

REQUEST FOR QUOTATION
Procurement for Training Materials

Date August 26, 2024

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:

| | |
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| 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 |

For any questions/clarifications related to this RFQ please contact IDLO 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: September 2, 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 Date: September 2, 2024 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 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 Goods 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 | 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"/> 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"/> Latest Business Registration Certificate/ Current Business Operating Permit /Latest Business Registration Certificate; <input checked="" type="checkbox"/> National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish), 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 |

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|------------------------|---|
| 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, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. 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 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> |

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 Promotional Materials Printing as follows:**

- Notebooks
- Pens
- Folders
- Brochures
- USB drives

D. Institutional Arrangement

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

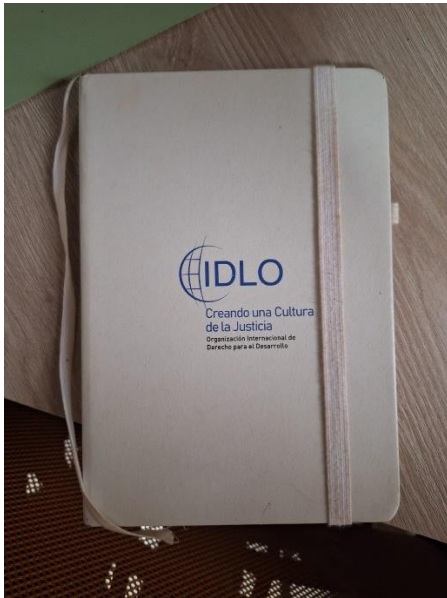
**Technical Specifications – Purchase of Training Materials and Institutional Visibility for IDLO
Project: Enhancing Judicial Transparency and Promotion of Public Trust in Honduras (JTPT)**

August 2024

| Lot | Item Name | Specification | Unit Measure | Quantity |
|------------|--------------------------|--|---------------------|-----------------|
| Lot 1 | Notebooks with IDLO logo | <ul style="list-style-type: none"> • A5 ARPU Notebook with 80 stitched pages, Kimberly brand, with standard ruling (see reference 1 in the attached image). • Each notebook should have an adjustable ribbon. • Each notebook should include an elastic band for closure and a pen holder. • Approximate dimensions: 21.2 x 14.6 x 1.6 cm. • Colour: White • Design and Layout: Customised cover design with the IDLO logo printed. • Submit a complete sample of one notebook. | Units | 200 |
| Lot 2 | Pens with IDLO logo | <ul style="list-style-type: none"> • 150 pens with the IDLO logo printed. • Material: Stainless steel. • Pen colour: Grey. • Printing technique: Mirror engraving/screen printing. • Ink: Black, gel type or smooth ink. • Submit a sample beforehand. • The pens should come in a gift box. | Units | 150 |
| Lot 3 | Folders | <ul style="list-style-type: none"> • Printing of IDLO institutional folders according to the design and branding of the organisation. • Printed on egg shell cardstock. • Interior flap for holding documents. • Submit a sample beforehand. | Units | 250 |
| Lot 4 | Brochures | <ul style="list-style-type: none"> • Printing of IDLO institutional brochures according to the design. • Satin-finished trifold, printed on ultra-glossy cardstock. • Full color on both sides. • Dimensions: 15 cm x 15 cm when folded. Square document with 6 panels (approximately 3936px). | Units | 100 |

| | | | | |
|-------|---------------------------|---|-------|-----|
| Lot 5 | USB drives with IDLO LOGO | <ul style="list-style-type: none"> • 16 GB USB Flash Drives. • Accepted brands: Sandisk, Maxwell, Kingston DataTraveler, HP, Verbatim, Adata, Transcend, Lexar, or another suitable option. • Propose a design for printing the IDLO logo. • Logo printing on one side. • Submit a sample before producing the USB drives. | Units | 100 |
|-------|---------------------------|---|-------|-----|

**Annex
Notebooks**



Pens



USB drives



Folders IDLO



**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_2024-000065**.

| | |
|-----------------------------|--|
| 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 [HNL] | Total amount in [HNL] |
|---|---------------------------|------------------|-----------------|----------|---|--------------------|-----------------------|
| 1. | Notebooks with IDLO logo | Refer to Annex B | Unit | 200 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 2. | Pens with IDLO logo | Refer to Annex B | Unit | 150 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 3. | Folders | Refer to Annex B | Unit | 250 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 4. | Brochures | Refer to Annex B | Unit | 100 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 5. | USB drives with IDLO logo | Refer to Annex B | Unit | 100 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| Total Cost of Goods | | | | | | | |
| Other Charges (please specify) | | | | | | | |
| Taxes/ VAT (___ %) (if applicable) | | | | | | | |
| Grand Total | | | | | | | |

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 | | | |
| Country/ies Of Origin: | | | |
| | | | |

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

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>