
**REQUEST FOR QUOTATION
FOR THE SUPPLY OF OFFICE FURNITURE
REF. RFQ n° 003/G/NE/2022**

Date: **December 16, 2022**

Dear Sir/Madam,

We kindly ask you to submit your quote for the supply of office furniture as described in **Appendix B**.

We also request that your quote be submitted using the format specifically detailed in Appendix C.

Quotes submitted by email must be limited to a maximum of **10 MB**, virus-free and no more than two email transmissions. They must be free of any form of viruses or corrupted content, otherwise quotes must be rejected.

The quotation shall be assessed on the basis of the lowest quotation and meeting the requirements as described in Annex A(q).

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and the quantity), the unit price will prevail and the total price will be corrected by IDLO. If the bidder does not accept the final price on the basis of IDLO's correction of errors, its quotation will be rejected.

Bidders must not change their prices for any reason after the bid deadline and as long as the quotation is still valid. At the time of the award of the contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods, up to a maximum of twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not required to accept a quotation, award a contract, or be responsible for the costs associated with the preparation and submission of a quotation by a bidder, regardless of the outcome or manner of conducting the selection process.

IDLO encourages each potential supplier to avoid and prevent conflicts of interest, disclosing to IDLO whether you, or any of your affiliates or staff, have been involved in the preparation of the requirements, design, specifications, cost estimates and other information used in this tender.

By submitting a quote in response to this information, bidders confirm full acceptance of IDLO's terms and conditions and payment policy within 30 days of delivery of the service upon presentation of a complete and correct invoice.

This Request for Quotation (RFQ) includes:

Instruction to bidders/suppliers	Appendix A
Technical characteristics	Appendix B
Supplier Quote	Appendix C
IDLO's Terms and Conditions for the Purchase of Goods or Services and IDLO's Supplier Code of Conduct	Appendix D

For any questions/clarifications relating to this call for tenders, please contact IDLO on tenders@idlo.int and mention **Clarifications REF. RFQ n° 003/G/NE/2022**, in the subject section of your email no later than 48 hours before the submission deadline.

Deadline for submission of quotation:

On or before: **January 3, 2023**

Time: 15:00 hours Rome, Italy local time.

Thank you for your interest and we look forward to receiving your quote.

Kind regards

International Development Law Organization | IDLO

The Sahel Regional Programme

NIGER COUNTRY OFFICE

Appendix A
Instructions to bidders

a. Description of equipment and service required for operation	See Appendix B
b. Deadline for submission	The quotation must be sent to IDLO at the latest Date: January 3, 2023 Time: 15:00 hours Rome, Italy local time.
c. Terms & Conditions	Any bid submission will imply unconditional acceptance of IDLO's terms and conditions for the purchase of goods and compliance with the Supplier Code of Conduct.
d. Terms of payment	IDLO will make payment within 30 days of satisfactory receipt of all goods and upon presentation of the invoice by the supplier.
e. Conditions for payment release	Acceptance form for goods and services from IDLO based on full compliance with the requirements of the call for tenders.
f. Validity of the quotation from the deadline of the offer	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the quotation beyond what was originally stated in this Request for Proposals. The bidder will then confirm the extension in writing, without any modification of any kind whatsoever on the quote.
g. Quote Submission	All quotes must be submitted via the following email address: tenders@idlo.int
h. Partial quotes	<input checked="" type="checkbox"/> Not allowed <input checked="" type="checkbox"/> Authorized [provide conditions for partial quotes and ensure that requirements are correctly listed to allow partial quotes (e.g., in batches, etc.)]
i. Place of delivery	IDLO NIGER COUNTRY OFFICE
j. Terms of delivery	The goods will be delivered within 20 days of receipt of the purchase order or contract from IDLO to the following address IDLO NIGER COUNTRY OFFICE Plateau, Rue Issa Beri 59, Porte 676. Niamey- Niger Delivery Terms: DDP
k. Customs clearance, if necessary, is carried out by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Quote currency	XOF CFA <i>Note: (Local suppliers must comply with all applicable laws regarding activities in other currencies).</i>

