

REQUEST FOR QUOTATION
PROCUREMENT OF GOODS (FOOD ITEMS/STATIONARIES)
RFQ NO. RFQ-LI-001

Date: **May 24, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for [Food Items and stationaries] 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 or services 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-001** 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: May 30, 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

Liberia Country Office

**Annex A
Instructions to Bidders**

a. Description of requested Food item/Stationaries	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: May 30, 2022 Time: 15:00 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 [Food Items/Stationaries] 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 [Food Item/Stationaries] 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:
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>

i. Place of Delivery	Old CID Road, MambaPoint, Monrovia, Liberia
j. Delivery Terms	The goods (food Item/ stationaries) will be delivered within five-day after receipt of PO or contract from IDLO to Old CID Road, Mama Point, Monrovia Libria.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	United States Dollars (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 type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; Goods".
n. Special Packing Requirement or Temperature Control	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, The goods shall be separated and packaged safely according to the below type of requirement to avoid any damages: <ul style="list-style-type: none"> a. Food b. Toiletries
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <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	Contract Award shall be granted according to: <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 type="checkbox"/> N/A</p> <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.</p> <p>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> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified 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 liquidated damages for every day delay in the provision and completion of the Services.</p>

ANNEX B

TECHNICAL SPECIFICATIONS

Specifications for Goods (Food Items/Stationaries)

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Rice	Brown Indian parboiled rice Clear with no gravel and with the minimum shelf life of one year	25kg bag	14 bags
Lot 2	Red Oil	Liberia red palm oil for human consumption with the minimum shelf life of one year	20 ml gallon	2 galls
Lot 3	Ago oil	Vegetable cooking oil with the minimum shelf life of one year	20 ml gallon	2 galls
Lot 4	Sugar	White Powder Sugar(proper and standard packaging) with the minimum of shelf life of one year	50 kg bag	2 bags
Lot 5	Milk	Creamy white Powder Cow milk, free of hard lumps, dirt and with a shelf life of one year	50 kg bag	1bag
Lot 6	Butter	Margarine Butter exclusively made of cow milk, with a remaining shelf life of one year	500 MI container	1 Container
Lot 7	Mayonnaise	Real Mayonnaise	3.78MI jar	1 jar
Lot 8	Cube	Liberia made Crown Vita cube that has a minimum shelf life of one year	Box/Cartoon	1 cartoon
Lot 9	Cream of Wheat	Natural white cream of wheat(2 minute cook) with natural flavour and has the minimum shelf life of one year	50kg - big bag	1 bag
Lot 10	Spaghetti	Original Gino Italian Spaghetti (7 minute cook)that has the minimum shelf life of one year	500 g -box	3 boxes
Lot 11	Garri	Liberian Garri (natural white) with a minimum shelf life of one year	50 kg- bag	1 bag
Lot 12	Onion	Brown Farm Onion	18 kg -bag	1 bag
Lot 13	Sardine	Original Princess Sardine (32X1)with the minimum shelf life of one year	125g - Cartoon	1 cartoon
Lot 14	Corn Beef	Natural red -Corn Beef that doesn't contain bones,and has a minimum shelf life of one year	340 g- Cartoon	1 cartoon
Lot 15	Washing Soap	white Cake washing soap that has the minimum of shelf life of one year	Cartoon	1 cartoon
Lot 16	Tie Soap	Liberian made Clean Powder washing soap with the minimum shelf life of one year	30 g(150bags) - box /Cartoon	1 cartoon
Lot 17	Tissue	Liberian made Kuma-Bendu Bathroom tissue that has the minimum shelf life of one year	Bag	6 bags
Lot 18	Sanitary Pad	Sunny Girl/lucky girl/ Private sanitary pad	Cartoon	4 cartoon
Lot 19	Clorox	Liberian made with the minimum shelf life of one year.	Cartoon	4 cartoon

Lot 20	<i>Bath Soap</i>	<i>Harmony bath soap (mix flavour) with the minimum of shelf life of one year</i>	<i>Cartoon</i>	<i>2 cartoons</i>

**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-001**

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



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.	Rice	<i>Brown Indian parboiled rice Clear with no gravel and with the minimum shelf life of one year</i>	25kg bag	14 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Red Oil	<i>Liberia red palm oil for human consumption with the minimum shelf life of one year</i>	20 ml gallon	2 galls	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Ago oil	<i>Vegetable cooking oil with the minimum shelf life of one year</i>	20 ml gallon	2 galls	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Sugar	<i>White Powder Sugar(proper and standard packaging) with the minimum of shelf life of one year</i>	50 kg bag	2 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Milk	<i>Creamy white Powder Cow milk, free of hard lumps, dirt and with a shelf life of one year</i>	50 kg bag	1bag	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Butter	<i>Margarine Butter exclusively made of cow</i>	500 MI container with	1 Container	<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
		<i>milk, with a remaining shelf life of one year</i>					
7.	Mayonnaise	<i>Real Mayonnaise</i>	<i>3.78Ml jar</i>	<i>1 jar</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Cube	<i>Liberia made Crown Vita cube that has a minimum shelf life of one year</i>	<i>Box/Cartoon</i>	<i>1 cartoon</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Cream of Wheat	<i>Natural white cream of wheat(2 minute cook) with natural flavour and has the minimum shelf life of one year</i>	<i>50kg - big bag</i>	<i>1 bag</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Spaghetti	<i>Original Gino Italian Spaghetti (7 minute cook)that has the minimum shelf life of one year</i>	<i>500 g -Cartoon</i>	<i>3 cartoon</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	Garri	<i>Liberian Garri (natural white) with a minimum shelf life of one year</i>	<i>50 kg- bag</i>	<i>1 bag</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
12.	Onion	<i>Brown Fram Onion</i>	<i>18 kg -bag</i>	<i>1 bag</i>	<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
13.	Sardine	Original Princess Sardine with the minimum shelf life of one year	125g - Cartoon	1 cartoon	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
14.	Corn Beef	Natural red -Corn Beef that doesn't contain bones, and has a minimum shelf life of one year	340 g- Cartoon	1 cartoon	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
15.	Washing Soap	white Cake washing soap that has the minimum of shelf life of one year	Cartoon	1 cartoon	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
16.	Tie Soap	Liberian made Clean Powder washing soap with the minimum shelf life of one year	30g (150bags) - box	1 box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
17.	Tissue	Liberian made Kuma-Bendu Bathroom tissue that has the minimum shelf life of one year	Bag	6 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
18.	Sanitary Pad	Sunny Girl/lucky girl/ Private sanitary pad	Cartoon	4 cartoon	<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
19.	Clorox	<i>Liberian made with the minimum shelf life of one year.</i>	<i>Cartoon</i>	<i>4 cartoon</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
20.	Bath Soap	<i>Harmony bath soap (mix flavour) with the minimum of shelf life of one year</i>	<i>Cartoon</i>	<i>2 cartoons</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

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>