

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE EQUIPMENT & STATIONERY
RFQ N_50A_2021_SOM

Date: **July 12, 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **Office Equipment & Stationery** 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 N_50A_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 Date: July 19, 2021 Time: 15:00 Hours Rome, Italy local time/ 1600 Hours 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 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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted Bidders may submit Quotes for one complete Lot or two complete Lots
i. Place of Delivery	Goods shall be delivered to: IDLO Hargeisa Office at at Buurta Kala-Jeexan , behind Omaar Warehouses, Hargeisa, Somaliland.
j. Delivery Terms	Delivered Duty Paid (DDP) including Customs Clearance to the IDLO Hargeisa Office in Hargeisa, Somaliland. s Goods will be delivered within 30 days after receipt of PO or contract from IDLO to <i>i. Place of Delivery</i>
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	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Latest Business Licence Registration Certificate in Somaliland. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance in Somaliland. <input checked="" type="checkbox"/> Minimum 2 contracts or LPO of similar value and nature implemented over the last 2 years with UN Agencies, INGOs, Embassies or Government State Agencies or multinational corporations. <input checked="" type="checkbox"/> Physical address for on-site verification
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 Year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
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	<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. <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**

Lot A: Office Equipment					
Item	Description of Items	Specification	Picture	Unit of measure	Quantity
1.	Executive office chair	Executive Office Chairs, Modern Office leather Chair ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 KG		Piece	6
2.	Executive office table	Executive Office table. Approximate Size: 28"Hx48"Wx6"D inches Style: Modern Material: Wood Wood Style: Solid Wood Side Table: With Side Table Shape: L Shape 160cm		Piece	2
3.	Office desks table	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Color: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood		Piece	6
4.	Executive revolving chair	Executive revolving chair Material: Rexine Product Dimensions: 28 x 28 x 48 inches Seating Capacity: 1 Chair Type: High Back Back Type: High Back Adjustable Arms: 5 Revolving Chair: yes Weight bearing load: 110 Kg		Piece	2
5.	Doormat	Size: 18" x 30" Product Dimensions: 18 x 30 x 0.5 inches Item Weight: 1.8 pounds Material: Polyethylene Item Weight: 1.8 Pounds		Piece	8









Lot A: Office Equipment

Item	Description of Items	Specification	Picture	Unit of measure	Quantity
6.	Refrigerator	<p>Minimum Gross storage Capacity: 310 to 330 litres Model Type: Double door Colours: grey with metallic finish (Metallic Colour) Voltage Range at 40 degree centigrade: Capable of working on 220 volts + 12 % A.C 50 Hz Power Source: AC, 220 Volts to, 50 Hz, Method of Defrosting: Frost Free Refrigerant Gas: CFC free, Compressor: Power saver compressor 1 Year Warranty</p>		Piece	2
7.	Stand Fan	<p>Stand fan Controller Type: Button Control Material: Plastic Approximate Product Dimensions: 18 x 17 x 48 inches Item Weight: 6.23 pounds Item Diameter: 16 Inches Finish Types: Painted, Matte Number of Pieces: 1 Included Components: 16 In. Oscillating Stand Fan, Fused Safety Plug</p>		Piece	5
8.	Visitor Waiting Chair	<p>Material: Stainless-Steel, Metal Furniture: Finish: Chrome Style: Contemporary Number of Pieces: 1 Package Dimensions : 50 x 45 x 43 cm; 30 Kilograms Item Weight : 30 kg Included Components : Three seater</p>		Piece	4






Lot A: Office Equipment

Item	Description of Items	Specification	Picture	Unit of measure	Quantity
9.	Plastic chairs	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating height 13.7 Inches Weight bearing load: 110 Kg		Piece	5
10.	Water cooling machine	Water Cooling Dispenser Stainless Steel-SS 20/40 BG Both hot and cooling Item Weight 38.6 pounds Product Dimensions 14.5 x 14.3 x 46.5 inches Capacity 5 Cubic Feet Installation Type Free Standing Form Factor Stand Alone Access Location Top-reservoir Voltage 115 Volts Material Type Stainless-Steel Included Components Water Cooler		Piece	3







