

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ -LI-0019

Date: **September 22, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for ICT EQUIPMENT 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 **ICT EQUIPMENT** 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 -LI-0019** 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: September 29, 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 Date: September 29, 2023 Time: 15:00 hours Rome, Italy (1:00PM Monrovia time)
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of ICT Equipment 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 ICT Equipment 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: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	IDLO Liberia Country Office Old CID Road, Mamba Point Monrovia, Liberia
j. Delivery Terms	ICT Equipment will be delivered within seven (7) days after receipt of PO or contract from IDLO to: IDLO Liberia Country Office Old CID Road, Mamba Point Monrovia, Liberia
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 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; <input checked="" type="checkbox"/> List of other organizations you have supplied ICT equipment within the last twelve (12) months.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of twelve (12) months. <input checked="" type="checkbox"/> Technical Support within the warranty period <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <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	<p>Contract Award shall be granted according to:</p> <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 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"/> 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. 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.
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**ANNEX B
TECHNICAL SPECIFICATIONS**

Minum specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Multifunctional Printer	<p>Print, Copy, Scan, Send, Store and Optional Fax <i>Machine type: Multifunctional Printer / Scanner</i> <i>Scanning: B/W, Grayscale and Colour</i> <i>Control Panel: 8 inches or more, touch panel</i> <i>2 trays plus a bypass tray</i> <i>Supported media types: Thin, Plain, Heavy, Recycled, Envelope</i> <i>Supported media sizes: Standard size: A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R</i> <i>Print Speed (BW/CL)</i> <i>Up to 30ppm (A4,A5,A5R,A6R)y</i> <i>Up to 15 ppm (A3)</i> <i>Print Features: Two sided Printing/Scan</i> <i>Scan to E-Mail (SMTP), Scan to USB</i> <i>Optional: Scan to FTP repository, Scan to SharePoint Repository, Scan to Exchange Public Folder, Scan to Shared Folder</i> <i>File Format: Standard; TIFF,JPEG,PDF</i> <i>Memory: 3.0 GB RAM</i> <i>Hard Disk Drive: (SSD) 256 GB</i> <i>Optional: (SSD) 1TB</i> <i>Interface Connection: 1000Base-T/100Base-TX/10Base-T</i> <i>Wireless Lan</i> <i>Paper Capacity: 500</i> <i>Print Resolution(dpi): 1200x1200</i> <i>Operating System:Windows 7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2 Server 2016/Server 2019, MAC OS X (10.10)</i></p>	Pcs	2
Lot 2	Desktop All in One	<p><i>PC Desktop All is One Specifications:</i> <i>Processor: Intel Core i7-2600 Processor, 3.4GHz, 8M Cache(11 gen above)</i> <i>Operating system: Windows 11 Professional 64bit</i></p>	Pc	1

		<p>Memory speed: 1333MHz RAM Memory Total: 16GB DDR4 Hard drive: 500GB, SSD DVD: DVD Recordable (with DVD Playback) Networking: Integrated Gigabit Ethernet Intel Wireless Keyboard and Mouse Speakers: Internal speaker Software: Microsoft Office Professional 2019 (Professional) Monitor: 22 inches wide LCD monitor with Install-Ready Security Cable Lock Hole Feature Security: Security Cable Lock compatible to Install-Ready Lock Hole Feature of CPU</p>		
Lot 3	External Hard Drive	<p>1 TB HDD Size: 3.5" USB: 3.0</p>	Pc	1

Specifications for After-Sale Service for ICT Equipment

Description
<p>Installation of Equipment Training of Personnel on usage Maintenance / Repair of Equipment Warranty(12months) on both Parts and labour Technical Support</p>

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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-0019**

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.	Multifunctional Photocopier	<p>Print, Copy, Scan, Send, Store and Optional Fax</p> <p><i>Machine type:</i> Multifunctional Printer / Scanner</p> <p><i>Scanning:</i> B/W, Grayscale and Colour</p> <p><i>Control Panel:</i> 8 inches or more, touch panel</p> <p><i>2 trays plus a bypass tray</i></p> <p><i>Supported media types:</i> Thin, Plain, Heavy, Recycled, Envelope</p> <p><i>Supported media sizes:</i> Standard size: A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R</p> <p><i>Print Speed (BW/CL)</i> Up to 30ppm (A4,A5,A5R,A6R)y</p> <p><i>Up to 15 ppm (A3)</i></p> <p><i>Print Features:</i> Two sided Printing/Scan</p> <p><i>Scan to E-Mail (SMTP), Scan to USB</i></p> <p><i>Optional: Scan to FTP repository, Scan to</i></p>	Pcs	2	<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>SharePoint Repository, Scan to Exchange Public Folder, Scan to Shared Folder File Format: Standard; TIFF,JPEG,PDF Memory: 3.0 GB RAM Hard Disk Drive: (SSD) 256 GB Optional: (SSD) 1TB Interface Connection: 1000Base-T/100Base-TX/10Base-T Wireless Lan Paper Capacity: 500 Print Resolution(dpi): 1200x1200 Operating System:Windows 7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2 Server 2016/Server 2019, MAC OS X (10.10)</i>					
2.	Desktop All in One	<i>PC Desktop All is One Specifications: Processor: Intel Core i7-</i>	Pc	1	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
		<p>2600 Processor, 3.4GHz, 8M Cache(11 gen above) Operating system: Windows 11 Professional 64bit Memory speed: 1333MHz RAM Memory Total: 16GB DDR4 Hard drive: 500GB, SSD DVD: DVD Recordable (with DVD Playback) Networking: Integrated Gigabit Ethernet Intel Wireless Keyboard and Mouse Speakers: Internal speaker Software: Microsoft Office Professional 2019 (Professional) Monitor: 22 inches wide LCD monitor with Install-Ready Security Cable Lock Hole Feature Security: Security Cable Lock compatible to Install-Ready Lock Hole Feature of CPU</p>			<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
3.	External Hard Drive	1 TB HDD Size: 3.5" USB: 3.0	Pc	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Grand Total							

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: ICT Equipment will be delivered within seven (7) days after receipt of PO or contract from IDLO to: IDLO Liberia Country Office Old CID Road, Mamba Point Monrovia, Liberia			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			

a) Installation of Equipments			
b) Training of Personel on usage			
c) Mainteance / Repair of Equipments			
d) Minimum one (1) year warranty on both parts and labour			

<p>Name, position, and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</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_services_feb_2022.pdf

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