

**REQUEST FOR QUOTATION**  
**PROCUREMENT Of Office Supplies**  
**RFQ -LI-0016**

Date: **July 28, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Office Supplies** 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 **OFFICE SUPPLIES** 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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ -LI-0016** 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: August 8, 2023**  
**Time: 15:00 hours Rome, Italy** (1:00pm Monrovia 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 ICT Equipment	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: August 8, 2023</b> <b>Time: 15:00 hours Rome, Italy (1:00PM Monrovia time)</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Office Supplies 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 OFFICE SUPPLIES Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  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: <b>tenders@Idlo.Int</b>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	<b>IDLO Liberia Country Office</b> <b>Old CID Road, Mamba Point</b> <b>Monrovia, Liberia</b>
j. Delivery Terms	OFFICE SUPPLIES will be delivered within seven (7) days after receipt of PO or contract from IDLO to:  <b>IDLO Liberia Country Office</b> <b>Old CID Road, Mamba Point</b> <b>Monrovia, Liberia</b>
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	United States Dollar (\$USD) <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

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"/> 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"/> N/A
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Delivery Date</li> <li>4. Price</li> </ol>
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	<p>Within Three (3) 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	<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.</b> <b>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>



**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Goods**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Toner</i>	<i>HP Laserjet Catridge 17A</i>	<i>Pcs</i>	<i>6</i>
<b>Lot 2</b>	<i>Paper</i>	<i>A4</i>	<i>Boxes</i>	<i>4</i>
<b>Lot 3</b>	<i>Envelope</i>	<i>A4 Brown</i>	<i>Pks</i>	<i>4</i>
<b>Lot 4</b>	<i>Folder</i>	<i>Manila A4</i>	<i>Boxes</i>	<i>3</i>
<b>Lot 5</b>	<i>Calculator</i>	<i>12 Digits (Two Power)</i>	<i>Pc</i>	<i>1</i>
<b>Lot 6</b>	<i>Box File</i>	<i>(1 box x 50pcs)</i>	<i>Box</i>	<i>1</i>
<b>Lot 7</b>	<i>Paper Glue</i>	<i>(1 pk x 12 pcs) Liquid</i>	<i>Pks</i>	<i>2</i>
<b>Lot 8</b>	<i>Ink Pen</i>	<i>Good quality</i>	<i>Pc</i>	<i>1</i>
<b>Lot 9</b>	<i>Paper Clip</i>	<i>25 mm (Small)</i>	<i>Dozs</i>	<i>5</i>
<b>Lot 10</b>	<i>Marker</i>	<i>White Board / Assorted Colors</i>	<i>PK</i>	<i>1</i>
<b>Lot 11</b>	<i>Fasteners</i>	<i>Good quality/ Assorted Colors</i>	<i>PK</i>	<i>1</i>
<b>Lot 12</b>	<i>Correction Fluid</i>	<i>(1x12)</i>	<i>Pk</i>	<i>1</i>
<b>Lot 13</b>	<i>Staple Machine</i>	<i>20 sheets capacity match</i>	<i>Pk</i>	<i>1</i>
<b>Lot 14</b>	<i>Cartridge</i>	<i>Canon 337</i>	<i>Pcs</i>	<i>2</i>
<b>Lot 15</b>	<i>Pin</i>	<i>For Staplemachine (Lot 13)</i>	<i>Pks</i>	<i>2</i>
<b>Lot 16</b>	<i>Hard Drive</i>	<i>500 Gb (External)</i>	<i>Pc</i>	<i>1</i>
<b>Lot 17</b>	<i>White envelop</i>	<i>Regular (Peel &amp; Seal)</i>	<i>Boxes</i>	<i>4</i>
<b>Lot 18</b>	<i>Scratch Card</i>	<i>Orange &amp; Lonestar (1 Pk each)</i>	<i>Pks</i>	<i>2</i>
<b>Lot 19</b>	<i>Highlighter</i>	<i>Good quality (Assorted colors)</i>	<i>Pk</i>	<i>1</i>

**Specifications for After-Sale Service for Office Supplies-N/A.**

<b>Description</b>

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**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 -LI-0016**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	



**Table 1: Offer to Supply Goods / Services 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.	Toner	HP Laserjet Catridge 17A	Pcs	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Paper	A4	Boxes	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Envelope	A4 Brown	Pks	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Folder	Manila A4	Boxes	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Calculator	12 Digits (Two Power)	Pc	1	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Box File	(1 box x 50pcs)	Box	1	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Paper Glue	(1 pk x 12 pcs) Liquid	Pks	2	Comply <input type="checkbox"/> Not Comply.		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					Alternative specification offered (please attach)		
8.	<i>Ink Pen</i>	<i>Good quality</i>	<i>Pc</i>	<i>1</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	<i>Paper Clip</i>	<i>25 mm (Small)</i>	<i>Dozs</i>	<i>5</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	<i>Marker</i>	<i>White Board / Assorted Colors</i>	<i>PK</i>	<i>1</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	<i>Fasteners</i>	<i>Good quality/ Assorted Colors</i>	<i>PK</i>	<i>1</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
12.	<i>Correction Fluid</i>	<i>Good quality (1x12)</i>	<i>Pk</i>	<i>1</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
13.	<i>Staple Machine</i>	<i>20 sheets capacity match</i>	<i>Pk</i>	<i>1</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
14.	<i>Cartridge</i>	<i>Canon 337</i>	<i>Pcs</i>	<i>2</i>	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
15.	Pin	For Staplemachine In (Lot 13)	Pks	2	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
16.	Hard Drive	500 Gb (External)	Pc	1	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
17.	White envelop	Regular (Peel & Seal)	Boxes	4	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
18.	Scratch Card	Orange & Lonestar (1 Pk each)	Pks	2	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
19.	Highlighter	Good quality (Assorted colors)	Pk	1	Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Grand Total</b>							

**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>

<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 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_goods_august_2020.pdf)

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