

REQUEST FOR QUOTATION
PROCUREMENT OF FURNITURE EQUIPMENT FOR ADR CENTERS & ADR UNIT
RFQ NO. N_158_2020_SOM

Date: October 20, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for the procurement of **Furniture and Storage Unit** 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

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarification RFQ NO. N_158_2020_SOM** 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.

Important: This RFQ is for the supply of furniture equipment for delivery to:

Lot A

1. ADR Center Garowe, Puntland State of Somalia.
2. ADR Center Qardo, Puntland State of Somalia.
3. ADR Center Kismayo, Jubaland State of Somalia
4. ADR Center Dollow, Jubaland State of Somalia
5. ADR Center Beletweyna, Hirshabelle State of Somalia
6. ADR Center Baidoa, Southwest State of Somalia
7. ADR Center Afgoye, Southwest State of Somalia
8. ADR Center Abadwaq, Galmudug State of Somalia
9. ADR Center Galkacayo, Galmudug State of Somalia

Lot B

1. Ministry of Judiciary, ADR Unit (Kismayo)-Jubaland State of Somalia
2. Ministry of Judiciary, ADR Unit (Jawhar)- Hirshabelle State of Somalia
3. Ministry of Judiciary, ADR Unit (Baidoa)- Southwest State of Somalia
4. Ministry of Judiciary, ADR Unit (Dhusamareeb)- Galmudug State of Somalia

Sincerely yours,
International Development Law Organization | IDLO
Somalia

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: October 26, 2020 Time: 10:00 Hours Rome Local Time (11:00 Hours Mogadishu, Somalia 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	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: tenders@idlo.int
h. Partial Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted Complete Lot A and/or complete Lot B or both
i. Place of Delivery	Goods are to be delivered to: Lot A <ol style="list-style-type: none"> 1. ADR Center Garowe 2. ADR Center Qardo 3. ADR Center Kismayo 4. ADR Center Dollow 5. ADR Center Beletweyna 6. ADR Center Baidoa 7. ADR Center Afgoye 8. ADR Center Abadwaq 9. ADR Center Galkacayo Lot B <ol style="list-style-type: none"> 1. Ministry of Judiciary, ADR Unit (Kismayo) 2. Ministry of Judiciary, ADR Unit (Jawhar) 3. Ministry of Judiciary, ADR Unit (Baidoa) 4. Ministry of Judiciary, ADR Unit (Dhusamareeb)

j. Delivery Terms	<p>Goods will be delivered by 07 November 2020 for the below locations:</p> <p>Lot A:</p> <ol style="list-style-type: none"> 1. ADR Center Garowe, Puntland State of Somalia. 2. ADR Center Qardo, Puntland State of Somalia. 3. ADR Center Kismayo, Jubaland State of Somalia 4. ADR Center Dollow, Jubaland State of Somalia <p>Lot B:</p> <ol style="list-style-type: none"> 1. Ministry of Judiciary, ADR Unit (Kismayo)-Jubaland State of Somalia <hr/> <p>Goods will be delivered by 30 November 2020 for the below locations:</p> <p>Lot A:</p> <ol style="list-style-type: none"> 5. ADR Center Beletweyna, Hirshabelle State of Somalia 6. ADR Center Baidoa, Southwest State of Somalia 7. ADR Center Afgoye, Southwest State of Somalia 8. ADR Center Abadwaq, Galmudug State of Somalia 9. ADR Center Galkacayo, Galmudug State of Somalia <p>Lot B:</p> <ol style="list-style-type: none"> 2. Ministry of Judiciary, ADR Unit (Jawhar)- Hirshabelle State of Somalia 3. Ministry of Judiciary, ADR Unit (Baidoa)- Southwest State of Somalia 4. Ministry of Judiciary, ADR Unit (Dhusamareeb)- Galmudug State of Somalia
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	<p>United States Dollar</p> <p><i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i></p>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. 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 type="checkbox"/> 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; <input type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);

	<input checked="" type="checkbox"/> Latest Business Registration Certificate in Somalia <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance in Somalia <input checked="" type="checkbox"/> At least two (2) reference letters or copies of contract of similar Goods within the last two (2) years with UN, INGOs, Government Institute and Embassies. <input checked="" type="checkbox"/> Minimum 2 years of relevant experience. <input type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, <i>[specify]</i> __
p. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of <i>Click to type</i> <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	<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 p, if applicable. 4. Earliest Delivery Date 5. Lowest price
r. Liquidated Damages	<input type="checkbox"/> N/A <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>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**

Lot A
Delivery: All ADR Centers

No	PARTICULARS	SPECIFICATION
1.	Office Desk Table	Office Desk Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood
2.	Office Chair	Standard Office Chair Colour: Black Style: Executive Chair Type: Mesh Arm Type: Adjustable Arms Number of Wheel: 5 Weight bearing load: 100- 110 Kg
3.	Visitor/Adjudicators Chairs	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating height 13.7 Inches Weight bearing load: 100- 110 Kg
4.	Meeting Table	Wood office boardroom rectangular table, Rectangular office meeting table:10 pax Size: 3 m x 1.2 m Type: Mahogany with metal legs Colour: dark brown
5.	Wood Round Meeting Table	Wood Round Meeting Table, colours: Beech/Ironstone Size: 1200mm diameter x 730mm h
6.	Cabinet Tag/Shelves	Metal Storage Office Cabinet with interior shelves, swing Door with keys Color: White Lock: Key Lock Suitable for office and home Weight (kg): 0.1 Approximate Size: 900 * 450 * 1800 mm Thickness: 0.5mm-1.0mm Material: Metal