Lot B: Stationary items



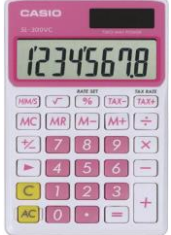
Item	Description of Items	Specification	Picture	Unit of measure	Quantity
1.	A4 size paper	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper		Box of 5 reams	10
2.	Office file tray	Mesh 3 Tier Document, Letter Tray, Desk Organizer, Item Weight: 3 pounds		Piece	6
3.	Box file	Box file Material: Polypropylene (PP) Specification: A4 Back width: 73mm Size: 345*285*73mm Product packaging: 1* two-hole folder		Box	40
4.	Notice board	Notice Board, 36 X 24 Inches, Item Weight: 5.94 pounds Product Dimensions: 40 x 25 x 0.98 inches Size: 36 X 24 Inches		Piece	3
5.	Pen holder	2 additional shallow compartments for holding clips or other small supplies Small notched supply drawer pulls out to hold 2.5" x 3" notes Item Weight: 1.15 pounds Product Dimensions: 9.6 x 4.7 x 4.3 inches		Piece	6
6.	Office glue	Item Weight: 1 pounds, Number of Items: 1 Product Dimensions 5.25 x 2.75 x 8.88 inches Material Type: Plastic Size: 43 gm		Dozen	1
7.	Pens	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or " equivalent product"		Box	10
8.	Stapler machine small size	Medium Stapler Machine Item Weight: 5.2 ounces Product Dimensions: 6.18 x 1.46 x 2.17 inches Material Type: Metal, Rubber Size: 1-Pack		Piece	10

Lot B: Stationary items

Item	Description of Items	Specification	Picture	Unit of measure	Quantity
9.	Stapler machine big size	Large Stapler Machine Item Weight: 1 pounds Product Dimensions: 13.75 x 3.19 x 6.75 inches Cover Material: Metal Number of Items: 1 Sheet Size: 160 pages		Piece	2
10.	Pen markers	Pen Markers Magnetic Fine Tip Dry Erase Markers with Erasers, Low odour Fine Point Erasable Whiteboard Marker Pen for Work Office 12 Pack Assorted Colours		Dozen	2
11.	Sticky notes	Sticky notes Item Weight: 1.63 pounds Product Dimensions: 7.44 x 3.19 x 3.19 inches		Dozen	10
12.	Spiral notebooks	Spiral Notebooks Item Weight: 9.6 ounces, Product Dimensions: 0.56 x 9.19 x 11 inches Colour: Black/brown/yellow/red, Number of Items: 1 Size: 8-1/2 x 11" Ruling: Legal		Dozen	5
13.	Envelopes	Catalogue Mailing Envelopes, Peel & Seal, 9x12 Inch, Brown		Box	10

Lot B: Stationary items

Item	Description of Items	Specification	Picture	Unit of measure	Quantity
14.	First Aid kit, normal as SRCS kits	<p>First Aid Guide</p> <p>First Aid kit box with the following components included:</p> <p>Plastic Bandages: 1" x 3".</p> <p>First Aid Tape, ½" x 5yd.</p> <p>Triple Antibiotic Ointment Packets:</p> <p>BZK Antiseptic Towelettes.</p> <p>CPR Mask with One Way Valve.</p> <p>Burn Dressing: 4" x 4".</p> <p>First Aid/Burn Cream Packets, 0.9g.</p> <p>Cold Compress: 4" x 5".</p> <p>Sterile Eye Pads.</p> <p>Eyewash, 1oz.</p> <p>Hand Sanitizer Packets: 0.9g.</p> <p>Nitrile Exam Gloves - medium size.</p> <p>Conforming Gauze Roll: 2".</p> <p>Scissors.</p> <p>Gauze Dressing Pads, 3" x 3".</p> <p>Trauma Pads: 5" x 9".</p> <p>Triangular Sling/Bandage, 40" x 40" x 56".</p> <p>First Aid Guide</p>		Piece	1
15.	Paper punch	<p>Paper Punch</p> <p>Capacity: 22 sheets</p> <p>Punching Distance 80mm</p> <p>Punching diameter 5.5 mm</p>		Dozen	1
16.	Power extension	<p>Power Extension Cable</p> <p>Size: 8 feet cord</p> <p>Type: 4 plugs, round</p>		Piece	10
17.	Stapler pins	<p>Stapler pins I</p> <p>Size: large, medium & small</p>		Box	6
18.	Electric blower	<p>Cordless Leaf Blower - Electric Leaf Blower Battery-Powered, 20v Lithium Leaf Blower Cordless with Battery & Charger, Powerful Cordless Blower Lightweight for Sweeping Snow (Battery Charger Included)</p>		Piece	1
19.	Dust bin	<p>Dustbin- Waste container</p> <p>Product Dimensions: 18 x 14.5 x 25 inches</p> <p>Item Weight: 5.4 pounds</p>		Piece	10

