

REQUEST FOR QUOTATION
Procurement for Document Editing, Design & Printing and Promotional Materials Printing
RFQ HN_2023-000032

Date June 29, 2023

Dear Sir / Madam,:

You are kindly requested to submit your quotation for **Procurement for Document Editing, Design & Printing and Promotional Materials Printing** 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 **1OMB, 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
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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: July 6, 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: July 6, 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
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.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
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)
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A

o. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
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), 2. Technical responsiveness 3. Delivery Date 4. 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	<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 falls 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>

ANNEX B Technical Specifications

A. About IDLO

International Development Law Organization (IDLO): The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development, and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

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 Document Editing, Design & Printing and Promotional Materials Printing as follows:**

- Public Versions Protocol (12-15 page document) Edit, design and printing
- National Judicial Facilitator Service (approx 60 pg document) Edit, design and printing
- Printing of Citizen Portal Posters
- Design and production of institutional pens
- Printing of Institutional Leaflets

D. Institutional Arrangement

The supplier will work under direct supervision of the Program's Associate in the Honduras Country Office.

E. Duration of the Work

NR	MILESTONE	TARGET COMPLETION TIMELINE
1	Design proposal for ink pens following Graphic technical instructions of IDLO's Brand and Visibility Guidelines. *	Three (3) days after the signature of the contract
2	Provision of ready to print sample pens and institutional leaflets for IDLO's approval	Two (2) days after the reception of the revised version by IDLO
3	Two (2) design / layout proposals for each document, following Graphic technical instructions of IDLO's Brand and Visibility Guidelines.	Ten (10) days after the signature of the contract
4	Proofread and copyedited documents*	Ten (10) days after the signature of the contract
5	Provision of "ready to print" documents sample and citizen portal poster sample	Three (3) days after the reception of the revised version by IDLO**
6	Delivery of final promotional materials (pens and institutional leaflets)	Twenty (15) days after the signature of the contract
7	Delivery of printed final versions of documents and Citizen portal poster	Thirty (30) days after the signature of the contract

* Milestone 3 and 4 will be undertaken simultaneously.

*IDLO will revise and approve the delivered products.

**IDLO will take 3 days to revise the document and send back comments.

F. Payment Schedule

NR	Item	Payment
1	First payment upon IDLO's approval of document editing, and design, and promotional materials design.	20%
2	Second Payment upon delivery and acceptance of the total of ink pens and institutional leaflets	30%
3	Third payment upon delivery and acceptance of the total of the final printed documents and posters (100 Public Version Protocol, 25 Final Report National Judicial Facilitator Service Diagnosis, 20 citizen portal posters)	50%

Technical Specifications
Document Design, Printing and Promotional Materials.

Item	Name	Specification	Unit of measure	Quantity
Lot 1	Public Versions Protocol (12-15 page document)	<p>DOCUMENT EDITING, DIAGRAM AND DESIGN</p> <ul style="list-style-type: none"> • Meeting with IDLO team to discuss document content design and diagram-in proposals and editing. • Design and diagram should follow IDLO’s Brand and visibility guidelines. (Color, fonts, graphics, formats, etc.)¹, and ensure international quality products. • All images included in the document must be royalty free for use. Images downloaded from Google will not be accepted. • IDLO will provide institutional images to be used in the document if required. • 3 designs and diagram proposals will be presented to IDLO for approval. • Document grammar, spelling and punctuation editing. • IDLO can make changes to the document and submit it for further review. <p>FRONT AND BACK COVER</p> <ul style="list-style-type: none"> • 3 design Proposals for front and back cover, IDLO will approve one design. • Design with IDLO color palette and organizational requirements according to Brand and Visibility Guidelines Manual (see footnote) • IDLO will provide institutional images for cover with printing quality. Images downloaded from Google will not be accepted. <p>DOCUMENT PRINTING²</p> <ul style="list-style-type: none"> • 100 Documents printed in full color 	Units	100


¹ This document will be provided upon signing of the contract with the selected provider.


² A Sample of the final document must be presented for approval before printing.

Item	Name	Specification	Unit of measure	Quantity
		<ul style="list-style-type: none"> • Vertical Letter Size Sheet on glossy or matte 100-120 satin paper • Printed front and back <p>COVER PRINTING</p> <ul style="list-style-type: none"> • Full color printing • Cover print on cardboard 12 or 14 with glossy or matte UV varnish • Saddled with spine (stapled) 		
Lot 2	Final Report National Judicial Facilitator Service Diagnosis	<p>DOCUMENT EDITING, DIAGRAM AND DESIGN (94 pages approx.)</p> <ul style="list-style-type: none"> • Meeting with IDLO team to discuss document content design and diagram-in proposals and editing. • Design and diagram should follow IDLO’s Brand and visibility guidelines. (Color, fonts, graphics, formats, etc.)³, and ensure international quality products. • All images included in the document must be royalty free for use. Images downloaded from Google will not be accepted. • IDLO will provide institutional images to be used in the document if required. • 3 designs and diagram proposals will be presented to IDLO for approval. • Document grammar, spelling and punctuation editing. • IDLO can make changes to the document and submit it for further review. <p>DOCUMENT PRINTING⁴</p> <ul style="list-style-type: none"> • 25, 94 page Document printed in full color • Vertical Letter Size Sheet on glossy or matte 100-120 satin paper • Printed front and back <p>COVER PRINTING</p> <ul style="list-style-type: none"> • Full color printing 	Units	25

³ [Brand and Visibility Guidelines](#)

⁴ A Sample of the final document must be presented for approval before printing.

Item	Name	Specification	Unit of measure	Quantity
		<ul style="list-style-type: none"> Cover print on cardboard 12 or 14 with glossy or matte UV varnish Saddled with spine (stapled) 		
Lot 3	Citizen Portal Posters	<ul style="list-style-type: none"> 20 Full color printing of 24in x 36 in posters. IDLO will provide the art for printing. Glossy satin paper 130 	Units	20
Lot 4	Ink Pens	<ul style="list-style-type: none"> 50 pens with IDLO logo (see reference image) Material: plastic Pen color: white with blue details or blue (The supplier is asked to present 3 options of pen types.) Printing technique: screen printing Ink: Black Company is obliged to submit master copy before printing. Once the master copy is approved by IDLO Focal point, the printing company can initiate the actual printing of final product. 	Units	50
Lot 5	Institutional Leaflet	<ul style="list-style-type: none"> Printing of IDLO institutional leaflet according to document provided by IDLO in PDF format. Printed on ultra glossy cardboard. 3-fold, folded square document (approx 3936px) See pictures for reference IDLO will provide a physical copy of past brochures as reference. Company is obliged to submit master copy before printing. Once the master copy is approved by IDLO Focal point, the printing 	Units	150

Item	Name	Specification	Unit of measure	Quantity
		<p>company can initiate the actual printing of final product.</p> 		

**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_2023-000032**.

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	Public Versions Protocol (12-15 page document)	Refer to Annex B	Units	100	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	Final Report National Judicial Facilitator Service Diagnosis	Refer to Annex B	Units	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	Citizen Portal Posters	Refer to Annex B	Units	20	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Ink Pens	Refer to Annex B	Units	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5	Institutional Leaflet	Refer to Annex B	Units	150	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [Honduran lempira]	Total Amount (Honduran lempira)
Total Cost of Services							
Other Charges (please specify)							
Taxes/ VAT (15 %) (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_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>