

REQUEST FOR QUOTATION
Procurement for Conference Room for Open Data Conference
Project Enhancing Judicial Transparency and Promotion of Public Trust
RFQ HN_2023-000031

Date June 22, 2023

Dear Sir / Madam,:

You are kindly requested to submit your quotation for **Procurement for Conference Room for Open Data Conference** 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 tenders@idlo.int and mention **Clarifications RFQ HN_2023-000031**-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: June 29, 2023**
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
IDLO, Honduras

Annex A
Instructions to Bidders

a. Description of requested	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: June 29, 2023 Time: 15:00 hours 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 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	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 checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	Services are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Services will be delivered after receipt of PO or contract from IDLO in Tegucigalpa on 10 Aug 2023.
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	Bids shall be quoted exclusively in Honduran Lempiras. <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. 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"/> Current Business Operating Permit <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Full Bank Account Details in local currency <input checked="" type="checkbox"/> National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish) <input checked="" type="checkbox"/> National Tributary Register for the Provider (RTN, by its acronym in Spanish)

	<input checked="" type="checkbox"/> Hotel Profile/ Food Menue
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of <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	Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A), 2. Technical responsiveness 3. Delivery Date 4. Price
q. Contract Award	Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	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.
s. Liquidated Damages	<input type="checkbox"/> N/A <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. 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.

ANNEX B

Technical Specifications

A. About IDLO

The International Development Law Organization (IDLO) is the only global intergovernmental organization dedicated exclusively to promoting the rule of law to strengthen peace and sustainable development. Established as an intergovernmental organization in 1988, it has had Observer status with the United Nations since 2001. It has experience working in more than 90 countries around the world with diverse legal systems.

IDLO began its work in Honduras in 2012 within the framework of the Euro Social II Program, dedicated to the promotion of social cohesion in Latin America by providing technical assistance for the creation of CAPRODEM (Center for Attention and Protection of Women's Rights) that was successfully integrated into the Honduran system and later expanded to offer services to women through the National Program 'Ciudad Mujer'

Based on the results achieved through the Euro Social II program, IDLO managed to establish itself in Honduras in 2015 for the implementation of the Program 'Reduction of Homicides and Violence through Access to Justice (RHAJ)', which was agreed with the Honduran State under the Host Country Agreement Decree 114-2016.

B. Background

IDLO is currently implementing a new project initiative funded by INL, to support The Judiciary in the implementation of its strategic plan to increase judicial transparency, the delivery of justice and the quality of judicial statistics. The Project "Enhancing Judicial Transparency and Promotion of Public Trust (JTPT)" that began in 2021, integrates technical support to six (6) areas of The Judiciary, which includes coordination with the Judicial School for the development of processes to strengthen the technical capacities of public servants on issues related to Methodologies and Trends in the Publication of Judicial Statistics, Open Data, Judicial Transparency for IT specialists, Access to Judicial Information, Public Versions and the strengthening of the Judicial Facilitators Program on community transparency.


C. Expected Services

This Request for Quotation (RFQ) is for the **Procurement for Conference Room for Open Data Conference**

- Conference venue for the following date:
 - August 10th, 2023.

D. Institutional Arrangement

The supplier will work under direct supervision of the Honduras Country Office.



E. Duration of the Work

The event will take place on the specified dates on Point C. The setup of the venue must take place on the day prior to the beginning of the conference.

Technical Specifications

Conference room

August 10, 2023

Item	Name	Specification	Unit of measurement	Quantity
Lot 1	Conference Room from 7:00am to 12 pm (half day)	<p>Conference room for max copacity of 60 pax from 7.00 a.m. to 12.00 m. on: August 10, 2023.</p> <p>Chairs and tables</p> <ul style="list-style-type: none"> • 55 chairs, auditorium style -Black or white chair linings without bow. <p>Conference Room Requirements</p> <ul style="list-style-type: none"> • Conference room for up to 60 people. • Approximate measures 8m x 15m (120sqm) • The conference room must not have any kind of columns in the middle of the room that might interfere with visualizing the podium and screen. • The conference room should be located in the most visible/accessible area of the venue. • "Welcome Area" sufficient to place two tables for administrative/registration purposes of the participants, with black and white tablecloths. • An IT support technician during the entire time of the conference. • Dedicated internet for the event with broadband capacity to play videos, photos online. • Air conditioning in meeting room • Podium • 1 flagpole to place the IDLO flag. • 1 flagpole with the flag of Honduras. • 1 flagpole with the flag of the United States. 	Participants	55 pax

Item	Name	Specification	Unit of measurement	Quantity
		<p>The equipment will include:</p> <ul style="list-style-type: none"> • LCD projector and screen • Giant screen (The hotel must specify if the room needs curtains to oversteer the clarity in the conference room to have a better projection on the screen and quote accordingly). • Audio system. • 2 wireless microphones • Clicker for presentation (projector). • 1 cocktail chair inside the room for the exhibitor. • It is suggested the room setup takes place the day before. <p>Coffee breaks</p> <ul style="list-style-type: none"> • 55 executive coffee breaks. Served at break time. • 3 savoury and 2 sweet snacks, coffee and cold drinks available (soft drinks and juices). <p>Beverage station Coffee, tea, cookies and water station for 55 people permanently during the conference.</p> <p>Meet security requirements for all events</p> <ul style="list-style-type: none"> • The venue must provide preventive security for the event. • Emergency Response Procedures • Prevention and sanitary hygiene protocol 		

**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 HN_2023-000031**.

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 [Honduran lempira]	Total Amount (Honduran lempira)
1	Conference room for 60 pax as per Annex B.	Refer to Annex B	Conference	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	Coffee break and beverage station for 55 pax as per Annex-C.	Refer to Annex B	Coffee break	55	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Services							
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_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_and_goods_2022.pdf

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