 degrees Speaker frequency response 150 - 7,500 Hz in communication 100 - 20,000 Hz in audio streaming Supported operating systems Windows and Mac	<i>Speaker</i>	<i>1</i>
Lot 8	<i>Portable projector</i>	<i>Portable mini projector -</i> Brightness: 900 lumens Resolution: 1920 x 1080 Projector size: 4.4" x 4.7" x 6.7" Screen size: up to 120 inches from 10.46 feet away Connections: two HDMI, USB-A Power source: A/C, built-in rechargeable battery Sound: two 5W speakers, Bluetooth	<i>projector</i>	<i>1</i>

Specifications for After-Sale Service for Computers, and printers

Lots	Description
Lot 1	1-year limited warranty on HP Long Life Battery 1-year limited parts, labour (1/1/0) warranty
Lot 2	1-year limited warranty
Lot 3	1-year limited warranty
Lot 4	1-year limited parts, labour (1/1/0) warranty
Lot 5	1-year limited warranty
Lot 6	N/A
Lot 7	1-year limited warranty
Lot 8	1-year limited warranty

**ANNEX C
SUPPLIER'S QUOTATION**

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

We, the undersigned, 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 hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO; RFQ-LI-0013**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	Laptop computer	HP Elite Book 830 G7	Laptops	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Printer	HP Laser Jet Pro M426fdn	Printer	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Printer	HP Mini/portable color printer	Printer	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Desktop	HP desktop - complete set	Desktop	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Monitor	Display Monitor-27 inch	Monitor	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Projector screen	Outdoor projector	screen	1	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
		<i>screen with stand</i>			<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	<i>Computer speaker</i>	<i>Conference speaker (USB) Drive-free, plug and play</i>	<i>Speaker</i>	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	<i>Portable projector</i>	<i>Portable mini projector</i>	<i>projector</i>	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.							
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

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

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) i.e. Training on Operations and Maintenance If required for configuration			
b) i.e. Minimum one (1) year warranty on both parts and labour considering the after sale services warranty.			

<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 D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF
GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

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

The documents are available on IDLO Procurement Website:

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

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

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