

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. PR-HQ-2024-000118

Date: **May 8, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **PROCUREMENT OF ICT EQUIPMENT** 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. PR-HQ-2024-000118** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

Date: May 17, 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
North Macedonia 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 Date: May 17, 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"/> Not permitted
i. Place of Delivery	Str. Franklin Ruzvelt no.11-13 /1 -2, 1000 Skopje, North Macedonia
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to Str. Franklin Ruzvelt no.11-13 /1 -2, 1000 Skopje, North Macedonia.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	USD (US Dollars) Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)

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"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of: <ol style="list-style-type: none"> 1. Warranty & Support for Laptops: 3 Years collect and return through service center; 2. Warranty for Multi-Function Printer: 2 years Manufacturer's warranty; 3. Warranty for Monitors: 2 years.
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	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.
s. Liquidated Damages	<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. 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.

**ANNEX B
TECHNICAL SPECIFICATIONS**


Specifications for Goods

Lots	Item Name	Specification		Unit measure	Quantity
Lot 1	IDLO Office Laptops	<i>Operating System</i>	Windows 11 Pro	<i>per unit</i>	2
		<i>CPU</i>	12th Generation Intel® Core™ i5 processor or superior		
		<i>Video Card</i>	Intel® Graphics integrated		
		<i>RAM</i>	16 GB DDR4-3200 MHz RAM		
		<i>Hard Disk</i>	512 GB PCIe® NVMe™ SSD		
		<i>Speakers</i>	Dual stereo speakers		
		<i>Screen</i>	15.6 inches, non-touch FHD (1920 x 1080), IPS, anti-glare, 1000 nits, 72% NTSC 720p HD IR privacy camera dual-array microphones		
		<i>Wi-Fi</i>	Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card		
		<i>Ports and Slots</i>	1 RJ-45 Ethernet port 1 USB 3.2 Gen 1 port with PowerShare 1 Thunderbolt 1 Universal audio port 1 wedge-shaped lock slot 1 micro-SIM card tray (optional) 1 smart card reader slot (optional)		

		<i>Battery</i>	Long Life, Express Charge Capable (3-cell)		
		<i>Software</i>	Office package - No, Antivirus - No		
		<i>Accessory</i>	Laptop Bag Mouse optical (wireless) Security Lock Cable		
Lot 2	CLLC Laptops	<i>Operating System</i>	Windows 11 Pro	<i>Per unit</i>	3
		<i>CPU</i>	12th Generation Intel® Core™ i5 processor		
		<i>Video Card</i>	Intel® Graphics integrated		
		<i>RAM</i>	8 GB DDR4-3200 MHz RAM		
		<i>Hard Disk</i>	256 GB PCIe® NVMe™ SSD		
		<i>Speakers</i>	Dual stereo speakers		
		<i>Screen</i>	13 inches, non-touch FHD (1920 x 1080), IPS, anti-glare, 1000 nits, 72% NTSC 720p HD IR privacy camera dual-array microphones		
		<i>Wi-Fi</i>	Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card		
		<i>Ports and Slots</i>	1 RJ-45 Ethernet port 1 USB 3.2 Gen 1 port with PowerShare 1 Thunderbolt 1 Universal audio port 1 wedge-shaped lock slot 1 micro-SIM card tray (optional) 1 smart card reader slot (optional)		

		<i>Battery</i>	Long Life, Express Charge Capable (3-cell)		
		<i>Software</i>	MICROSOFT Office 2021 Professional Plus 32/64 Bit 1 PC Windows, ESD version Antivirus – Yes <ul style="list-style-type: none"> ▪ Real-Time Data Protection ▪ Network Threat Prevention ▪ Advanced Threat Defense ▪ Multi-Layer Ransomware Protection ▪ Web Attack Prevention ▪ Anti-Phishing ▪ Anti-Fraud ▪ Antispam 		
		<i>Accessory</i>	Laptop Bag Mouse optical (wired or wireless) Security Lock Cable		
Lot 3	Multi-Function Printer (A4)	<i>Printing Technology</i>	Laser		<i>Per unit</i>
		<i>Connectivity – USB, LAN, WiFi</i>	Ports: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port, Dual band 802.11n 2.4/5GHz Built-in Dual band 802.11n 2.4/5GHz; authentication via WEP, WPA/WPA2, or 802.11x; encryption via AES or TKIP; WPS; Wi-Fi Direct		
		<i>CPU</i>	800Mhz or better		
		<i>Memory</i>	256 MB DDR, 256 MB Flash		
		<i>Control Panel</i>	2.2" (or more) inches color touchscreen		
		<i>MFP Capabilities</i>	Printing, Copy and Scan		
		<i>Print Speeds</i>	Black (A4, normal): Up to 21 ppm Color (A4, normal): Up to 15 ppm Duplex Mode: Automatic, 10 ppm		
		<i>Print Resolution</i>	Black (best): Up to 600 x 600 dpi Color (best): Up to 600 x 600 dpi		
		<i>Monthly Duty Cycle</i>	Up to 20,000 pages (A4)		
					1

