

REQUEST FOR QUOTATION
PROCUREMENT OF ANTIVIRUS AND SONIC GUARD.
RFQ NO. N_210_2023_SOM

Date: **October 18, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for an ANTIVIRUS (KASPERSKY ENDPOINT SECURITY FOR BUSINESS-SELECT) FIREWALL LICENSE (SONICGUARD ADVANCED FOR SONICWALL TZ500) 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 **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

For any questions/clarifications related to this RFQ please contact IDLO on som-tenders@idlo.int and mention **Clarifications RFQ NO. N_210_2023_SOM** 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: October 24, 2023**

Time: Time: 15:00 hours Rome, Italy local time
16:00 hours Mogadishu, Somalia local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Somalia 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 DATE: October 24, 2023 Time: Time: 15:00 Hours Rome, Italy Local Time 16:00 Hours Mogadishu, Somalia 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	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: Som-tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Delivery Term and Place	The services is for the PROCUREMENT OF LICENSES FOR ANTIVIRUS (KASPERSKY ENDPOINT SECURITY FOR BUSINESS-SELECT) FIREWALL LICENSE (SONICGUARD ADVANCED FOR SONICWALL TZ500)
j. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
k. Currency of Quotation	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
l. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C is duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Copy of company signatory ID or Passport <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Copy of company or organization profile.

m. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, <u>specify</u> ==
n. After-sales services required, if applicable	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support' service within the license support period.
o. 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: with in a week after the receipt of contract from IDLO. 5. Price
p. 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;
q. 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>
r. Liquidated Damages	<input type="checkbox"/> N/A <input 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. <input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u> , IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>

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**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Service

S/ N	LICENSE REQUIRED	LICENSE TYPE AND FEATURES	UNIT MEASURE	NO. OF LICENSES/U SERS
1.	Kaspersky Endpoint Security for Business-Select	<ul style="list-style-type: none"> • License type: Kaspersky Endpoint Security for Business-Select • License features: Antivirus and anti-malware protection, web filtering, application control, device control, system watcher, vulnerability scanner, patch management, Kaspersky Security Network. • License Volume: 70 users • License Type User: Public sector renewal • License duration: 1 year 	EA	70
2.	SonicGuard Advanced license for Sonicwall TZ500 model	<ul style="list-style-type: none"> • License type: Advanced Gateway Security Suite for TZ500 Series Gateway Anti-Malware, Intrusion Prevention and Application Control for TZ500 Series, Content Filtering Service Premium Business Edition for TZ500 Series 24x7 Support for TZ500 Series • License features: Advanced threat intelligence, Geo-IP filtering, Intrusion detection system (IDS), Application intelligence and control, IPS signature updates • License duration: 1 year 	EA	1



**ANNEX C
SUPPLIER'S QUOTATION**

This Form must be submitted using the Supplier's Official Letterhead.

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_210_2023_SOM**.

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

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

Lot	Item Name/Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	PRICE UNIT IN (USD)	Total amount in [USD]
1.	ANTIVIRUS (KASPERSKY ENDPOINT SECURITY FOR BUSINESS.)	EA	70	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	FIREWALL (SONIC GUARD for TZ500 SERIES.)	EA	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Services						
Taxes/ VAT (__ %) (if applicable)						
Grand Total						

<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>