

REQUEST FOR QUOTATION
PROCUREMENT OF PRINTERS
RFQ NO. 004/G/NE/2023

Date: **March 15, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **printers** 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 **printers**, 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 at tenders@idlo.int and mention **Clarifications RFQ NO. [004/G/NE/2023]** in the subject section of your email no later than 48 hours before the submission deadline.

Deadline for Submission of Quotation:
On or before the **Date: March 29, 2023**
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
IDLO NIGER

Annex A
Instructions to Bidders

a. Description of requested [printers]	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: March 29, 2023 Time: 15:00 hours 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 [printers] 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 [printers] 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 <input type="checkbox"/> Permitted [provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]
i. Place of Delivery	[IDLO NIGER COUNTRY OFFICE, Plateau, Rue Issa Béri 59, Porte 676, Niamey, Niger]
j. Delivery Terms	INCOTERMS DDP [Printers] will be delivered within [15] days after receipt of PO or contract from IDLO to IDLO NIGER COUNTRY OFFICE, Plateau, Rue Issa Béri 59, Porte 676, Niamey, Niger.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier

	<input type="checkbox"/> N/A
I. Currency of Quotation	XOF <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"/> 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; <input type="checkbox"/> 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; <input checked="" 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; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Others : 03 copies of POs/Contract of similar nature procurement and 03 previous sales references
n. Special Packing Requirement or Temperature Control	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, the Items need to be packed accordingly In order to avoid any damages during the delivery or shipment.
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support during the warranty period. <input checked="" 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 type="checkbox"/> Yes - For late delivery of Services, 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 Printers

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>HP Color LaserJet Pro MFP M283fdw multifunction printer</i>	<i>See below</i>	<i>Pcs</i>	<i>04</i>
Lot 2	<i>4 complete kits cartridge for the aforementioned printer (one by year)</i>		<i>Kit</i>	<i>04</i>

Minimum specifications

Functions	Print, copy, scan, fax
Print speed in black/color (ISO, A4)	Up to 21 ppm
Double-sided printing	Automatic (standard)
Cycle of use (monthly, letter/ A4)	Up to 40,000 pages
Recommended monthly page volume	150 à 2 500
Black/color print quality (optimal)	Up to 600 x 600 dpi
Printing technology	Laser
Connectivity, standard	High-speed USB 2.0 port; built-in 10/100/1000 Base-TX Fast Ethernet network port; 802.11n wireless connection 2.4/5 GHz; Fax port; Front USB host port
Mobile printing functionality	HP ePrint; Apple AirPrint™; Mobile apps; Mopria™ certified; Wi-Fi® Direct printing

Network features	Yes, via built-in 10/100/1000 Base-TX Ethernet; Ethernet with automatic crossover; Authentication via 802.1X
Wireless features	Integrated 802.11 b/g/n Wi-Fi; Authentication via WEP, WPA/WPA2 or 802.1X; Encryption via AES or TKIP; WPS; Wi-Fi Direct
Minimum system requirements	Windows® 10, 8.1, 8, 7 (32-bit/64-bit): 2 GB of available hard drive space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer. Windows Vista® (32-bit): (32-bit only), 2 GB available hard drive space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8, Windows® XP SP3 or later (32-bit only): any Intel® Pentium® II, Celeron® or compatible 233 MHz processor, 850 MB available hard drive space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8. Windows Server support is provided by the command line installer and supports Win Server 2008 R2 and later.
Digital Communication - Standard Features	Scan to email; Scan to folder; Scan to USB drive
Screen	6.8 cm (2.7") color graphic display
Processor speed	800 MHz
Maximum memory capacity	256 MB DDR memory, 256 MB flash memory
Memory	256 MB DDR memory, 256 MB flash memory
Supported operating systems	Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Vista; Windows Server; macOS 10.12 Sierra; macOS 10.13 High Sierra; macOS 10.14 Mojave; macOS 10.15 Catalina; Linux; UNIX 1 (Does not support Windows® XP (64-bit and Windows Vista® (64-bit); "Compatible Operating Systems" are not supported with INBOX software, but are available for download online; Full software solution is available for Windows 7 and later only; Windows Server operating system installation driver only; Windows RT operating system for tablets (32-bit and 64-bit) uses a simplified HP print driver built into the RT operating system; Linux systems use HPLIP software included in the operating system)
Paper feeder, standard	250-sheet input tray
Supported file format	PDF; JPG
Type of scanner	Flatbed, automatic document feeder
File formats for scanning	JPG, RAW (BMP), PNG, TIFF, PDF

Optimized scanning resolution	Up to 300 x 300 dpi (ADF); Up to 1200 x 1200 dpi (flatbed)
Scanning resolution, optical	Up to 300 dpi (color and monochrome - automatic document feeder); Up to 1200 dpi (flatbed)
Maximum scan size (auto feeder)	215.9 x 355.6 mm
Scanning area (Automatic Document Feeder), minimum	102 x 152 mm
Scan size, maximum	215.9 x 297 mm
Scanning speed (normal, A4)	Up to 26 ppm (black and white); 22 ppm (color)
Automatic feeder capacity	Standard, 50 sheets
Scanning technology	Contact Image Sensor (CIS)
Copy speed (black/color, normal quality, A4)	Up to 21 cpm 2
Copy resolution (black text/color and graphics)	Up to 600 x 600 dpi
Copies, maximum	Up to 99 copies
Photocopier settings	Number of copies; Reduce/Enlarge; Lighter/Darker; Optimize; Paper; Multipage copy; Collate; Draft mode; Image settings; Set new defaults; Restore defaults
Sending by fax	Yes
Fax transmission speed (letter)	3 seconds per page
Fax transmission speed	33.6 Kbits (maximum); 14.4 Kbits (default)
Black resolution of the fax (better)	Up to 300 x 300 dpi
Fax transmission locations	119
Fax memory	Up to 1,300 pages
Power supply	220 to 240 V AC (+/- 10%), 50 Hz (+/- 3 Hz) 60 Hz (+/- 3 Hz)

Minimum dimensions (W x D x H)	420 x 421.7 x 334.1 mm
Maximum dimensions (W x D x H)	424 x 475 x 338 mm
Weight	18,7 kg
Contents of the package	HP Color LaserJet Pro M283fdw Multifunction Printer; HP LaserJet Intro Cartridges: 700 composite color page yield (C/d/M) and 1350 black page yield; Installation Guide; Power Cord; USB Cable; Phone Cord 5
Number of print cartridges	4 (black, cyan, magenta, yellow)

Specifications for After-Sale Service for Printers

Description
<ul style="list-style-type: none"> • Warranty & Support : 1 year + 2 years extended warranty • Technical support and maintenance if needed during the warranty period • Immediate replacement of defective parts during the warranty period • Provision of temporary replacements when equipment is repaired or serviced • Definitive replacement if necessary

**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. 004/G/NE/2023**

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 [XOF]	Total amount in [XOF]
1.	<i>HP Color LaserJet Pro MFP M283fdw multifunction printer</i>	See specifications above	Pcs	04	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	<i>4 complete kits cartridge (one by year)for the above printer.</i>		Kit	04	<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							

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			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Warranty & Support : 1 year + 2 years extended warranty			
b) Technical support and maintenance if needed during the warranty period			
c) Immediate replacement of defective parts during the warranty period			
d) Provision of temporary replacements when equipment is repaired or serviced			
e) Definitive replacement if necessary			
Other requirements <i>[pls. specify]</i>			

<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>
---	------------------------------



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>