

REQUEST FOR QUOTATION
PROCUREMENT OF A NEW POWER GENERATOR
RFQ NO. 001/G_BF_2022

Date: April 28, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation your quotation for a **New Power Generator** 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:

Instructions to bidders	Annex A
Technical specifications	Annex B
Supplier's cotation	Annex C
IDLO General Terms and Conditions for the Procurment of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO at: tenders@idlo.int and mention **Clarifications RFQ NO. N-001/G_BF_2022** 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: May 6th, 2022**
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
Burkina Faso Country Office

Annex A
Instructions to Bidders

a. Description of the requested Goods	See Appendix B
b. Deadline for Quotation	The offer must be sent to IDLO before Date: May 6, 2022 Time: 15:00 Rome, Italy local time
c. General Terms and Conditions	Any submission of an offer by the supplier will imply unconditional acceptance of IDLO's general conditions for the acquisition of goods and adherence to the code of conduct.
d. Payment Terms	IDLO will make the payment within 30 days of satisfactory receipt of the order product and after submission of the invoice by the supplier.
e. Language of the Quotation	This bid is executed in both English and French. In case of a discrepancy, the English version shall be treated as authoritative. While the Bidder may choose to respond to the Bid in French, IDLO correspondences, documents and Contract relating to the Bid shall be written in the English language.
f. Conditions for Release of Payment	IDLO Acceptance of Goods and Services Form based on full compliance with RFQ requirements
g. Validity of the 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.
h. Quotation Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int Alternatively, sealed Bids may also be physically delivered to IDLO Quartier Zogona, Arrondissement 5, sector 22, Ouagadougou, door 353
i. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
j. Place of Delivery	IDLO Office, Quartier Zogona, Arrondissement 5, sector 22, Ouagadougou, door 353 Burkina Faso
k. Delivery Terms	Goods will be delivered within 45 days after receipt of PO or Contract from IDLO.
l. Customs clearance if needed shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
m. Currency of Quotation	XOF CFA

	<i>Note: (local suppliers must comply with all applicable laws regarding business activities in other currencies</i>
n. 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"/> 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; <input checked="" 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; <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);
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of twenty four (24) months <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. 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
r. 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;
s. 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>

t. Liquidated Damages	<input type="checkbox"/> N/A <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.
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ANNEX B

TECHNICAL SPECIFICATIONS

Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Power Generator	<p>Common requirements</p> <ul style="list-style-type: none"> • Engine: Features: • Engine cycle: 4 strokes • Type of direct injection • Air filter with clogging indicator • Maintenance meter • Oil and water drain valves • The engines are equipped with a device that allows to limit the black plume at start-up. <p>-Alternator:</p> <ul style="list-style-type: none"> • Complies with NFC 51.111, UTE 5100, VDE 0530, BS 5000 standards, • NEMA, IEEE, etc..... and IEC Recommendations 34-1. • Self-excited, self-regulated, without ring or brushes. <p>-Cooling: Radiator coupled driven by the diesel engine</p> <p>-Preheating: Water preheating by resistance with thermostat in a water bottle</p> <p>-Starting: 24 volt electric starter, on gear crown of the flywheel</p> <p>-Speed control:</p> <ul style="list-style-type: none"> • Type: electronic • Regulation rate in steady state, +- 1.5% <p>-Exhaust:</p> <ul style="list-style-type: none"> • Stainless steel exhaust compensator • Attenuation silencer at least 29 dBa delivered separately from the engine • Attenuation silencer at least 40 dBa delivered separately from the engine <p>-Coupling:</p> <ul style="list-style-type: none"> • Semi-rigid coupling by flange mounting on single-bearing alternator <p>-Lubrication:</p> <ul style="list-style-type: none"> • Cartridge oil filters 	Per Unit	1

		<ul style="list-style-type: none"> • Automatic oil top-up with oil tank • Level regulator • Flexible connection <p>-Admission:</p> <ul style="list-style-type: none"> • Dry air filter • Turbocharger <p>-Fuel:</p> <ul style="list-style-type: none"> • Cartridge diesel filter • Solenoid valve on the fuel circuit for normal engine shutdown, shutdown in case of safety action <p>-Safety probes:</p> <ul style="list-style-type: none"> • Engine oil pressure • Water temperature H.T • Lack of water preheating • Overspeed <p>-Structures:</p> <ul style="list-style-type: none"> • electrically welded mechanical steel chassis with handling brackets • vibration dampers between the engine/alternator assembly and the chassis • overall painting in color <p>-Spare parts: For the record</p> <p>-Miscellaneous services:</p> <ul style="list-style-type: none"> • Safety equipment • 2 fire extinguishers • Sandbox with shovel • Safety instruction plate 		
Lot 2	Installation, Testing, Commissioning and End User Training	<p>The vendor is responsible of delivering and installing the generator and test all functionality.</p> <ol style="list-style-type: none"> 1. Delivery, Offloading and positioning 2. Installation Materials for the Generator (including Armoured Signal Cable, Armoured Power cable, exhausts, cooling systems, ventilation, fuel tanks, fuel systems, control panels) 3. Related civil works Earthing Testing and commissioning 	Per Service	1
Lot 3	Maintenance Services	<ol style="list-style-type: none"> 1. Three (3) Hours Generator related call-out response time availability, 365 days a year counted on Day No. 61 from date of Commissioning 2. Planned Maintenance in accordance with Manufacturer's standards (at least 24 months) 	Per Service	24 Months

Specifications for After-Sale Service for Goods

Lots	Description
Lot 1	Warranty on Parts and Labour for a minimum of 18 months counted from date of Installation. Provision of Warranty Documentation.
Lot 2	End User Training provided to a least one staff member on the operation of the Generator
Lot 3	Manufacturer's Manual on Operation and Spare Parts as per Annex B Lot 2
Lot 4	Maintenance services as per Annex B lot 3

**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 Goods 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 N. 001/G_BF_2022**

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	Qty	Compliance with Technical Specifications in Annex B	Unit rate in XOF	Total amount in XOF
1.	Power Generator	Refer to Annex B	Per Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Installation, Testing, Commissioning and End User Training	Refer to Annex B	Per Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Maintenance Services	Refer to Annex B	Per Service	24 Months	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
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		
	<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			
Lot 1: Warranty on Parts and Labour for a minimum of 18 months counted from date of Installation. Provision of Warranty Documentation.			
Lot 2: End User Training provided to a least one staff member on the operation of the Generator			
Lot 3: Provision of Manufacturer's Manual on Operations and Spare Parts			
Lot 4: Maintenance Services			

<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>