REQUEST FOR QUOTATION PROCUREMENT OF REFRESHMENTS FOR COMMUNITY ORGANIZATIONS RFQ NO. N_184-2020_SOM

Date: October 21, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation to provide **Refreshments for Community Organizations Meeting on 28th October 2020** 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 **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	Annex D
and IDLO Supplier Code of Conduct	





For any questions/clarifications related to this RFQ please contact IDLO on <u>som-tenders@idlo.int</u> and mention **Clarification RFQ NO. N_184-2020_SOM** in the subject section of your email no later than 24 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

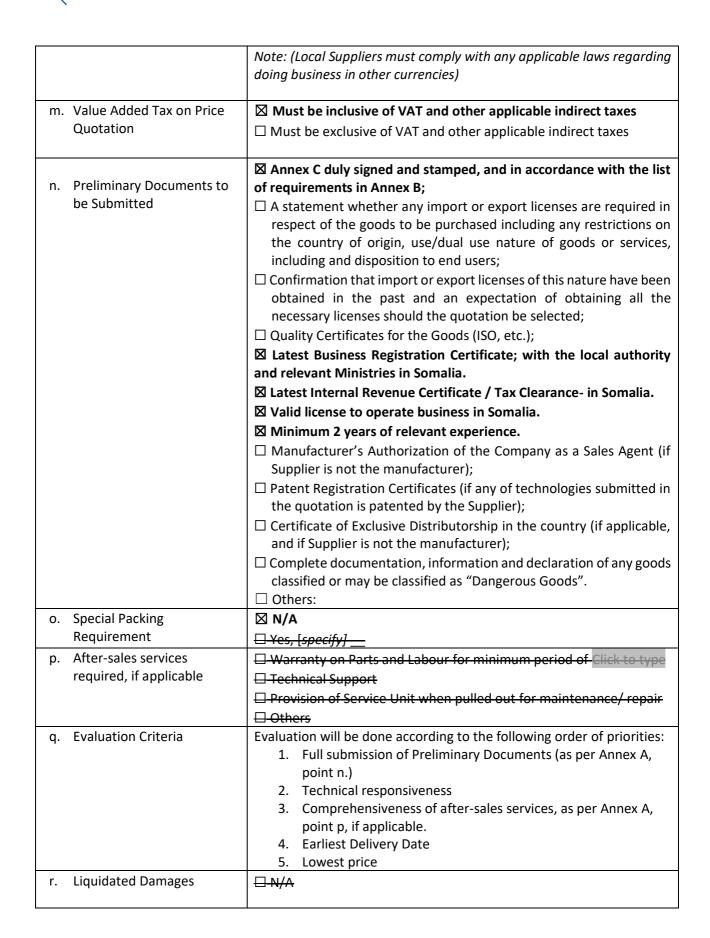
IDLO | International Development Law Organization Somalia



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 Date: October 24, 2020 Time: 17:00 hours Rome Local Time (18:00 Hours Mogadishu, Somalia local time).			
с.	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: <u>som-tenders@idlo.int</u>			
h.	Partial Quotations	 Not permitted Permitted - Bidders may quote either one or several or all of the following Lots: Lot 1: Somali National Women Organization – Mogadishu Lot 2: Center for Research & Intergration Development (CeRID - Kismayo Lot 3: Bay Women Development Organization- Baidoa 			
i.	Place of Delivery	As mentioned in Annex A. h. above			
j.	Delivery Terms	The services are required on 28th October 2020.			
k.	Customs clearance , if needed, shall be done by:	☐ IDLO ☐ Supplier ⊠ N/A			
I.	Currency of Quotation	USD			







☑ 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.
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.



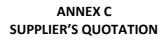


ANNEX B TECHNICAL SPECIFICATIONS

The services are required on 28th October 2020 in Mogadishu, Kismayo and Baidoa

Lots	Item Name	Specification	Unit measure	Quantity	No of days
Lot 1,2 & 3	One time serving of Tea/Coffee, snacks (cake, sambusa, biscuit, and doughnut) and one bottle of 1.5 liters of water.		Person	100	1





(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_184-2020_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

Lots	Item Name	Specification	Unit measure	Quantity	No of days	Unit rate in USD	Total amount in USD
Lot 1 Somali National Women Organization – Mogadishu	Meeting Refreshment	One time serving of Tea/ coffee, snacks (cake, sambusa, biscuit, and doughnut) and one bottle of 1.5 liters of water.	Person	100	1		
Lot 2 Center for Research & Intergration Development (CeRID) - Kismayo	Meeting Refreshment	One time serving of Tea/ coffee, snacks (cake, sambusa, biscuit, and doughnut) and one bottle of 1.5 liters of water.	Person	100	1		
Lot 3 Bay Women Development Organization- Baidoa	Meeting Refreshment	One time serving of Tea/ coffee, snacks (cake, sambusa, biscuit, and doughnut) and one bottle of 1.5 liters of water.	Person	100	1		
	Sub-total					1	
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/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