<p>m. Preliminary documents to be submitted</p>	<p><input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements set out in Annex B; <input type="checkbox"/> The legalized copy of the license to practice in the field. <input type="checkbox"/> The civil liability insurance policy covers the risks. <input checked="" type="checkbox"/> Quality certificates for goods (ISO, etc.); <input checked="" type="checkbox"/> Last business registration certificate; <input checked="" type="checkbox"/> Certificate of tax status; <input checked="" type="checkbox"/> Authorization of the company's manufacturer as a sales agent (if the supplier is not the manufacturer); <input checked="" type="checkbox"/> Complete the documentation, information and declaration of any goods classified or likely to be classified as "dangerous goods". <input checked="" type="checkbox"/> 2 Copies of PO/Contract for similar nature in the past 3 years for any entity/ies. <input checked="" type="checkbox"/> At least 03 previous similar sales references</p>
<p>n. Special packaging requirement or temperature control</p>	<p><input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [<i>specify</i>] <u> </u></p>
<p>o. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty of at least 12 months on furniture supplied <input checked="" type="checkbox"/> unbox and assemble furniture <input checked="" type="checkbox"/> Immediate replacement of defective furniture if discovered during the assembling and delivery of the goods.</p>
<p>p. Rating assessment</p>	<p>The evaluation will be carried out in the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of preliminary documents (in accordance with Annex A, point n.) 2. Technical responsiveness 3. Completeness of after-sales services, in accordance with Annex A, point o, where applicable. 4. Delivery date 5. Price
<p>q. Contract Award</p>	<p>The award of the contract shall be awarded in accordance with: Complete submission of the fee schedule (Appendix C) signed and stamped; a) Less demanding, most technically acceptable/compliant offer;</p>
<p>r. Signature of the contract</p>	<p>Within five (5) business days of the date of receipt of the contract, the successful bidder must sign and date the contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the cancellation of the award and the forfeiture of the tender security, if any, and at what point IDLO may award the contract to the second ranked tenderer or issue a call for a new tender.</p>
<p>s. Liquidated damages</p>	<p><input type="checkbox"/> N/A</p>

	<p><input checked="" type="checkbox"/> Yes - In the event of a delay in delivery of the goods, IDLO is entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Damages awarded for inferior quality or non-conformity of the specifications of the goods will be assessed on a case-by-case basis according to the severity of the problem determined solely by IDLO. The application of this provision relating to liquidated damages does not release the Contractor from its obligations or liabilities under this Contract.</p> <p><input checked="" type="checkbox"/> Yes - In the event of a delay in the delivery of <u>the Goods</u>, IDLO is entitled to claim damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to deliver the requested Goods within the specified period and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to lump sum damages for each day of delay in the provision and completion of the Services.</p>
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**APPENDIX B
DESCRIPTION OF BEST QUALITY FURNITURE**

Specifications for equipment and services

No	Item Name	Specification	Unit of measure (piece or set)	Quantity
Lot 1	Wooden Rectangular Office Desk	Desktop with return included (universal left/right) rectangular format; Office dimension: (width x depth x height): 1600 x 900 x 740 mm; 1900 x 900 x 740 mm Dimension for return: (width x depth x height)1000 x 550 x 740 mm Melamine trays. Color: wenge (dark brown)	pc	03
Lot 2	Desk revolving Chairs	Revolving Office chairs Armchairs (in mesh, metal, and plastic) Color: Black	pc	03
Lot 3	Small wooden office Desk	Small desks without return rectangular format dimension 140 * 70 * 76 AB-216 / 1.40; Color: Wenge (dark brown)	pc	06
Lot 4	Office revolving Chairs	Office revolving Armchair with reclining back with armrests, (material: cloth, iron & plastic) Color: black/Grey or plain black or Grey	Pc	06
Lot 5	Visitor bench(fixed)	3 seat visitor metallic bench (180*65*85CM) one bleu, one red	Pc	02
Lot 6	Reception area visitor's seating sofa	Soft armchair for 5 seating space (Reception sofa in fabric and wood, furniture set for living room) color: grey or brown or blue	Set	01

