

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF PRINTING SERVICES**  
**RFQ NO. N\_234\_2020\_KEN**

Date: December 9, 2020

Dear Sir / Madam,

You are kindly requested to submit your Quotation for Design and 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.

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 [KCOprocurement@idlo.int](mailto:KCOprocurement@idlo.int) and mention **Clarifications RFQ NO. N\_234\_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 Services                              | See Annex B   |
| b. Deadline for Quotation   | The Quote shall be addressed to IDLO on or before<br><b>Date: December 15, 2020</b><br><b>Time: 14:00 hours Nairobi, Kenya</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 Services Form based on full compliance with RFQ requirements   |
| f. Validity of Quotation starting from the Deadline of the Tender | <b>60 days</b><br><br>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:<br><a href="mailto:KCOprocurement@idlo.int">KCOprocurement@idlo.int</a>   |
| h. Partial Quotations   | <input checked="" type="checkbox"/> <b>Not permitted</b><br><input type="checkbox"/> <del>Permitted</del>   |
| i. Place of Delivery  | IDLO Kenya country office Nairobi   |
| j. Delivery Terms   | 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:                | <input type="checkbox"/> IDLO<br><input type="checkbox"/> Supplier<br><input checked="" type="checkbox"/> <b>N/A</b>  |
| l. Currency of Quotation  | Kenya Shillings<br><i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>   |
| m. Value Added Tax on Price Quotation                             | <input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b><br><input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes  |

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| <p>n. Preliminary Documents to be Submitted</p>  | <p><input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b></p> <p><input 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;</p> <p><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;</p> <p><input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b></p> <p><input checked="" type="checkbox"/> <b>Valid Trading License;</b></p> <p><input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b></p> <p><input type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> <b>Company profile including physical address for on-site verification of production capacity and In-house printing press and binding equipment;</b></p> <p><input checked="" type="checkbox"/> <b>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</b></p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input type="checkbox"/> Others <i>[pls. specify as many as required]</i></p> |
| <p>o. Special Packing Requirement</p>  | <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes, <i>[specify]</i> __</p>   |
| <p>p. 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</del> <i>Click to type</i></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>q. Evaluation Criteria</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 p, if applicable.</li> <li>4. Earliest Delivery Date</li> <li>5. Lowest price</li> </ol>  |
| <p>r. Liquidated Damages</p>   | <p><input type="checkbox"/> N/A</p>  |



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|  | <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> |
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**ANNEX B**  
**Terms of Reference**

**Specifications**

| <b>Lots</b> | <b>Item Name</b>       | <b>Specification</b>   | <b>Unit measure</b> | <b>Quantity</b> |
|-------------|------------------------|--|---------------------|-----------------|
| Lot 1       | Design Publication     | Design, typeset and layout publication, provide drafts for review  | EA                  | 1               |
| Lot 2       | Printing Publication 2 | Publication size: B5<br>Paper details: <ul style="list-style-type: none"><li>• Cover: glossy paper with UV finishing full colour 300gsm</li><li>• Inside pages: glossy 150gsm paper</li></ul> Finishing: perfect binding with stitches<br>Pages: 100 pages | EA                  | 100 copies      |

**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\_234\_2020\_KEN

|                             |  |
|-----------------------------|--|
| <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**

| <b>Lots</b>                         | <b>Item</b>          | <b>Description</b> | <b>Unit measure</b> | <b>Quantity</b> | <b>Unit rate in Kenya shillings</b> | <b>Total amount in Kenya shillings</b> |
|-------------------------------------|----------------------|--------------------|---------------------|-----------------|-------------------------------------|--|
| Lot 1                               | Design Publication   | Refer to Annex B   | EA                  | 1               |                                     |  |
| Lot 2                               | Printing Publication | Refer to Annex B   | EA                  | 100             |                                     |  |
| <b>Sub-total</b>                    |                      |                    |                     |                 |                                     |  |
| <b>Taxes (if applicable)</b>        |                      |                    |                     |                 |                                     |  |
| <b>Total amount including taxes</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>