

**REQUEST FOR QUOTATION**  
**PROCUREMENT FOR SUPPLY AND INSTALLATION OF FIRE SAFETY SYSTEMS**  
**RFQ n° 003/SAH/2022**

Date: **August 29, 2022**

Dear Sir/Madam,

You are kindly requested to submit your quotation the supply and installation of Fire and Safety Systems 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 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 or Services and IDLO Supplier Code of Conduct | Annex D |

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For any questions/clarifications relating to this RFQ, please contact IDLO at [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. 003/MAL/2022**, in the subject section of your email no later than 48 hours before the submission deadline.

Deadline for submission of quotation:  
On or before: **September 5, 2022**  
Time: **15:00 hours Rome, Italy** local time.

Thank you for your interest and we look forward to receiving your quote.

Kind regards  
**International Development Law Organization | OIDD**  
**The Sahel Regional Programme**  
**Mali**

**ANNEX A**  
**Instructions to bidders**

|   |   |
|---|---|
| a. Description of equipment and service required for the request  | <b>See Annex B</b>  |
| b. Deadline for Quotation   | The Quote shall be addressed to IDLO on or before<br><b>Date: September 5, 2022</b><br><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 Goods Form based on full compliance with RFQ requirements.   |
| f. Validity of Quotation starting from the Deadline of the Tender | <b>90 days</b><br>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:<br><a href="mailto:tenders@idlo.int">tenders@idlo.int</a>   |
| h. Partial Quotations   | <input checked="" type="checkbox"/> Not permitted   |
| i. Place of Delivery  | IDLO OFFICE IN MALI<br>Bamako, Mali   |
| j. Delivery Terms   | Goods and installation will be completed within 15 days after receipt of PO or contract from IDLO to <b>IDLO SAHEL PROGRAM FASO KANU, BAMAKO, MALI</b>  |
| k. Customs clearance, if needed, shall be done by:                | <input type="checkbox"/> IDLO<br><input type="checkbox"/> Supplier<br><input checked="" type="checkbox"/> N/A   |
| l. Currency of Quotation  | XOF CFA<br><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 set out in Annex B;<br><input checked="" type="checkbox"/> The legalized copy of the license to practice in the field;<br><input checked="" type="checkbox"/> The civil liability insurance policy to cover the risks;<br><input checked="" type="checkbox"/> Quality certificates for goods (ISO, etc.);<br><input checked="" type="checkbox"/> Last business registration certificate;<br><input checked="" type="checkbox"/> Certificate of tax status;<br><input checked="" type="checkbox"/> Authorization of the company's manufacturer as a sales agent (if the supplier is not the manufacturer);<br><input checked="" type="checkbox"/> Complete the documentation, information and declaration of any goods classified or likely to be classified as "dangerous goods".<br><input checked="" type="checkbox"/> At least 03 previous sales references |
| n. Special Packing Requirement or Temperature Control | <input checked="" type="checkbox"/> N/A<br><input type="checkbox"/> Yes, [ <i>specify</i> ] ___   |
| o. After-sales services required, if applicable       | <input checked="" type="checkbox"/> Warranty of at least 12 to 24 months on the equipment provided<br><input checked="" type="checkbox"/> Technical assistance - reloading/reconditioning with the related cost (reloading period to be fixed by the service provider)<br><input checked="" type="checkbox"/> Replacement of defective or failing hardware during the warranty period.<br><input type="checkbox"/> Other  |
| p. Evaluation of Quote                                | <p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>   |
| q. Contract Award                                     | <p>Contract Award shall be granted according to:<br/> Full submission of Price Schedule (Annex C) signed and stamped;<br/> a) Lowest priced, most technically acceptable/compliant offer;</p>   |
| 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                                 | <input type="checkbox"/> N/A<br><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><br><b>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in</b>  |



|  |  |
|--|--|
|  | <p>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. The application of this provision relating to liquidated damages does not release the Contractor from its obligations or liabilities under this Contract.</p> <p><input checked="" type="checkbox"/> Yes - In the event of a delay in the delivery of <u>the Services</u>, IDLO is entitled to claim damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested services within the specified period 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 lump sum damages for each day of delay in the provision and completion of the Services.</p> |
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**APPENDIX B  
TECHNICAL SPECIFICATIONS**

**Specifications for equipment and services**

| No    | Item Name                          | Specification   | Unit measurement | Quantity                     |
|-------|------------------------------------|---|------------------|------------------------------|
| Lot 1 | 6Kg ABC fire extinguishers         | Fire extinguishers of 6 Kg ABC: extinguishing capacity 34A 233BC and E; Extinguishing agent ABC 40% powder; Operating temperature from 30°C to 60°C; Average discharge time 18.97sec; Pressure test 26 bar; Maximum allowable pressure 18.00 bar Equipment volume 750Lt, tank height 450/5mm; tank diameter 160/1.5mm, Head material HPb59-1; non-return valve 19-26 bar  | 01               | 13                           |
| Lot 1 | 30 Kg CO2 mobile fire extinguisher | Mobile CO2 extinguisher with a capacity of 30kg mounted on a trolley for easy handling; weight 60kg, dimension H: 1200mm/Ø267mm, class B type: permanent pressure   | 01               | 01                           |
| Lot 1 | 6k ABC fire extinguishers          | Recharging/reconditioning of 05 fire extinguishers already on site  | 01               | 05                           |
| Lot 2 | Smoke detectors                    | Smoke detector with multi-sensor detection technology taking into account upward heat; Faster activation of the alarm; wall detector mounting; LED lamp for indication; sound power 85dB(A) at least 3m; installation ceiling, wall.  | 01               | 17                           |
| Lot 3 | Fire Alarm                         | Implementation of an autonomous conventional fire alarm system of type 4; Diffuses a sound integrated into the manual shutter release case; NFS32001 audible alarm diffuser; type 4 device; 2 possible mounts: protruding or recessed; reset by key after use of the fire prevention alarm; sound power: 90 dB at 2 meters<br>Location: Ground floor-main building, 1st Floor-main building, 2nd Floor main building, ground floor annex, 1st floor Annex | 01               | 05                           |
| Lot 4 | First aid Kits                     | The keychains must contain the necessary emergency equipment for an establishment hosting worker  | 01               | 02                           |
| Lot 5 | Fire safety signals                | The signalling plan must contain the evacuation plan and the instructions and in PVC support; providers are required to make a prior field visit to determine the need and make a technical and financial proposal that fits the needs.   | 01               | To be determined after visit |