			Recommended monthly page volume: 150 to 2,500		
		<i>Duplex Printing</i>	Automatic		
		<i>Mobile printing services</i>	Apple AirPrint certified; Wireless Direct Printing; Mobile Apps		
		<i>Copy speed</i>	Black (A4): Up to 21 cpm; Colour (A4): Up to 15 cpm		
		<i>Copier specifications</i>	Reduce/Enlarge; Lighter/Darker; Optimise; Paper; Multi-page copy; Collation; Draft Mode; Image Adjustment		
		<i>Maximum number of copies</i>	Up to 99 copies		
		<i>Copy resolution</i>	Up to 600 x 600 dpi; Reduce/Enlarge: 25 to 400%		
		<i>Scan</i>	Automatic 2-sided single scanning Scanning resolution: 600 x 600 DPI or better Scanner type: Flatbed & ADF Scan to: E-mail, FTP, Network folder, SMB, USB Image formats supported: JPEG, TIFF, Document formats supported: Compressed Multi-page, PDF		
		<i>Input & Output Capacity</i>	Trays: Standard No. 2 Tray 1: all media types Tray 2: A4, Maximum: Up to 250 sheets ADF: A4, Standard, 50 sheets Output – 100 sheets		
		<i>Paper Handling and Supported Media Types</i>	Paper (coloured, glossy, heavy, letterhead, light, photo, plain, recycled), transparencies, labels, envelopes, cardstock		
		<i>Compatibility</i>	All Microsoft Windows versions, MacOS, Linux		
		<i>Power</i>	Power Supply AC 220-240V, 50 to 60Hz		
		<i>Consumables</i>	Starter Kit included		
Lot 4	Monitors	<ul style="list-style-type: none"> • 23.8 inch screen • FHD (Full HD) 1920 x 1080 • Built in speakers • Low blue light mode 		<i>Per unit</i>	



		<ul style="list-style-type: none">• Viewing angle (typical): Up to 178° horizontal (10:1 minimum contrast ratio), Up to 178° vertical (10:1 minimum contrast ratio)• Brightness (typical): 250 cd/m2• Contrast ratio (typical): 1,000:1• Response times: 5 ms• Connector Type: HDMI, DisplayPort• USB port: USB 3.0• Height adjustment: Yes		2
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Specifications for After-Sale Service for Goods

Description
Lot 1: Warranty & Support: 3 Years collect and return through service center; Brand new replacement if unit is beyond repair.
Lot 2: Warranty & Support: 3 Years collect and return through service center; Brand new replacement if unit is beyond repair.
Lot 3: 2 years Manufacturer's warranty; Brand new replacement if unit is beyond repair.
Lot 4: 2 years Manufacturer's warranty; Brand new replacement if unit is beyond repair.

**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. PR-HQ-2024-00018**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	IDLO Office Laptops	As per Annex B Technical Specifications	Unit	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	CLLC Laptops	As per Annex B Technical Specifications	Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Multi-Function Printer (A4)	As per Annex B Technical Specifications	Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Monitors	As per Annex B Technical Specifications	Unit	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
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		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time: Goods will be delivered within 15 days after receipt of PO or contract from IDLO			
Warranty and After-Sales Requirements:			
a) Lot 1: 3 Years warranty, collect and return through service center; Brand new replacement if unit is beyond repair.			
b) Lot 2: 3 Years warranty, collect and return through service center; Brand new replacement if unit is beyond repair.			
c) Lot 3: 2 years Manufacturer's warranty; Brand new replacement if unit is beyond repair.			
d) Lot 4: 2 years Manufacturer's warranty; Brand new replacement if unit is beyond repair.			
Other requirements:			

<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>