

**REQUEST FOR QUOTATION**  
**SUPPLY OF OFFICE FURNITURE FOR AGO GALMUDUG & SWSS**  
**RFQ NO. N\_35\_2021-SOM**

Date: **April 2, 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the **Supply of Office Furniture for AGO Galmudug & SWSS**. 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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_35\_2021-SOM** 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  
Somalia 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 <b>Date: April 8, 2021</b> <b>Time: 15:00 hours Rome, Italy local time / 5 PM Somalia Time</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of <b>Goods</b> 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 <b>Goods</b> Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <b>Bidders may submit quotations for one or more lots.</b>
i. Place of Delivery	<b>AGO Dhusamareeb, Somalia</b> <b>AGO Baidoa, Somalia</b>
j. Delivery Terms	<b>Goods</b> will be delivered within <b>45 days</b> after receipt of PO or contract from IDLO to the destination.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	<b>Quotation shall be nominated exclusively in US Dollars.</b> <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> <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

<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"/> <del>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;</del></p> <p><input type="checkbox"/> <del>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;</del></p> <p><input type="checkbox"/> <del>Quality Certificates for the Goods (ISO, etc.);</del></p> <p><input checked="" type="checkbox"/> <b>Latest Business Registration Certificate; with the local authority or relevant Ministries in specific Federal member state for each Lot (Bidder to offer for one Lot, is requested to be registered in Galmudug and Baidoa and must submit the copy of registration certificate of the local authority)</b> <b>(Bidder to offer for all Lots (1 &amp; 2) must submit both registration certificates)</b></p> <p><input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance - with the local authority or relevant Ministries in specific Federal member state for each Lot.</b></p> <p><input type="checkbox"/> <del>Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</del></p> <p><input type="checkbox"/> <del>Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</del></p> <p><input type="checkbox"/> <del>Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</del></p> <p><input type="checkbox"/> <del>Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</del></p> <p><input checked="" type="checkbox"/> <b>Minimum two (2-3) years relevant experiences in delivering similar nature procurement for goods (Furniture) with any entities in the last 2-3 years by providing contact details of the clients.</b></p> <p><input checked="" type="checkbox"/> <b>Copy of PO/Contracts for the similar procurement of goods (Furniture) for the past 2-3 years.</b></p> <p><input checked="" type="checkbox"/> <b>Relevant Company Profile</b></p> <p><input checked="" type="checkbox"/> <b>Annual Turnover/Bank statement for last one year.</b></p> <p><input checked="" type="checkbox"/> <b>Bidder to submit copy of key member NIC and Passport.</b></p>
<p>o. Special Packing Requirement</p>	<p><input type="checkbox"/> <del>N/A</del></p> <p><input checked="" type="checkbox"/> <b>Yes, As per standard: Bidder to ensure equipment supplied are intact/not tempered. Damaged items will not be received and should be replaced with a new one of the same specifications.</b></p>
<p>p. After-sales services required, if applicable [leave blank if not applicable]</p>	<p><input checked="" type="checkbox"/> <b>Warranty on Parts and Labour for minimum period of 1 year. ( The defective items shall be repaired or replaced at supplier's cost within the warranty period after delivery and acceptance of items by requester.</b></p> <p><input type="checkbox"/> <del>Technical Support</del></p> <p><input checked="" type="checkbox"/> <b>Provision of Service Unit when items pulled out for repair</b></p> <p><input type="checkbox"/> <del>Others</del></p>

q. Evaluation Criteria	<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 /Full compliance to requirements</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable.</li> <li>4. Earliest Delivery /shorter lead time</li> <li>5. Lowest price</li> </ol>
r. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <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>

**ANNEX B**  
**TECHNICAL SPECIFICATIONS**

**For LOT 1- AGO Galmudug (Dhusamareeb)**

Lot 1	Item Name	Specification	Unit measure	Quantity
	Note: All items must be of best quality and samples shall be approved first and the rate inclusive transportation, labour, assembling all items and fixing them properly in position in the final destinations			
1.1	Executive Chair	<i>Adjustable Height, Revolving metal stand have plastic cover, comfortable, black colour</i>  <i>Weight bearing load 110 Kg; chair dimension: 124cm height *60 cm width; chair's back rest dimension: 30.5cm height *35.5cm width; seat thickness: 3.5cm; seat material: faux leather; have adjustable elbow.</i>	Pcs	3
1.2	Executive Desk	<i>Dimension 1600mm*700mm*750mm Office desk with Minimum size 4 feet, Material: wood; Rectangular, brown, Desk front: 1.5m long * 0.7m width; Desk thickness dimension: 0.04m; Desk deck and side should be timber; desk should have wings dimension: 0.5m * 0.04m; Desk with 3 lockable drawer.</i>	Pcs	3

**For LOT 2- AGO Southwest (Baidoa)**

SN	Item Name	Specification	Unit measure	Quantity
<p>Note: All items must be of best quality and samples shall be approved first and the rate inclusive transportation, labour, assembling all items and fixing them properly in position in the final destinations</p>				
1	Executive Chair	<p><i>Adjustable Height, Revolving metal stand have plastic cover, comfortable, black colour</i></p> <p><i>Weight bearing load 110 Kg; chair dimension: 124cm height *60 cm width; chair's back rest dimension: 30.5cm height *35.5cm width; seat thickness: 3.5cm; seat material: faux leather; have adjustable elbow.</i></p>	Pcs	3
2	Executive Desk	<p><i>Dimension 1600mm*700mm*750mm</i></p> <p><i>Office desk with Minimum size 4 feet, Material: wood; Rectangular, brown, Desk front: 1.5m long * 0.7m width; Desk thickness dimension: 0.04m; Desk deck and side should be timber; desk should have wings dimension: 0.5m * 0.04m; Desk with 3 lockable drawer.</i></p>	Pcs	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 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\_35\_2021-SOM**

<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**

For LOT 1- AGO Galmudug (Dhusamareeb)						
SN	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
1.1	Executive Chair	"As per ANNEX B)	Pcs	3		
1.2	Executive Desk	"As per ANNEX B)	Pcs	3		
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Delivery Days</b>						
<b>Total amount including taxes</b>						

For LOT 2- AGO Southwest (Baidoa)						
SN	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
2.1	Executive Chair	"As per ANNEX B)	Pcs	3		
2.2	Executive Desk	"As per ANNEX B)	Pcs	3		
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Delivery Days</b>						
<b>Total amount including taxes</b>						

**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>
Lot 1 & Lot 2: Warranty as per specifications per Lot in Annex B			
Delivery Lead Time			
Bidder to comply with required specifications under Annex B			
All Provisions of the IDLO General Terms and Conditions			
Inspections Upon delivery of Items by requester (Beneficiary)			
Local Service Support to be provided by Supplier when the purchased items pulled out for repair from IDLO within the warranty period.			

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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>