REQUEST FOR QUOTATION PROCUREMENT OF PRINTING SERVICES RFQ NO. N_220_2020_KEN

Date: November 11, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for PRINTING SERVICES 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 and/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.

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	Annex D
and IDLO Supplier Code of Conduct	

This Request for Quotation (RFQ) is comprised of:



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For any questions/clarifications related to this RFQ please contact IDLO on <u>KCOprocurement@idlo.int</u> and mention RFQ NO. N_220_2020_KEN in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours, International Development Law Organization | IDLO Kenya Country Office





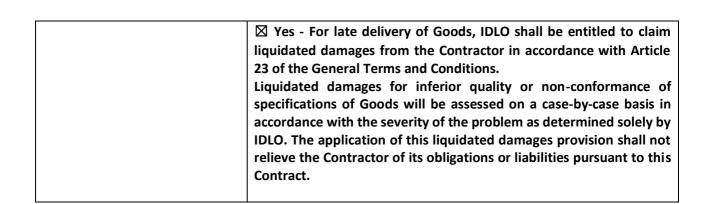
Annex A Instructions to Bidders

a.	Description of requested [goods/services]	See Annex B		
b.	Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: November 18, 2020 Time: 14:00 hours Nairobi, Kenya 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 [Goods/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/Services] Form based on full compliance with RFQ requirements		
f.	Validity of Quotation starting from the Deadline of the Tender	60 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: <u>KCOprocurement@idlo.int</u>		
h.	Partial Quotations	☑ Not permitted □ Permitted		
i.	Place of Delivery	IDLO Kenya country office Nairobi		
j.	Delivery Terms	[Goods/Services] will be delivered within 15 days after receipt of PO or contract from IDLO and approved design work.		
k.	Customs clearance, if needed, shall be done by:	□ IDLO □ Supplier ⊠ N/A		
Ι.	Currency of Quotation	[Kenya shillings] Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)		
m.	Value Added Tax on Price Quotation	Must be inclusive of VAT and other applicable indirect taxes Must be exclusive of VAT and other applicable indirect taxes		

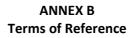


	Annex C duly signed and stamped, and in accordance with the list			
n. Preliminary Documents to	of requirements in Annex B;			
be Submitted	\Box A statement whether any import or export licenses are required in			
	respect of the goods to be purchased including any restrictions on			
	the country of origin, use/dual use nature of goods or services,			
	including and disposition to end users;			
	□ 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;			
	□ Quality Certificates for the Goods (ISO, etc.);			
	☑ Latest Business Registration Certificate;			
	☑ Valid Trading license;			
	Latest Internal Revenue Certificate / Tax Clearance;			
	□ Manufacturer's Authorization of the Company as a Sales Agent (if			
	Supplier is not the manufacturer);			
	□ Patent Registration Certificates (if any of technologies submitted in			
	the quotation is patented by the Supplier);			
	□ Certificate of Exclusive Distributorship in the country (if applicable,			
	and if Supplier is not the manufacturer);			
	Company profile including physical address for on-site verification			
	of production capacity and In-house printing press and binding equipment;			
	☑ Copies of at least two LPOs or contracts for large scale design and			
	printing services offered within the last two years with the UN, Embassies, Government entities, INGOs or multinational			
	corporations. Provide contactable domain email addresses for			
	reference check			
	\Box \Box Complete documentation, information and declaration of any			
	goods classified or may be classified as "Dangerous Goods".			
	goods classified or may be classified as "Dangerous Goods".			
o. Special Packing				
o. Special Packing Requirement	□ Others [pls. specify as many as required]			
	□ Others [pls. specify as many as required] ⊠ N/A □ Yes, [specify]			
p. After-sales services	 Others [pls. specify as many as required] N/A 			
p. After-sales services required, if applicable	□ Others [pls. specify as many as required] ⊠ N/A □ Yes, [specify]			
p. After-sales services required, if applicable [leave blank if not	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type 			
p. After-sales services required, if applicable	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support 			
p. After-sales services required, if applicable [leave blank if not	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others Evaluation will be done according to the following order of priorities: 			
p. After-sales services required, if applicable [leave blank if not applicable]	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others 			
p. After-sales services required, if applicable [leave blank if not applicable]	 □ Others [pls. specify as many as required] □ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A, point n.) 			
p. After-sales services required, if applicable [leave blank if not applicable]	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 			
p. After-sales services required, if applicable [leave blank if not applicable]	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others Evaluation will be done according to the following order of priorities: 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, 			
p. After-sales services required, if applicable [leave blank if not applicable]	 Others [pls. specify as many as required] N/A Yes, [specify] Warranty on Parts and Labour for minimum period of Click to type Technical Support Provision of Service Unit when pulled out for maintenance/ repair Others Evaluation will be done according to the following order of priorities: Full submission of Preliminary Documents (as per Annex A, point n.) Technical responsiveness Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 			
p. After-sales services required, if applicable [leave blank if not applicable]	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others Evaluation will be done according to the following order of priorities: 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 p, if applicable. 4. Earliest Delivery Date 			
 P. After-sales services required, if applicable [leave blank if not applicable] q. Evaluation Criteria 	 Others [pls. specify as many as required] N/A Yes, [specify] Warranty on Parts and Labour for minimum period of Click to type Technical Support Provision of Service Unit when pulled out for maintenance/ repair Others Evaluation will be done according to the following order of priorities: Full submission of Preliminary Documents (as per Annex A, point n.) Technical responsiveness Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. Earliest Delivery Date Lowest price 			
p. After-sales services required, if applicable [leave blank if not applicable]	 □ Others [pls. specify as many as required] ☑ N/A □ Yes, [specify] □ Warranty on Parts and Labour for minimum period of Click to type □ Technical Support □ Provision of Service Unit when pulled out for maintenance/ repair □ Others Evaluation will be done according to the following order of priorities: 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 p, if applicable. 4. Earliest Delivery Date 			









Specifications

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Printing publication 1	 Publication size: B5 Paper details: Cover: normal paper. Interior: normal paper Finishing: Perfect binding with stitches Printing details: Full color printing througout the document limited use of graphics on Inside pages Pages: 35 	EA	3,000
Lot 2	Printing publication 2	 Publication size: B5 Paper details: Cover: normal paper. Interior: normal paper Finishing: Perfect binding with stitches Printing details: Full color printing througout the document limited use of graphics on Inside pages Pages: 45 	EA	3,000



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. N_220_2020_KEN

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

Lots	ltem	Description	Unit measure	Quantity	Unit rate in Kenya shillings	Total amount in Kenya shillings
Lot 1	Printing publication 1	Refer to annex B	EA	3,000		
Lot 2	Printing publication 2	Refer to annex B	EA	3,000		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						

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 aug ust 2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_au gust_2020.pdf

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

