

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF FURNITURE**  
**RFQ NO. HQ-2022-000224**

Date: **August 12, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Supply, Delivery and Installation of Furniture** in Moldova 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 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.

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 NO. HQ-2022-000224** 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 25, 2022**  
**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  
Moldova of 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 <b>Date: August 25, 2022</b> <b>Time: 15:00 hours Rome, Italy</b> 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 Goods 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	<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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
i. Place of Delivery	<b>IDLO Moldova Office, Banulescu Bodoni 25 Street, Chisinau, Moldova or to be agreed beforehand with IDLO representatives</b>
j. Delivery Terms	<b>Incoterms DDP</b>  Goods will be delivered within 30 days after receipt of PO or contract from <b>IDLO Moldova Office, according to the aforementioned Place of Delivery.</b>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> <b>N/A</b>
l. Currency of Quotation	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"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input checked="" type="checkbox"/> <b>Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR provision of link to Manufacturer's website showing Product Data Sheets;</b> <input checked="" type="checkbox"/> <b>Copies of two (2) Contracts/LPOs/Reference Letters in the last two (2) years as proof of delivery of Goods of similar nature and value.</b>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labour as per Manufacturer's standards and Warranty Provision</b>

	<input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/repair</del>
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. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. 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 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	<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>  <p><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></p>

**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>	<b>Office desk</b>	<p><b>Dimension:</b> Width: 150 cm Depth: 68 cm Height: 75 cm</p> <p><b>Countertop material:</b> Laminated chipboard 36 mm</p> <p><b>Frame material:</b> Metal</p>	Piece	6
<b>Lot 2</b>	<b>Round table</b>	<p><b>Dimension:</b> Diameter: 120 cm Height: 75 cm</p> <p><b>Countertop material:</b> Laminated chipboard 36 mm</p> <p><b>Frame material:</b> Metal</p> <p><b>Material feet:</b> Metal</p>	Piece	1
<b>Lot 3</b>	<b>Office chairs</b>	<p><b>Material:</b> Fabric, acrylic mesh</p> <p><b>Body material:</b> Metal, plywood, polyurethane foam</p> <p><b>Armrest material:</b> Plastic</p> <p><b>Base material:</b> Chrome steel</p> <p><b>Mechanism:</b> Tilt</p> <p><b>Dimension:</b> Width: 63 cm Depth: 59 cm Min height: 115 cm Max. Height: 120 cm Inside seat width: 50 cm</p>	Piece	6

		<p>Depth of seat on the inside: 52 cm  Min. Height to seat: 47 cm  Max. Height to seat: 52 cm  Inside height of armrest: 19 cm  Inside backrest height: 72 cm  Base diameter: 65 cm  Wheels: Plastic  Maximum permissible load: 120 kg</p>		
<b>Lot 4</b>	<b>Visitors chairs</b>	<p><b>Material:</b>  Fabric</p> <p><b>Body material:</b>  Metal, plywood, plastic, polyurethane foam</p> <p><b>Material feet:</b>  Metal</p> <p><b>Dimension:</b>  Width: 53 cm  Depth: 56 cm  Height: 86 cm  Inside seat width: 48 cm  Inside seat depth: 43 cm  Height to seat: 50 cm  Backrest height on the inside: 36 cm  Maximum permissible load: 120 kg</p>	Piece	8
<b>Lot 5</b>	<b>Bean-bag</b>	<p><b>Upholstery material:</b>  Textile</p> <p><b>Filling material:</b>  Polystyrene</p> <p><b>Dimensions:</b>  Diameter: 100 cm  Height: 115 cm</p>	Piece	2
<b>Lot 6</b>	<b>Bookshelf</b>	<p>Shelf with 4 open shelves with a height of 34 cm between them, and a lower cabinet with an inner height of 84 cm. Interior cabinet doors are equipped with slow closing hinges.</p> <p><b>Dimension:</b>  Length: 90 cm  Depth: 34 cm  Height: 210 cm  Height between the policies: 34 cm  Lower cabinet height: 84 cm</p> <p><b>Color:</b>  Sonoma</p>	Piece	4

<b>Lot 7</b>	<b>Bookshelf 2</b>	Shelf with 5 open policies for storing goods and materials.  <b>Dimension:</b> Length: 110 cm Depth: 39 cm Height: 220 cm  <b>Color</b> Sonoma	Piece	2
<b>Lot 8</b>	<b>Printer desk</b>	Shelf with 3 generous open policies and sliding drawer for storing goods and materials.  <b>Countertop material:</b> Laminated chipboard weighed 18 mm  <b>Frame material:</b> Painted metal  <b>Dimensions:</b> Width: 74 cm Depth: 50 cm Height: 74 cm Height between the policies: 30 cm	Piece	2
<b>Lot 9</b>	<b>Coat hanger</b>	Standing coat hanger, equipped with 6 metal hangers with lacquered wood elements, round base.  <b>Dimensions:</b> Height: 173 cm Base diameter: 30 cm	Piece	3

### Specifications for After-Sale Service for Goods

Description
<ul style="list-style-type: none"> <li>• Technical Maintenance and support for Installation at Place of All Lots</li> <li>• Warranty per Lot as per Manufacturer's standards</li> <li>• Brand new replacement if purchased unit is beyond repair (under Warrantee period)</li> </ul>

**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. HQ-2022-000224**

<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**

<b>Lot</b>	<b>Item Name</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Compliance with Technical Specifications in Annex B</b>	<b>Unit rate in USD</b>	<b>Total amount in USD</b>
1.	Office desk	Refer to Annex B	Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Round table	Refer to Annex B	Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Office chairs	Refer to Annex B	Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Visitors chairs	Refer to Annex B	Piece	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Bean-bag	Refer to Annex B	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Bookshelf	Refer to Annex B	Piece	4	<input type="checkbox"/> 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
7.	Bookshelf 2	Refer to Annex B	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Printer desk	Refer to Annex B	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Coat hanger	Refer to Annex B	Piece	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT ( _ %) (if applicable)</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>
Delivery Lead Time Within 30 Days from Receipt of PO			
Warranty and After-Sales Requirements			
a) Technical Maintenance and support for Installation at Place of All Lots			
b) Warranty per Lot as per Manufacturer's standards			
c) Brand new replacement if purchased unit is beyond repair (under Warrantee period)			

<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%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

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