

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF TRAINING KIT**  
**RFQ NO. RFQ-IND/JKT23-0010**

Date: July 17, 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Training Kit** 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 the goods, 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. RFQ-IND/JKT23-0010** 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: July 31, 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 Indonesia

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

a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: July 31, 2023</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 the Goods 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 the Goods 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	Equity Tower Jl. Jenderal Sudirman kav. 52-53, Senayan 12190 South Jakarta
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to IDLO Indonesia Office.  Note: 1. Sample should be submitted for a final confirmation 5 days prior final printing; 2. Items does not meet the requirements will be rejected and asked for immediate replacement as per requirement.


k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	IDR
m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input checked="" type="checkbox"/> <b>2 Copies of similar nature printings PO/Contract with other entities.</b>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input type="checkbox"/> <del>Warranty on Parts and Labour for minimum period of</del> <a href="#">Click to type</a> <input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
p. Evaluation of Quote	<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 m.)</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>
q. Contract Award	<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>
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	<input type="checkbox"/> N/A <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> <b>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in</b>





	<p><b>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>
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for the Training Kit**


No	Item Name	Specification	Quantity	Unit Measure
1	Vegan Leather Pouch	<ol style="list-style-type: none"> <li>1. Material : Vegan /Syntetic Leather Pouch*</li> <li>2. Dimension : 26 x 4 x 20 cm (L x W x H) (rough dimension)</li> <li>3. Colour : brown / dark brown (can be adjusted)</li> <li>4. Free Emboss Branding</li> </ol> <p>*Mandatory requirement</p> 	270	Pcs

		 <p>Note : the final logo will be sent and finalized later separately. The above is for sample only.</p>		
2	Tumbler	<ol style="list-style-type: none"> <li>1. Material : Body: Stainless steel, Powder coating * Cover: Polypropylene plastic Impermeable: Silicone rubber</li> <li>2. Height : 21 cm</li> <li>3. Volume : 0.4 l</li> <li>4. Colour : Matte Black</li> </ol> <p>*Mandatory requirement</p>	270	Pcs

		 <p>Note : the final logo will be sent later separately. The above is for sample only.</p>		
3	<b>Foldable Umbrella</b>	<ol style="list-style-type: none"> <li>1. Material : Fabric: 100% polyester (min. 90% recycled) Frame : Steel Handle: Polypropylene plastic</li> <li>2. Rough Dimension : Minimum length: 24 cm Maximum length: 57 cm Diameter: 95cm</li> <li>3. Colour : Black</li> </ol>	270	Pcs



		 <p>Note : the final logo will be sent later separately. The above is for sample only.</p>		
4	<b>Foldable Mini Shopping Bag</b>	<ol style="list-style-type: none"> <li>1. Material : Polyester</li> <li>2. Dimension : 35 x 55 x 8 cm</li> <li>3. Colour : Navy Blue</li> </ol> <p>Note : the final logo will be sent later separately. The above is for sample only.</p>	270	Pcs

				
5	Paper Bag	<ol style="list-style-type: none"> <li>1. Material: Art cartoon paper 230gsm</li> <li>2. Size: 30 x 12 x 40 cm</li> <li>3. Finishing: Full Denim Blue Color print on 2 sides with the same design with pattern, Doff Lamination, silver eyelets &amp; black straps</li> </ol> <p>Note : the final logo will be sent later separately. The above is for sample only.</p>	270	Pcs

				
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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 NO. RFQ-IND/JKT23-0010**

<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**

No	Item Name	Quantity	Unit rate in IDR	Total amount in IDR	Compliance with Technical Specifications in Annex B
1.	Vegan Leather Pouch as per annex-C	270			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
2.	Tumbler as per annex-C	270			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
3.	Foldable Umbrella as per annex-C	270			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
4.	Foldable Mini Shopping bag as per annex-C	270			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
5.	Paper Bag as per annex-C	270			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
<b>Other Charges (Please Specify)</b>					

<b>Taxes/VAT (--- %) (If applicable)</b>	
<b>Grand Total</b>	
<p data-bbox="203 472 730 501"><b>Name, position and signature of the Bidder</b></p> <hr data-bbox="203 611 1554 614"/> <p data-bbox="203 635 573 663"><i>Duly authorised to sign this Bid</i></p> <p data-bbox="203 740 271 769"><b>Date:</b></p>	<b>Bidder's Stamp</b>

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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)

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