REQUEST FOR QUOTATION PROCUREMENT OF ICT EQUIPMENT RFQ NO. MEX-93-2020

Date: December 7, 2020

Dear Sir / Madam,

You are kindly requested to submit your Quotation for the procurement of ICT Equipment for IDLO Mexico Office as 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 the equipment quoted, 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.

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	Annex D
and IDLO Supplier Code of Conduct	

This Request for Quotation (RFQ) is comprised of:





For any questions/clarifications related to this RFQ please contact IDLO on <u>tenders@idlo.int</u> and mention **Clarifications RFQ NO. MEX-93-2020** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your Quotation.

Sincerely yours, International Development Law Organization | IDLO Mexico Country Office

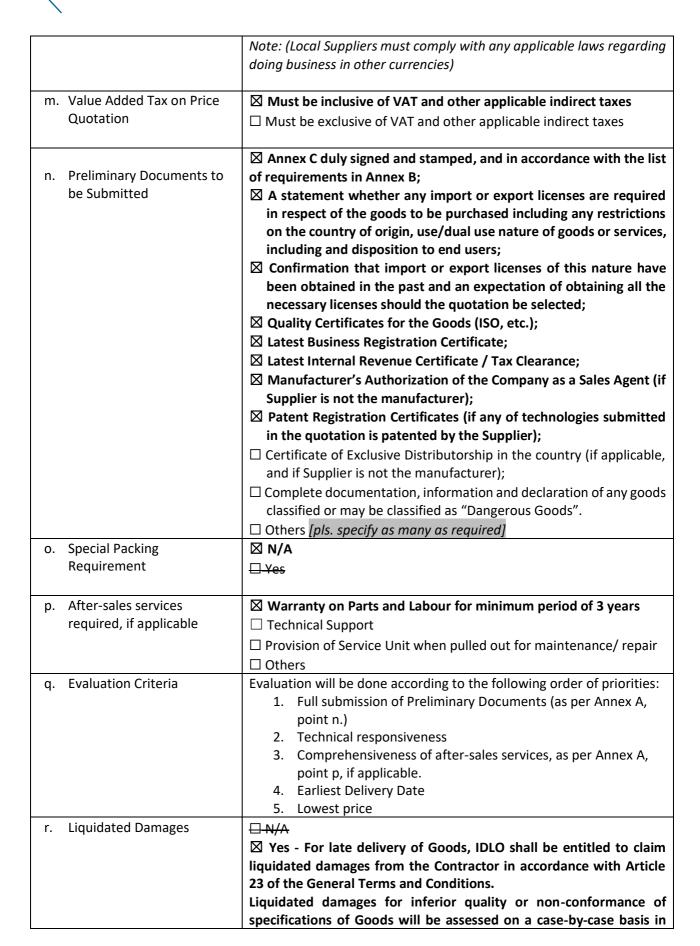




Annex A Instructions to Bidders

a.	Description of requested Goods	See Annex B		
b.	Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: December 15, 2020		
		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	60 days		
	of the Tender	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	⊠ Not permitted		
		- Permitted		
i.	Place of Delivery	IDLO Mexico Office (Av. Ejército Nacional No. 453 piso 1, Col. Granada, Miguel Hidalgo, CDMX, CP 11520		
j.	Delivery Terms	Incoterms DDP (Delivery Duty Paid)		
		Goods will be delivered at the premises of IDLO Mexico within 30 days		
		after receipt of PO or contract from IDLO. The delivery will take place to IDLO Mexico office located at Av. Ejército Nacional No. 453 piso 1,		
		Col. Granada, Miguel Hidalgo, CDMX, México, CP 11520.		
		The Supplier shall be responsible for Customs Clearance, Delivery and all risks associated.		
k.	Customs clearance , if needed, shall be done by:			
	needed, shan be done by.	⊠ Supplier □ N/A		
١.	Currency of Quotation	USD		







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ANNEX B TECHNICAL SPECIFICATIONS

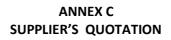
Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Laptop	 Laptop: OS: Win10 Prof 64-bit ENG CPU: 9th Gen Intel® Core™ i7-8550U Video card: Intel® UHD Graphics 620 Memory: 16 GB DDR4-2400 SDRAM Hard Disk: 256 GB PCIe® NVMe™ M.2 SSD Screen: 13.3" diagonal FHD IPS anti-glare LED-backlit, 1920 x 1080; NO touch screen with HD camera Wi-Fi and Bluetooth: Intel® Dual Band Wireless-AC 8265 (802.11a/b/g/n/ac Keyboard: US International English keyboard internal (backlit) No Office package, No antivirus Battery Long Life Li-ion Warranty: 3 yrs, onsite Accessories: USB wired or wireless kit: keyboard + mouse Monitor: 23 inches, IPS, Full HD (1080p) 1920 x 1080, height adjust, ports (HDMI, VGA, DisplayPort, USB), integrated HD webcam Bag or Sleeve Docking Station compatible with the above laptop (to connect external monitor, mouse and keyboard) 	Unit	1

Specifications for Goods

Specifications for After-Sale Service for Goods

Lots	Description
Lot 1	Warranty: 3 years on site





(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 NO. MEX-93-2020

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

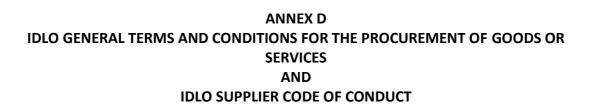
Lots	ltem	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
Lot 1	Laptop	Refer to Annex B	Unit	1		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						



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

Other Information	Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Warranty and After-Sales Requirements			
a) Warranty 3 years on site			





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 aug ust 2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_au gust_2020.pdf

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

