

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT
RFQ NO. 131-2024-TUN-RFQ

Date: **August 6, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Procurement and Delivery of office furniture and equipments** for IDLO Tunisia Country Office as 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 , 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 NO. 131-2024-TUN-RFQ** 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: August 13, 2024**

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
Tunisia Country Office

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 Date: August 13, 2024 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 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 Goods 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"/> Permitted (By LOT) Bidder must offer 100% of the items specified for each LOT and 100% of the quantities specified for each item of a lot. Evaluation will be done per LOT.
i. Place of Delivery	IDLO Tunisia Country Office in Tunis
j. Delivery Terms	Goods will be delivered within 5 days after receipt of PO or contract from IDLO .
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	Bids shall be quoted exclusively in Tunisian Dinars <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"/> 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 checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Previous POs , Contrcats of similar nature of equipment deliveries <input checked="" type="checkbox"/> Brochures , catalogues or data sheet of the equipment proposed
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Assembly of furniture upon delivery <input checked="" type="checkbox"/> Warranty <input checked="" type="checkbox"/> Service Unit to be Provided when purchased item is under 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 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 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>

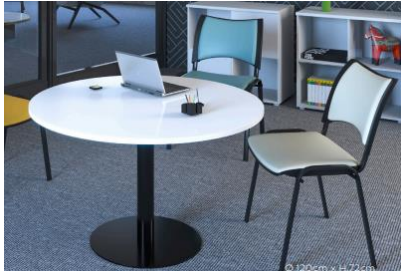




**ANNEX B
TECHNICAL SPECIFICATIONS**



Specifications for Goods

NOTE: All Items shall be of good quality and shall be assessed and approved by IDLO prior to delivery. The price quoted shall be Inclusive of assembling and fixing all Items properly at delivery location.

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Office Chair	<ul style="list-style-type: none"> * <i>Armrests: Height-adjustable armrests</i> * <i>Ergonomic posture support</i> * <i>Load capacity (kg) 110 kg</i> * <i>Colour: Black</i> * <i>Swivel: 360- degree swivel function</i> 	PIECE	12
Lot 2	Office Desks	<ul style="list-style-type: none"> * <i>Simple basic desk without drawer</i> * <i>The table must have metal legs with rubber at the base</i> * <i>Table dimensions are approximately L.150cm W.85cm H.72cm</i> * <i>Colour: White or brown</i> 	PIECE	13

<p>Lot 3</p>	<p>Meeting Table with chairs (12 Seater)</p>	<p>* The Table should be made from good quality wood, correctly painted with scratch-resistant paint. * Table frame must be made of good quality steel, well painted * Table must contain cable management channel or power / data access port. * Table capacity must be 12 chairs * Colour : Black , Brown or White</p>  <p>*Chair with fixed armrest *Chair must have fixed armrests and 4 static feet *Dimension: (420mm*400mm*370mm) *The chair should be painted with a thermal , scratch-resistant electrostatic paint in the required color *Colour: Black or Dark blue or Brown</p>	<p>PIECE</p>	<p>1</p>
<p>Lot 4</p>	<p>Meeting Table with Chairs (3 Seater)</p>	<p>*The table should be round design * Table Dimensions should be approximately 120 cm x H. 72 cm *Wood design * Metal Support * Table capacity must be 3 chairs</p> <p>*Chair with fixed armrest *Chair must have fixed armrests and 4 static feet *Dimension: (420mm*400mm*370mm) *The chair should be painted with a thermal , scratch-resistant electrostatic paint in the required color *Colour: Black or Dark blue or Brown</p>	<p>PIECE</p>	<p>1</p>

				
LOT 5	Reception Room with small table	<p>* Sofa for one place * Sofa for two places * Small table * Colour: Black * Good fabric quality * Dimension (sofa one place): 88cm * h 69.5cm * Dimension (sofa two places): 170cm * 69.5 cm</p>   	PIECE	1
LOT 6	Coffee Machine	<p>* Filter Coffee machine maker * 40 mins keep warm machine * Anti drip function * Fast brewing coffee maker with reusable filter * 1000 W 1.25 L</p> 	PIECE	1

<p>LOT 7</p>	<p><i>Microwave</i></p>	<p>* <i>Door Opening System: Side-opening door</i> * <i>Microwave power in watts 700</i> * <i>Control Type: Mechnaical</i> * <i>Timer: Mechnaical</i> * <i>Turntable: Yes</i></p> 	<p><i>PIECE</i></p>	<p><i>1</i></p>
<p>LOT 8</p>	<p><i>Safe for Cash</i></p>	<p>* <i>Certification standard: NT Fire 017</i> * <i>Type of resistance: Burglary , Fire</i> * <i>Lock type: Electronic Lock</i> * <i>Valuables to be protected: Documents/ Money</i> * <i>External dimensions (H*W*D in mm): 296*390*320</i> * <i>Internal dimensions (H*W*D in mm): 216*310*215V olume: 14 litres</i></p> 	<p><i>PIECE</i></p>	<p><i>1</i></p>

<p>LOT 9</p>	<p>Fridge</p>	<p>* WxHxD: 59.5*203*67.5 cm * Quiet (35db) - Energy label A * Total volume: 384 L - Automatic defrosting of freezer * Fridge capacity: 277 L Freezer</p> 	<p>PIECE</p>	<p>1</p>
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Specifications for After-Sale Service for Goods

Description
<p>i.e. Assembly of furniture upon delivery i.e. Warranty of minimum 6 months for furnitures and 1 year for electronic equipment / Safe i.e. Service Unit to be Provided when purchased item is under repair</p>

*Please attach delivery schedule by LOT .

**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. 131-2024-TUN-RFQ**

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

NOTE: Bidders must joint a technical datasheet whichh show clearly line-by-line technical specifications details of proposal equipments submitted as listed on Annex B

NOTE: Supplier is in charge of Assembly of Furniture upon delivery of Goods

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in TND Without VAT	Total amount in TND VAT Included
1.	<i>Office Chair</i>	Refer to Annex B	PIECE	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	<i>Office Desk</i>	Refer to Annex B	PIECE	13	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	<i>Meeting Table with chairs (12 Seater)</i>	Refer to Annex B	PIECE	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	<i>Meeting Table with chairs (3 Seater)</i>	Refer to Annex B	PIECE	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.			PIECE	1	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in TND Without VAT	Total amount in TND VAT Included
	Reception Room with small table	Refer to Annex B			<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Coffee Machine	Refer to Annex B	PIECE	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Microwave	Refer to Annex B	PIECE	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Safe	Refer to Annex B	PIECE	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Fridge	Refer to Annex B	PIECE	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Warranty (If Applicable)							
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 and Assembly of Equipment upon delivery			
Warranty and After-Sales Requirements			
a) Minimum 1 year for electronics and safe			
b) Minimum 6 months for furnitures			
c) Furniture Assembly			

<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>