

REQUEST FOR QUOTATION
PROCUREMENT OF GOODS (FOOD ITEMS/STATIONARIES)
RFQ NO. RFQ-LI-001

Date: **July 22, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for Food Items and stationaries 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 pchineh@idlo.int and mention **Clarifications RFQ NO. RFQ-LI-001** 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: July 29, 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
 Liberia Country Office

Annex A
Instructions to Bidders

a. Description of requested Food item/Stationaries	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: July 29, 2022 Time: 15:00 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 [Food Items/Stationaries] and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 1 day after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of [Food Item/Stationaries] Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	2 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 IDLO Procurement Focal Person or through the following e-mail address: pchineh@idlo.int cc awhenyou@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]

i. Place of Delivery	Old CID Road, MambaPoint, Monrovia, Liberia
j. Delivery Terms	The goods (food Item/ stationaries) will be delivered within 1 day after receipt of PO or contract from IDLO to Old CID Road, Mama Point, Monrovia Libria.
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	United States Dollars <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Preliminary Documents to be Submitted	<input type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;
n. Special Packing Requirement or Temperature Control	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, The goods shall be separated and packaged according to the below : <ul style="list-style-type: none"> a. Food b. Toiletries
o. After-sales services required	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year
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. Delivery Date 4. 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 One (1) day 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</p>	<p><input type="checkbox"/> N/A</p> <p><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> <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> <p><input checked="" type="checkbox"/> Yes - For late delivery of Services, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <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 Goods (Food Items/Stationaries)

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Rice	Indian parboiled rice	25kg	30 bags
Lot 2	Red Oil	Liberia red palm oil	5 galls	4 galls
Lot 3	Ago oil	Ago cooking oil	5galls	5 galls
Lot 4	Sugar	Sugar	50 kg	3 bags
Lot 5	Milk	Powder	50 kg	2bags
Lot 6	Butter	Organic Butter	25 kg	1 bucket
Lot 7	Mayonnaise	Real Mayonnaise	15 Ml	1 jar
Lot 8	Cube	Crown Vita cube	Cart	1 cart
Lot 9	Cream of Wheat	Natural white (2 minute cook)	50kg	2 bags
Lot 10	Spaghetti	Gino Spaghetti	Carton	3 cartons
Lot 11	Garri	Liberia Garri (natural white)	50 kg	2 bags
Lot 12	Onion	Brown Onion	25 kg	1 bag
Lot 13	Sardine	Princess Sardine	Carton	1 carton
Lot 14	Corn Beef	Natural red -Corn Beef	Carton	1 carton
Lot 15	Washing Soap	Cake washing soap	Carton	3 cartons
Lot 16	Tie Soap	Clean Powder washing soap	Carton	2 cartons
Lot 17	Tissue	Bathroom tissue	Bag	6 bags
Lot 18	Sanitary Pad	Sunny Girl	Carton	4 cartons
Lot 19	Clorox	Liberian made	Carton	6 cartons
Lot 20	Bath Soap	Harmony bath	Carton	4 cartons
Lot 21	Fire Coal	Coal for cooking	Bags	8 Bags
Lot 22	Delta	Delta	Carton	1 carton
Lot 23	Toothpaste	Special Toothpast	Carton	1 carton
Lot 24	OATs Meal	King Oats	Carton	3 cartons



**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. RFQ-LI-001**

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [insert currency]	Total amount in [insert currency]
1.	Rice	Indian parboiled rice	25kg	30 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Red Oil	Liberia red palm oil	5 galls	4 galls	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Ago oil	Ago cooking oil	5galls	5 galls	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Sugar	Sugar	50 kg	3 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Milk	Powder	50 kg	2bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Butter	Organic Butter	25 kg	1 bucket	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Mayonnaise	Real Mayonnaise	15 Ml	1 jar	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [insert currency]	Total amount in [insert currency]
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
8.	Cube	Crown Vita cube	Cart	1 cart	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
9.	Cream of Wheat	Natural white (2 minute cook)	50kg	2 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
10.	Spaghetti	Gino Spaghetti	Carton	3 cartons	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
11.	Garri	Liberia Garri (natural white)	50 kg	2 bags	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
12.	Onion	Brown Onion	25 kg	1 bag	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
13.	Sardine	Princess Sardine	Carton	1 carton	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
14.	Corn Beef	Natural red -Corn Beef	Carton	1 carton	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
15.	Washing Soap	Cake washing soap	Carton	3 cartons	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [insert currency]	Total amount in [insert currency]
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
16.	<i>Tie Soap</i>	<i>Clean Powder washing soap</i>	<i>Carton</i>	<i>2 cartons</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
17.	<i>Tissue</i>	<i>Bathroom tissue</i>	<i>Bag</i>	<i>6 bags</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
18.	<i>Sanitary Pad</i>	<i>Sunny Girl</i>	<i>Carton</i>	<i>4 cartons</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
19.	<i>Clorox</i>	<i>Liberian made</i>	<i>Carton</i>	<i>6 cartons</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
20.	<i>Bath Soap</i>	<i>Harmony bath</i>	<i>Carton</i>	<i>4 cartons</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
21.	<i>Fire Coal</i>	<i>Coal for cooking</i>	<i>Bags</i>	<i>8 Bags</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
22.	<i>Delta</i>	<i>Delta</i>	<i>Carton</i>	<i>1 carton</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
23.	<i>Toothpaste</i>	<i>Special Toothpast</i>	<i>Carton</i>	<i>1 carton</i>	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [insert currency]	Total amount in [insert currency]
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
24.	OATs Meal	King Oats	Carton	3 cartons	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach		
25.							
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

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_and_services_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf

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