

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF PRINTING SERVICES FOR IDLO ANNUAL REPORT 2022**  
**RFQ NO. HQ-2022-000151**

Date: **May 27, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for printing of the IDLO Annual Report 2021 described in Annex B.

We 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 reports to be printed 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-2022-000151** 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 6, 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  
Communications Unit

**Annex A**  
**Instructions to Bidders**

a. Description of requested	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: June 6, 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 Services 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/ <b>Services</b> 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"/> Not permitted <input type="checkbox"/> Permitted <del>[provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</del>
i. Place of Delivery	IDLO, Viale Vaticano, 106, Roma 00165
j. Delivery Terms	Printed reports will be delivered within 10 business days after receipt of PO or contract from IDLO to Viale Vaticano, 106, 00198 Roma
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	<b>EURO</b>  <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business 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 in Annex B;</p> <p><input type="checkbox"/> <del>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;</del></p> <p><input type="checkbox"/> <del>Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</del></p> <p><input type="checkbox"/> <del>Quality Certificates for the Goods (ISO, etc.);</del></p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input type="checkbox"/> <del>Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</del></p> <p><input type="checkbox"/> <del>Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</del></p> <p><input type="checkbox"/> <del>Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</del></p> <p><input type="checkbox"/> <del>Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</del></p> <p><input checked="" type="checkbox"/> Others -- Company Profile</p>
<p>n. Special Packing Requirement or Temperature Control</p>	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes, <i>[specify]</i> <u>    </u></p>
<p>o. After-sales services required, if applicable [leave blank if not applicable]</p>	<p><input type="checkbox"/> <del>Warranty on Parts and Labour for minimum period of <a href="#">Click to type</a></del></p> <p><input type="checkbox"/> <del>Technical Support</del></p> <p><input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del></p> <p><input type="checkbox"/> <del>Others</del></p>
<p>p. Evaluation of Quote</p>	<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>
<p>q. Contract Award</p>	<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>
<p>r. Contract Signature</p>	<p>Within <b>three (3) calendar days</b> 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</p>

	<p>on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
<p>s. Liquidated Damages</p>	<p><input type="checkbox"/> N/A</p> <p><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> <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> <p><input checked="" type="checkbox"/> <b>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.</b></p> <p><b>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.</b></p>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Printing Services**

Lots	Item Name	Specification	Unit measure	Quantity
<b>Lot 1</b>	<i>IDLO Annual Report 2021</i>	Format: A4 closed, A3 open  Cover: matte lamination on opaque-coated paper 250 gr., with bleed (5mm)  Interior: matte coated paper 115 gr., with bleeds (5mm)  Bind: Perfect binding  Color: 4+4 for cover and interior  <b>PLEASE PROVIDE QUOTES FOR:</b>  1. 52 pages plus cover (500 copies ) 2. 52 pages plus cover (1000 copies) 3. 56 pages plus cover (500 copies) 4. 56 pages plus cover (1,000 copies) 5. 60 pages plus cover (500 copies) 6. 60 pages plus cover (1,000 copies)	<i>Each</i>	<i>Please provide quotes for print runs of:</i>  <b>A. 500.00</b>  <i>And</i>  <b>B. 1000.00</b>

**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-2022-000151**.

<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 Euros	Total amount in Euros
1.	<b>Annual report</b>	<p>Format: A4 closed, A3 open</p> <p>Cover: matte lamination on opaque-coated paper 250 gr., with bleed (5mm)</p> <p>Interior: matte coated paper 115 gr., with bleeds (5mm)</p> <p>Bind: Perfect</p> <p>Color: 4+4 for cover and interior</p> <p><b>PLEASE PROVIDE QUOTES FOR:</b></p> <p>52 pages plus cover (500 copies )</p> <p>56 pages plus cover (500 copies )</p> <p>60 pages plus cover (500 copies)</p>	Each	500	<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 Euros	Total amount in Euros
2.	<b>Annual report</b>	Format: A4 closed, A3 open  Cover: matte lamination on opaque-coated paper 250 gr., with bleed (5mm)  Interior: matte coated paper 115 gr., with bleeds (5mm)  Bind: Perfect  Color: 4+4 for cover and interior  <b>PLEASE PROVIDE QUOTES FOR:</b> 52 pages plus cover (1000 copies )  56 pages plus cover (1000 copies )  60 pages plus cover (1000 copies)	Each	<b>1000</b>	<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 Euros	Total amount in Euros
<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			
Other requirements: Terms and Conditions of the RFQ			

<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)

[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_terms_and_conditions_for_services_feb_2022.pdf)

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