Lot B		
Delivery: All Ministry of Judiciary, ADR Units		
No	PARTICULARS	SPECIFICATION
1.	Office Desk Table	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Colour: Either Brown, Cream, Grey, Red Application: Office Use Finishing: Non-Polished Material: Wood
2.	Office Chair	Standard Office Chair Colour: Black Style: Executive Chair Type: Mesh Arm Type: Adjustable Arms Number of Wheel: 5 Weight bearing load: 100- 110 Kg
3.	Cabinet Tag/Shelves	Metal Storage Office Cabinet with interior shelves, swing Door with keys Color: White Lock: Key Lock Suitable for office and home Weight (kg): 0.1 Approximate Size: 900 * 450 * 1800mm Thickness: 0.5mm-1.0mm Material: Metal

**ANNEX C
SUPPLIER'S QUOTATION**










(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

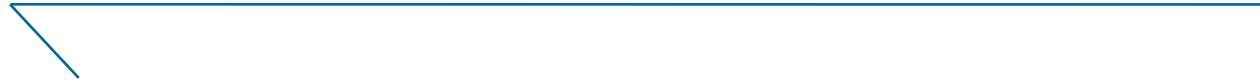
We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per RFQ NO. **N_158_2020_SOM**

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 A: ADR Centers

PUNTLAND						
	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
1. ADR Center Garowe, Puntland State of Somalia						
1.	Office Desk Table		Each	1		
2.	Office Chair		Each	1		
3.	Visitor/ Adjudicators Chairs		Each	40		
4.	Meeting Table		Each	1		
5.	Wood Round Meeting Table		Each	1		
6.	Cabinet Tag/Shelves		Each	1		
2. ADR Center Qardo, Puntland State of Somalia						
1	Office Desk Table		Each	1		
2	Office Chair		Each	1		
3	Visitor/ Adjudicators Chairs		Each	40		
4	Meeting Table		Each	1		
5	Wood Round Meeting Table		Each	1		



6	Cabinet Tag/Shelves		Each	1		
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JUBALAND

No	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
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3. ADR Center Kismayo, Jubaland State of Somalia

1.	Office Desk Table		Each	1		
2.	Office Chair		Each	1		
3.	Visitor/ Adjudicators Chairs		Each	40		
4.	Meeting Table		Each	1		
5.	Wood Round Meeting Table		Each	1		
6.	Cabinet Tag/Shelves		Each	1		







4. ADR Center Dollow, Jubaland State of Somalia

1	Office Desk Table		Each	1		
2	Office Chair		Each	1		
3	Visitor/ Adjudicators Chairs		Each	40		
4	Meeting Table		Each	1		
5	Wood Round Meeting Table		Each	1		








6	Cabinet Tag/Shelves		Each	1		
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HIRSHABELLE

	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
5. ADR Center Beletweyna, Hirshabelle State of Somalia						
1.	Office Desk Table		Each	1		
2.	Office Chair		Each	1		
3.	Visitor/ Adjudicators Chairs		Each	40		
4.	Meeting Table		Each	1		
5.	Wood Round Meeting Table		Each	1		
6.	Cabinet Tags/Shelves		Each	1		






SOUTHWEST

No	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
6. ADR Center Baidoa, Southwest State of Somalia						
1.	Office Desk Table		Each	1		
2.	Office Chair		Each	1		
3.	Visitor/ Adjudicators Chairs		Each	40		
4.	Meeting Table		Each	1		
5.	Wood Round Meeting Table		Each	1		










6.	Cabinet Tag/Shelves		Each	1		
7. ADR Center Afgoye, Southwest State of Somalia						
1	Office Desk Table		Each	1		
2	Office Chair		Each	1		
3	Visitor/ Adjudicators Chairs		Each	40		
4	Meeting Table		Each	1		
5	Wood Round Meeting Table		Each	1		
6	Cabinet Tag/Shelves		Each	1		

GALMUDUG




No	Description of Items	Picture	Unit of measure	Quantity	Unit Price	Total Cost
8. ADR Center Abadwaq, Galmudug State of Somalia						
1.	Office Desk Table		Each	1		
2.	Office Chair		Each	1		
3.	Visitor/ Adjudicators Chairs		Each	40		
4.	Meeting Table		Each	1		
5.	Wood Round Meeting Table		Each	1		









6.	Cabinet Tag/Shelves		Each	1		
9. ADR Center Galkacayo, Galmudug State of Somalia						
1	Office Desk table		Each	1		
2	Office chair		Each	1		
3	Visitor/ Adjudicators Chairs		Each	40		
4	Meeting table		Each	1		
5	Wood Round Meeting Table		Each	1		
6	Cabinet Tag/Shelves		Each	1		



Total Lot A	
DELIVERY CHARGES (IF APPLICABLE)	
CURRENCY	
GRAND TOTAL	

LOT B: MOJ ADR UNITS


1. Ministry of Judiciary, ADR Unit- Jubaland State of Somalia						
1	Office Desk Table		Each	1		
2	Office Chair		Each	1		
3	Cabinet Tag/Shelves		Each	1		

2. Ministry Of Judiciary, ADR Unit (Jawhar)- Hirshabelle State of Somalia						
1	Office Desk Table		Each	1		
2	Office Chair		Each	1		
3	Cabinet Tag/Shelves		Each	1		

3. Ministry Of Judiciary, ADR Unit (Baidoa)- Southwest State of Somalia						
1	Office Desk Table		Each	1		
2	Office Chair		Each	1		
3	Cabinet Tag/Shelves		Each	1		

4. Ministry Of Judiciary, ADR Unit Dhusamareeb- Galmudug State of Somalia						
1	Office Desk Table		Each	1		
2	Office Chair		Each	1		



3	Cabinet Tag/Shelves		Each	1		
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Total Lot B	
DELIVERY CHARGES (IF APPLICABLE)	
CURRENCY	
GRAND TOTAL	

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 august 2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf)

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