Specifications for after-sales service the goods

Description
<p>NB:</p> <ul style="list-style-type: none"> • Warranty of at least 12 months on furniture supplied • Immediate replacement of defective furniture if discovered during the assembling and delivery of the goods • unbox and assemble furniture

APPENDIX C

RATING OF THE SERVICE PROVIDER

(This form must be submitted using the supplier's official letterhead/stationery in the format specified below)

We, the undersigned, hereby accept the TERMS AND CONDITIONS of IDLO in their entirety and the payment policy within 30 days of delivery of the Service upon presentation of a complete and correct invoice. We hereby offer to supply the items listed below in accordance with IDLO's specifications and requirements in accordance with the **RFQ n° 003/G/NE/2022**

Company Name	
Full address of the company	
Date	
Signature	
Stamp	
Contact person	
Phone number	
Email address	

Table 1: Supply of Goods and Services in Accordance with Technical Specifications and Requirements

Lot	Item Name	Lot	Unit of Measure Piece and set	Qty	Compliance with the technical specifications in Annex B	Unit rate in CFA	Total amount in CFA
1	Wooden Rectangular Office Desk	Desktop with return included (universal left/right) rectangular format; Office dimension: (width x depth x height): 1600 x 900 x 740 mm; 1900 x 900 x 740 mm Dimension for return: (width x depth x height) 1000 x 550 x 740 mm Melamine trays. Color: wenge (dark brown)	pc	06	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
2	Desk revolving Chairs	Revolving Office chairs Armchairs (in mesh, metal, and plastic) Color: Black	pc	03	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
3	Small wooden office Desk	Small desks without return rectangular format dimension 140 * 70 * 76 AB-216 / 1.40; Color: Wenge (dark brown)	pc	06	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
4		Revolving Office			<input checked="" type="checkbox"/> Conform		

Lot	Item Name	Lot	Unit of Measure Piece and set	Qty	Compliance with the technical specifications in Annex B	Unit rate in CFA	Total amount in CFA
	Office revolving Chairs	Armchair with reclining back with armrests, (material: cloth, iron & plastic) Color: black/Grey or plain black or Grey	Pc	06	<input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
5	Visitor bench(fixed)	Stand-alone 3 seated visitor metallic bench (180*65*85C M) one bleu, one red	Pc	02	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
6	Reception area visitor's seating Sofa	Fixed stand-alone Soft armchair for 5 seating space (Reception sofa in fabric and wood, furniture set for living room) color: grey or brown or bleu	Set	01	<input type="checkbox"/> Conform <input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)		
Total cost of goods							
Freight							
Insurance							
Customs clearance							
Other fees (please specify)							
Taxes/VAT (__ %) (if applicable)							
Grand total							

Table 2: Provision of after-sales services and other requirement

Other information	Answers		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, please indicate the counter-proposal</i>
Delivery time:			
Warranty and after-sales requirements			
a) <i>Warranty of at least 12 months for furniture supplied.</i>			
b) <i>Immediate replacement of defective parts within the warranty period</i>			
c) <i>Unbox and assemble furniture</i>			
Other requirements <i>[pls. Specify]</i>			

<p>Name, function and signature of the bidder</p> <hr/> <p><i>Duly authorized to sign this Offer</i></p> <p>Date:</p>	<p>Stamp of the bidder</p>
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APPENDIX D
IDLO TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS OR SERVICES
And
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply unconditional acceptance of IDLO's terms and conditions for goods and services and compliance with the Supplier Code of Conduct.

The documents are available on the 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)

[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/general%20terms%20and%20conditions%20for%20services%20feb%202022.pdf)

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