|              |                                     |  |           |           |
|--------------|-------------------------------------|--|-----------|-----------|
| <b>Lot 6</b> | <b>Emergency door configuration</b> | Doors already made of forged iron must be configured in such a way as not to allow access from the outside but from the inside; (optional lock). An accurate needs assessment requires a mandatory field visit | <b>01</b> | <b>03</b> |
|--------------|-------------------------------------|--|-----------|-----------|

**Specifications for after-sales service for equipment and service required for the operation of the system**

| <b>Description</b>  |
|---|
| <ol style="list-style-type: none"> <li>1. Warranty of at least 12 months for equipment supplied and installation.</li> <li>2. User training is required.</li> <li>3. Settings of key functions.</li> <li>4. Technical assistance in case of need</li> </ol> |

**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 NO. 003-MAL-2022**

|                             |  |
|-----------------------------|--|
| <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: Supply of Goods and Services in Accordance with Technical Specifications and Requirements**

| Lot | Item Name     | Description                        | Unit of Measurement | Quantity | Compliance with the technical specifications in Annex B  | Unit rate in CFA | Total amount in CFA |
|-----|---------------|------------------------------------|---------------------|----------|--|------------------|---------------------|
| 1   | Extinguishers | 6Kg ABC fire extinguishers         | 01                  | 13       | <input type="checkbox"/> Conform<br><input type="checkbox"/> Do not comply. Proposed alternative specification (please attach) |                  |                     |
| 1   | Extinguishers | 30 Kg CO2 mobile fire extinguisher | 01                  | 01       | <input type="checkbox"/> Conform<br><input type="checkbox"/> Do not comply. Proposed alternative specification (please attach) |                  |                     |



| Lot                                      | Item Name                    | Description                           | Unit of Measurement | Quantity | Compliance with the technical specifications in Annex B   | Unit rate in CFA | Total amount in CFA |
|--|------------------------------|---------------------------------------|---------------------|----------|---|------------------|---------------------|
| 1  | Extinguishers                | Recharge of 6k ABC fire extinguishers | 01                  | 05       | <input type="checkbox"/> Conform<br><input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)            |                  |                     |
| 2  | Smoke detectors              | Smoke detector with Sensor            | 01                  | 17       | <input checked="" type="checkbox"/> Conform<br><input type="checkbox"/> Do not comply. Proposed alternative specification (please attach) |                  |                     |
| 3  | Fire Alarm                   | see description in Annex B            | 01                  | 05       | <input type="checkbox"/> Conform<br><input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)            |                  |                     |
| 4  | First aid Kits               | See description in Annex B            | 01                  | 02       | <input type="checkbox"/> Conform<br><input type="checkbox"/> Do not comply. Proposed alternative specification (please attach)            |                  |                     |
| 5  | Fire safety signals          | See description in Annex              | 01                  |          |   |                  |                     |
| 6  | Emergency door configuration |                                       | 01                  | 03       |   |                  |                     |
| <b>Total cost of goods</b>               |                              |                                       |                     |          |   |                  |                     |
| <b>Freight</b>                           |                              |                                       |                     |          |   |                  |                     |
| <b>Insurance</b>                         |                              |                                       |                     |          |   |                  |                     |
| <b>Customs clearance</b>                 |                              |                                       |                     |          |   |                  |                     |
| <b>Other fees (please specify)</b>       |                              |                                       |                     |          |   |                  |                     |
| <b>Taxes/VAT ( __ %) (if applicable)</b> |                              |                                       |                     |          |   |                  |                     |
| <b>Grand total</b>                       |                              |                                       |                     |          |   |                  |                     |

**Table 2: Provision of after-sales services and other conditions**

| Other information   | Answers                    |                             |   |
|---|----------------------------|-----------------------------|---|
|   | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, please indicate the counter-proposal</i> |
| Delivery time   |                            |                             |   |
| Country of origin:  |                            |                             |   |
| Warranty and after-sales requirements                       |                            |                             |   |
| a) Warranty of at least 12 months on the equipment supplied |                            |                             |   |
| b) End-use training   |                            |                             |   |
| c) Setting up key functions                                 |                            |                             |   |
| d) Technical assistance in case of need                     |                            |                             |   |
| Other requirements <i>[pls. Specify]</i>                    |                            |                             |   |

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

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**ANNEX D**  
**IDLO TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS OR SERVICES**  
**And**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply unconditional acceptance of IDLO's terms and conditions for goods and services and compliance with the Supplier Code of Conduct.

The documents are available on the 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)

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