

REQUEST FOR QUOTATION
PROCUREMENT OF PRINTING SERVICES
RFQ NO. N_170_2020-KEN

Date: September 25, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for printing services 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 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 Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on KCOprocurement@idlo.int and mention **RFQ NO. N_170_2020-KEN** in the subject section of your email.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

IDLO Kenya Country Office

Annex A
Instructions to Bidders

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before October 1, 2020 at 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 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: KCOpurchasement@ldlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	IDLO Offices at Senteu Plaza 3rd floor, Galana road, Nairobi, Kenya
j. Delivery Terms	[Goods/Services] will be delivered within 8 days after PO or contract signature by last party.
k. Customs clearance , if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier
l. Currency of Quotation	Kenya shillings
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


	<p>the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><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;</p> <p><input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Valid license to operate business In Kenya</p> <p><input type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input checked="" type="checkbox"/> Company profile, including physical address for on-site visit to verify presence of printing press;</p> <p><input checked="" type="checkbox"/> At least two (2) reference letters or copies of contract of similar nature and amount for large-scale printing services within the last two (2) years with UN, INGOs, Corporate companies and Embassies.</p>
o. Special Packing Requirement	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes, [<i>specify</i>] __</p>
p. After-sales services required, if applicable	<p><input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input type="checkbox"/> Others</p>
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. Office premises and printing press Inspection 5. Earliest Delivery Date 6. Lowest price

ANNEX B
TECHNICAL SPECIFICATIONS

RFQ NO. N_170_2020-KEN



Lots	Item Name	Specification	Unit measure	Quantity																					
Lot 1	Editing and proof reading	<p>The Editor will:-</p> <ol style="list-style-type: none"> 1. Provide extensive editing, proofreading and formatting of the subject report, and verifying the facts and figures provided within (including in the tables and figures, in line with best practices); 2. Ensure that the numbering of tables and figures is correct and in line with the text; 3. Review and ensure the completeness of the references; 4. The edited reports should be submitted in 2 formats- one, using tracked changes to allow the contracting party to identify the proposed changes, and another with the changes duly accepted, to enable the contracting party to understand the implications of the proposed changes. 5. Proofing Language-English United Kingdom 	EA	1																					
Lot 2	Design work	<p>The Designer will:-</p> <ol style="list-style-type: none"> 1. Conceive art direction for the publication. 2. Develop conceptual graphics based on content and guidance from the user. 3. Assign a professional and appealing design and layout to the report for printing in line with the brand guidelines 4. Provide the final layout of publications for both online and print, cover pages with titles, illustrations and inside pages including text, photos, tables, illustrations, statistics, maps and others. 	EA	1																					
Lot 3	Printing	<p>Technical Specifications for Corporate Reports</p> <table border="1" data-bbox="472 1666 1131 1928"> <thead> <tr> <th>SN</th> <th>Item</th> <th>Specifications</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Size</td> <td>A4</td> </tr> <tr> <td>2.</td> <td>Cover Page</td> <td>300GSM Matte</td> </tr> <tr> <td>3.</td> <td>Inside Pages</td> <td>150GSM Matte</td> </tr> <tr> <td>4.</td> <td>Colour</td> <td>Full Colour</td> </tr> <tr> <td>5.</td> <td>Finish</td> <td>Perfect Binding</td> </tr> <tr> <td>6.</td> <td>Quantity</td> <td>As advised</td> </tr> </tbody> </table> <p>Brand Guidelines</p>	SN	Item	Specifications	1.	Size	A4	2.	Cover Page	300GSM Matte	3.	Inside Pages	150GSM Matte	4.	Colour	Full Colour	5.	Finish	Perfect Binding	6.	Quantity	As advised	EA	
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SN	Item	Specifications	
1	Corporate Colours	Primary Logo Colour Hues 	1,500
2	Corporate Font	Georgia Size 12	
3	Spacing	1.15"	

**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_170_2020-KEN




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	Item	Description	Unit measure	Quantity	Unit rate in Kenya shillings	Total amount in Kenya shillings
Lot 1	Editing and proof reading	<p>The Editor will:-</p> <ol style="list-style-type: none"> 1. Provide extensive editing, proofreading and formatting of the subject report, and verifying the facts and figures provided within (including in the tables and figures, in line with best practices); 2. Ensure that the numbering of tables and figures is correct and in line with the text; 3. Review and ensure the completeness of the references; 4. The edited reports should be submitted in 2 formats-one, using tracked changes to allow the contracting party to identify the proposed changes, and another with the changes duly accepted, to enable the contracting party to understand the implications of the proposed changes. 5. Proofing Language-English United Kingdom 	EA	1		

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Sub-total						
Taxes (if applicable)						
Total amount including taxes						

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/idlo-procurement-general-terms-and-conditions-for-goods_may-2020.pdf

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

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