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**REQUEST FOR QUOTATION**

**Procurement of three glass cubicles and installation services for the offices of IDLO Honduras CO  
RFQ HN\_2024-000004**

Date January 22, 2024

Dear Sir / Madam,:

You are kindly requested to submit your quotation for **Procurement of three glass cubicles and installation services for IDLO Office in Honduras** 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

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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](mailto:tenders@idlo.int) and mention **Clarifications RFQ HN\_2023-000055** 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: January 29, 2024**

**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: January 29, 2024</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 <b>Services/Goods</b> 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/Services</b> Form 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 and Services are to be delivered in Tegucigalpa, Honduras
j. Delivery Terms	Goods/Services will be delivered within ten business days after receipt of PO or contract from IDLO to Blvd Suyapa, Col. Florencia Norte, Edificio Solaire 5to piso.
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"/> Warranty on Parts and Labour for minimum period of 1 (one) year <input checked="" type="checkbox"/> Technical Support
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 23 of the General Terms and Conditions.</b> 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.  <input checked="" type="checkbox"/> <b>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.</b> 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.

## 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 acquiring and installing three glass cubicles within the offices of IDLO Honduras CO as follows:**

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Glass cubicles: facade and clear glass <sup>1</sup>	• Natural aluminum facade with 1-3/4 x 1-3/4" tube and clear glass of 6mm of 154cms x 207cms.	Unit	4
Lot 2	Glass cubicles: facade and clear glass	• Natural aluminum facade with 1-3/4 x 1-3/4" tube and clear glass of 6mm of 175cms x 207cms.	Unit	1
Lot 3	Glass cubicles: facade and clear glass	• Natural aluminum facade with 1-3/4 x 1-3/4" tube and clear glass of 6mm of 112cms x 207cms	Unit	1
Lot 4	Lightweight hinged door	• Lightweight hinged door of 90 x 207cms	Unit	3
Lot 5	Labor cost	• Cost of materials and labor for installation	Unit	1

Please confirm an office visit at +504 3174-2949 to conduct a site assessment and prepare a more comprehensive proposal.

Lots	Item Name	Specification	Unit measure	Quantity
Lot 6	IDLO logos	<ul style="list-style-type: none"> <li>• IDLO logos on the glass doors with the following measurements 18 cm * 50 cm</li> <li>• Design and diagram should follow IDLO's Brand and visibility guidelines. (Color, fonts, graphics, formats, etc.)<sup>2</sup></li> </ul>	Unit	3

**Specifications for After-Sale Service for Goods / Services**

Description
<ul style="list-style-type: none"> <li>• <b>Warranty</b> Minimum one (1) year warranty on both parts and labour.</li> <li>• <b>Delivery and Installation Time</b> The contractor must complete the delivery and installation within a maximum period of 10 business days from the date of contract signing.</li> </ul>

**D. Institutional Arrangement**

The supplier will work under direct supervision of the Admin and Procurement Associate in the Honduras Country Office.

<sup>2</sup> This document will be provided upon signing of the contract with the selected provider.

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**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\_2024-000004**.

<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 / 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	Glass cubicles: facade and clear glass	Refer to Annex B	Units	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	Glass cubicles: facade and clear glass	Refer to Annex B	Units	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	Glass cubicles: facade and clear glass	Refer to Annex B	Units	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Lightweight hinged door	Refer to Annex B	Units	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5	Labor cost	Refer to Annex B	Units	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6	IDLO logos	Refer to Annex B	Units	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Services/Goods</b>							
<b>Taxes/ VAT (15 %) (if applicable)</b>							
<b>Grand Total</b>							



**Table 2: Offer for After-Sale Services and Other Conditions**

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time 10 business days			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labour			

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