

**REQUEST FOR QUOTATION**  
**RFQ HN\_2023-000052**  
**Procurement for Training Materials**

Date November 6, 2023

Dear Sir / Madam,:

You are kindly requested to submit your quotation for **Procurement for Training Materials** 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 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](mailto:tenders@idlo.int) and mention **Clarifications RFQ HN\_2023-000052** 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: November 13, 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 <b>Date: November 13, 2023</b> <b>Time: 15:00 hours Rome, Italy</b> 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 <b>Goods Form</b> 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 checked="" type="checkbox"/> <b>Not permitted</b>
i. Place of Delivery	Goods are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Goods 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"/> <b>Supplier</b>
l. Currency of Quotation	<b>Bids shall be quoted exclusively in Honduran Lempiras.</b> <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"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>Current Business Operating Permit</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Full Bank Account Details in local currency</b> <input checked="" type="checkbox"/> <b>National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish)</b> <input checked="" type="checkbox"/> <b>National Tributary Register for the Provider (RTN, by its acronym in Spanish)</b>

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	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A),</li> <li>2. Technical responsiveness</li> <li>3. Delivery Date</li> <li>4. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
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 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 18 of the General Terms and Conditions.</b> <b>If the Contractor falls to perform the requested Goods 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 Goods.</b>

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## 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

With its work, IDLO seeks to continue its efforts to make laws and institutions work for people by empowering its partners to fight against corruption and promote transparency, accountability, and integrity in public institutions. With such purpose, IDLO Initiated a self-funded anti-corruption programme with a focus in Honduras. The programme is based on IDLO's established presence in Honduras and its wide network of partners in the region.

On that basis, IDLO has begun the implementation of the anticorruption project with the Institute for Access to Public Information (IAIP) and the Secretary of Transparency and Fight Against Corruption (STLCC), establishing reciprocal cooperation commitments to strengthen the capacity of Honduras' anticorruption surveillance mechanisms and promote good practices to prevent corruption, as well as the recovery and strengthening of the rule of law.




### C. Expected Goods


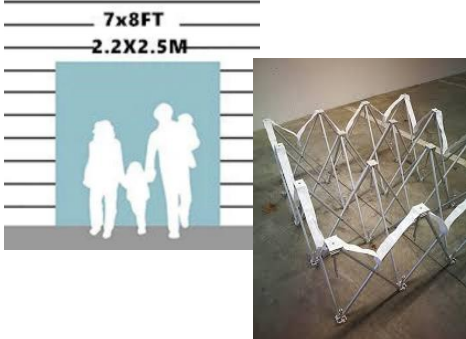

This Request for Quotation (RFQ) is for the **Procurement for Design & Printing and Promotional Materials Printing as follows:**


- Notebooks
- Pens
- USB memories
- Backdrop
- Folders
- Institutional leaflet

### D. Institutional Arrangement

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

Lot	Item	Specification	Reference	Unit Measure	QTY
Lot 1	Notebooks	<ul style="list-style-type: none"> <li>• A5 notebook (Size 14.2 x 21 cm ), hard cover, lined pages (approximantely 100 sheets. See picture for reference).</li> <li>• Matching elastic closure strap and ribbon page marker.</li> <li>• Material PVC, Color White</li> <li>• Design and layout of custom cover with white letters with: IDLO Logo and slogan (See logo on reference) Printing technique: Pad Printing or similar,</li> <li>• Prepare and present at least two options for logo and cover layout.</li> <li>• Regular meetings with the IDLO team to discuss notebook design ideas.</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the final printing of tye materials.</li> </ul>	 	Units	200
Lot 2	Pens	<ul style="list-style-type: none"> <li>• Ball pens with IDLO logo and slogan in blue (see reference of pen, see logo and slogan reference above)</li> <li>• Pen styles where the logo fits correctly and it is legible.</li> <li>• Material: Best stainless steel</li> <li>• Ink color: black or blue</li> <li>• Pen color: silver</li> <li>• Pen type: ball pen</li> <li>• Case must be included</li> <li>• Printing technique: mirror engraving/screen printing</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the final printing of tye materials.</li> </ul>		Units	200

Lot	Item	Specification	Reference	Unit Measure	QTY
Lot 3	USB memories	<ul style="list-style-type: none"> <li>• 16 GB USB sticks for key chain or blue or white card.</li> <li>• Accepted brands: Sandisk, Maxwell, Kingston data traveler, HP, verbatim, Adata, Transcend, lexar or other custom USB option presented by the supplier.</li> <li>• Print design proposal with IDLO logo. (see logo above)</li> <li>• Brand and memory style must be submitted to IDLO team for approval</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the final printing of the materials.</li> </ul>		Units	200
Lot 4	Backdrop	<ul style="list-style-type: none"> <li>• 1 IDLO institutional backdrop banner, (stand banner as per pic) size 2.2 x 2.5 meters Printed on full color glossy vinyl canvas best quality, with velcro attachments.</li> <li>• Folding Structure included size of the structure will be according to the banner size, for velcro attachments.</li> <li>• Send two design proposals for each banner, taking into account institutional branding.(see Branding document above)</li> <li>• IDLO will provide the images for the design.</li> <li>• See reference.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the final printing of the materials.</li> </ul>		Units	1
Lot 5	Folders	<ul style="list-style-type: none"> <li>• Printing of IDLO institutional folders according to the design and branding of the institution (see picture for reference)</li> <li>• Printed on eggshell cardboard (see reference)</li> <li>• Vertical A4 size folder, One fold</li> </ul>		Units	350

Lot	Item	Specification	Reference	Unit Measure	QTY
		<ul style="list-style-type: none"> <li>• Color blue (according to IDLO Palette specified in Branding Manual)</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the final printing of the materials.</li> </ul>			
Lot 6	Institutional leaflet	<ul style="list-style-type: none"> <li>• Printing of IDLO institutional leaflet according to document provided by IDLO in PDF format.</li> <li>• Printed on ultra glossy cardboard</li> <li>• 3 fold, folded square document (15x15 cm) See pictures for reference</li> <li>• IDLO will provide a physical copy of past brochures as reference.</li> <li>• Company is obliget to submit master copy before printing.</li> <li>• Once the master copy is approved by IDLO Focal point, the printing company can initiate the final printing of the material.</li> </ul>		Units	350



**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\_2023-000052**.

<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 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	Notebooks	Refer to Annex B	Units	200	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	Pens	Refer to Annex B	Units	200	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	USB memories	Refer to Annex B	Units	200	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Backdrop	Refer to Annex B	Units	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5	Folders	Refer to Annex B	Units	350	<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)
6	Institutional Leaflet	Refer to Annex B	Units	350	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT (15 %) (if applicable)</b>							
<b>Grand Total</b>							

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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)

[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/general_terms_and_conditions_for_services_feb_2022.pdf)

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