REQUEST FOR QUOTATION PROCUREMENT OF PRINTING SERVICES RFQ NO. N 121 2020-KEN

Date: July 28, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for RFQ NO. N_121_2020-KEN 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 and/or 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
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Services and IDLO	Annex D
Supplier Code of Conduct	



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For any questions/clarifications related to this RFQ please contact IDLO on <u>KCOprocurement@Idlo.int</u> and mention RFQ NO. N_121_2020-KEN in the subject section of your email.

Thank you and we look forward to receiving your quotation.

Sincerely yours, Winifred Senaji





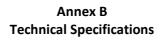
Annex A Instructions to Bidders

a.	Description of requested services	See Annex B
b.	Deadline for Quotation	August 3, 2020, 16:00 hours Kenyan 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 Services 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/Services Form based on full compliance with RFQ requirements
f.	Validity of Quotation starting from the Deadline of the Tender	60 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: KCOprocurement@idlo.int
h.	Partial Quotations	 ☑ Not permitted □ Permitted [provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]
i.	Place of Delivery	IDLO offices on Senteu Plaza Galana road
j.	Delivery Terms	Goods/Services will be delivered within 14 days after PO or contract signature by last party.
k.	Customs clearance, if needed, shall be done by:	□ IDLO □ Supplier
I.	Currency of Quotation	Kenya shillings Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)
m.	Value Added Tax on Price Quotation	 Must be inclusive of VAT and other applicable indirect taxes Must be exclusive of VAT and other applicable indirect taxes Annex C duly signed and stamped, and in accordance with the list
n.	Preliminary Documents to be Submitted	 Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;



	 Confirmation that import or export licenses of this nature have be obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; Quality Certificates for the Goods (ISO, etc.); Latest Business Registration Certificate; Latest Internal Revenue Certificate / Tax Clearance; Manufacturer's Authorization of the Company as a Sales Agent Supplier is not the manufacturer); Patent Registration Certificates (if any of technologies submitted the quotation is patented by the Supplier); Certificate of Exclusive Distributorship in the country (if applicate and if Supplier is not the manufacturer); Complete documentation, information and declaration of any good classified or may be classified as "Dangerous Goods". Others [pls. specify as many as required] 	
o. Special Packing Requirement	⊠ N/A □ Yes, [<i>specify</i>]	
p. After-sales services required, if applicable	 Warranty on Parts and Labour for minimum period of Click to type Technical Support Provision of Service Unit when pulled out for maintenance/ repair Others 	
q. Evaluation Criteria	 Evaluation will be done according to the following order of priorities: Full submission of Preliminary Documents (as per Annex A, point n.) Technical responsiveness Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. Earliest Delivery Date Lowest price 	





Specifications for Services

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Design, layout and printing of Court Annexed Mediation Code of Ethics document	 Design cover, layout and printing of Code of Ethics Size: A5 Full color Cover printed on 250gms with matt laminate Inside pages printed on bond paper 80gsm Finishing: Saddle stitch bond. 	EA	400
Lot 2	Printing of certificates	 Embossed foiling of the scales of justice at the corners Paper type: Parchment paper Finishing: Creating raised or recessed relief designs on the certificate paper Paper: 300gsm Size: A3 	EA	23





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. N_121_2020-KEN

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

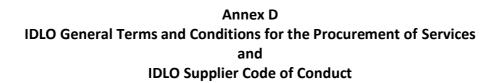


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Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lots	Item	Description	Unit measure	Quantity	Unit rate in Kenya shillings	Total amount in Kenya shillings
Lot 1	Design, layout and printing of Court Annexed Mediation Code of Ethics document	Design cover, layout and printing of Code of Ethics • Size: A5 • Full color • Cover printed on 250gms with matt laminate • Inside pages printed on bond paper 80gsm • Finishing: Saddle stitch bond.	EA	400		
Lot 2	Printing of certificates	 Embossed foiling of the scales of justice at the corners Paper type: Parchment paper Finishing: Creating raised or recessed relief designs on the certificate paper Paper: 300gsm Size: A3 	EA	23		
		Sub-tota	I			
		Taxes (if appli	cable)			
		Total amount inclu	iding taxes			





Any bid 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/idlo-procurement-general-terms-andconditions-for-goods_may-2020.pdf

https://www.idlo.int/sites/default/files/documents/idlo-procurement-general-terms-andconditions-for-services_may-2020.pdf

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