Lot B: Stationary items					
Item	Description of Items	Specification	Picture	Unit of measure	Quantity
20.	Transparent file	Transparent file Item Weight: 5.6 pounds Product Dimensions: 9 x 1.3 x 11.5 inches Size: 200-Pack		Box	10
21.	Shredder	Ideal For : more secure than strip-cut; faster than micro-cut Shreds More Than Paper: Also shreds credit cards Shred Type & Size: Cross-cut, 3/16 x 1-27/32-Inch (5 x 47 mm) Run Time & Cool Down: Continuously runs for 3 minutes, 30 minute cool down Available Sheet Capacities: 6, 8, 12, 15, 18, and 24-Sheet		Piece	1
22.	Standard Function Calculator	Calculator Product Dimensions: 2.75 x 4.62 x 0.28 inches Item Weight: 3.2 ounces Power Source: Solar Material: Plastic Large 8-digit Display Solar Wallet Calculator		Piece	6

Specifications for After-Sale Services for Goods

Description
a) Warranty on Parts and Labour per Lot A, Item 6 for one (1) Year b) If items come in flat packs, assembly at place required for Lot A - for Items 1,2,3 and 4






**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 N_50A_2021_SOM**






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






Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
1.	Executive office chair Assembly Costs		Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
2.	Executive office table Assembly Costs		Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
3.	Office desks table Assembly Costs		Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
4.	Executive revolving chair Assembly Costs		Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		Provide Cost of Assembly	
5.	Doormat		Piece	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			

Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
6.	Refrigerator Installation and Place		Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
7.	Stand Fan		Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
8.	visitor waiting chair		Piece	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
9.	Plastic chairs		Piece	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
10.	Water cooling machine Delivery and Installation and Place		Piece	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
Installation and/or Assembly Costs for Lot A								
Freight								
Total Cost of Goods for Lot A								






Lot B

Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
1.	A4 size paper		Box of 5 reams	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
2.	Office file tray		Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
3.	Box file		Box	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
4.	Notice board		Piece	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
5.	Pen holder		Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			

Lot B								
Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
6.	Office glue		Dozen	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
7.	Pens		Box	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
8.	Stapler machine small size		Piece	10	<input type="checkbox"/> Comply <input checked="" type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
9.	Stapler machine big size		Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
10.	Pen markers		Dozen	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			

Lot B								
Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
11.	Sticky notes		Dozen	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
12.	Spiral notebooks		Dozen	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
13.	Envelopes		Box	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
14.	First aid kit		Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
15.	Paper punch		Dozen	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			



Lot B								
Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
16.	Power extension		Piece	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
17.	Stapler pins		Box	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
18.	Electric blower		Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
19.	Dust bin		Piece	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
20.	Transparent file		Box	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			



Lot B								
Item	Description of Items	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
21.	Shredder		Piece	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
22.	Standard Function Calculator		Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
Installation and/or Assembly Costs for Lot B								
Freight								
Total Cost of Goods for Lot B								
Grand Total for Lot A + Lot B								
Total Cost of Goods for Lot A + Lot B								
Installation and/or Assembly Costs for Lot A + Lot B								
Total Freight Costs for Lot A + Lot B								
Taxes (if applicable)								
Grand Total for Lot A + Lot B								

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			
Warranty on Parts and Labour per Lot A, Item 6 for one (1) Year			
If items come in flat packs, assembly at place required for Lot A - for Items 1,2,3 and 4			

Name, position and signature of the Bidder	Bidder's Stamp
<i>Duly authorised to sign this Bid</i>	
Date:	

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%20terms%20and%20conditions%20for%20goods%20and%20services%20aug%202020.pdf)

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<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>