

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF FORENSIC BIOLOGY, PHYSICAL AND SEROLOGY SUPPLIES**  
**RFQ NO. N\_18\_2021\_SOM**

**Date: April 7, 2021.**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the **Provision of Forensic Biology DNA and Physical and Serology Supplies** 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 related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_18-2021\_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.

Sincerely yours,

International Development Law Organization | IDLO  
Somalia Country Office

**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 <b>Date: April 15, 2021</b> <b>Time: 15:00 hours Rome, Italy local time</b>
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>60 days</b>  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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Bids	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <b>Bidders may Quote for Lot A or Lot B</b> <b>Or</b> <b>Lot A + Lot B</b>
i. Place of Delivery	Goods shall be delivered to: <b>Bureau of Forensic Science, Garowe, Puntland State of Somalia.</b>
j. Delivery Terms	<b>Incoterms Delivered Duty Paid (DDP) including Customs Clearance to Bureau of Forensic Science, Garowe, Puntland State of Somalia.</b>  Goods shall be delivered within 45 days after receipt of PO or contract from IDLO to <i>i. Place of Delivery</i>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A

I. Currency of Quotation	<b>USD</b> <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> <del>Must be exclusive of VAT and other applicable indirect taxes</del>
n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <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.</b> <input checked="" type="checkbox"/> <b>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.</b> <input checked="" type="checkbox"/> <b>Quality Certificates for the Goods (ISO, etc.).</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate.</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance</b> <input checked="" type="checkbox"/> <b>Evidence of the firm's experience in delivering similar chemical by providing list of clients and evidence of provision of similar goods to at least two (2) clients in the last two (2) years.</b> <input checked="" type="checkbox"/> <b>Company Profile</b> <input type="checkbox"/> <del>Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer).</del> <input type="checkbox"/> <del>Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</del> <input type="checkbox"/> <del>Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer).</del> <input type="checkbox"/> <del>Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</del>
o. Special Packing Requirement	<input type="checkbox"/> <del>N/A</del> <input checked="" type="checkbox"/> <b>Yes</b> <b>Items shall be shipped and stored in accordance with Shipping Temperatures as prescribed in Annex B</b>
p. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> <del>Warranty on Parts and Labour for minimum period of 1 year</del> <input type="checkbox"/> <del>Technical Support</del> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
q. Evaluation Criteria	Evaluation will be done according to the following order of priorities: 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. 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.
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Lot A: Forensic Biology DNA**

No	Catalog Number	Specification	Quantity	Shipping Temperature (° C)
1.	4476135	GlobalFiler™ PCR Amplification Kit Catalog number: 4476135, 200 Reactions per pack	1 pack	-20
2.	4393927	Anode Buffer Container (ABC) 3500 Series Catalog number: 4393927, 4 per pack	2 packs	+20
3.	4408256	Cathode Buffer Container (CBC) 3500 Series Catalog number: 4408256, 4 per pack	2 packs	+20
4.	4408399	GeneScan™ 600 LIZ™ dye Size Standard v2.0 ThermoFisher Catalog number: 4408399, 800 Reactions per pack	2 packs	+4
5.	4311320	Hi-Di™ Formamide ThermoFisher Catalog number: 4311320, 25ml per bottle	3 bottles	+4
6.	4393715	Pop-4 (384) Polymer 3500 Series Each Pack size: 384 samples	3 packs	+4
7.	A32607	NUCLEIC-CARD™ Collection Device System ThermoFisher Catalog number: A32607, 50 pieces per case	2 cases	+20
8.	15342805	GE Healthcare Whatman™ Harris Micro Punch Replacement Cutting Mat	5 units	+20
9.	12321D	DynaMag™-2 Magnet ThermoFisher Catalog number: 12321D, Each	1 unit	+20
10.	12322D	SampleRack (for DynaMag™-2 magnet) ThermoFisher Catalog number: 12322D, Each	1 unit	+20
11.	4410715	Septa Cathode Buffer Container (for the 3500 series Genetic analyzers) ThermoFisher Catalog number: 4410715, 10 sets per pack	2 packs	+20
12.	4412614	Septa for 3500/3500xL Genetic Analyzers, 96 well ThermoFisher Catalog number: 4412614, 20 sets per pack	2 packs	+20



**Lot B: Forensic Biology Physical and Serology**

<b>No</b>	<b>Pack Number</b>	<b>Specification</b>	<b>Quantity</b>
1.	HBF07/30	HemDirect (30), Laboratory test kit for the detection of hemoglobin as marker of blood Box of 30 individually sealed tests and 30 vials with 1.5 mL dilution buffer each	3 Boxes
2.	PSM400F/40	PSA Semiquant (40), Laboratory test kit for the detection of PSA as marker of seminal fluid Box of 40 cards and 50 mL dilution buffer extractions	5 Boxes
3.	AMY/40	AmylaseTest (40), Laboratory test kit for the detection of alpha-Amylase as marker of saliva Box of 40 cards and 50 mL dilution buffer extractions	5 Boxes
4.	CK-OFK450	OFK-450 OPTIMAX™ Blue LED, Forensic Lamp Kit	1 Kit
5.	CHE-1200	Phenolphthalein Presumptive Blood Test Kit	5 Kits



**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\_18-2021\_SOM**

<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: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

**Lot A - Forensic Biology DNA**

No.	Item	Quantity	Unit rate in USD	Total amount in USD
1.	Globalfiler™ PCR Amplification Kit (200 Reactions) Each	<b>1 pack</b>		
2.	Anode Buffer Container 3500 Series Each	<b>2 packs</b>		
3.	Cathode Buffer Container 3500 Series Each	<b>2 packs</b>		
4.	Genescan-600 Liz Size Std V2.0 Each	<b>2 packs</b>		
5.	Hi-Di Formamide Bottle 25 ML	<b>3 bottles</b>		
6.	Pop-4 (384) Polymer 3500 Series Each	<b>3 packs</b>		
7.	Nucleic Card Collection Device	<b>2 Cases</b>		
8.	GE Healthcare Whatman™ Harris Micro Punch Replacement Cutting Mat	<b>5 units</b>		
9.	DynaMag™-2 Magnet (form ThermoFisher)	<b>1 unit</b>		
10.	Sample Rack DynaMag™-2 Magnet (form ThermoFisher)	<b>1 unit</b>		
11.	Septa Cathode Buffer Container 3500 Series	<b>2 packs</b>		
12.	Septa 96-Well 3500 Series	<b>2 packs</b>		
<b>Sub-Total Lot A</b>				
<b>Taxes (if applicable)</b>				
<b>Freight (if applicable. If not applicable, indicate N/A)</b>				
<b>Custom clearance costs (if applicable. If not applicable, indicate N/A)</b>				
<b>Delivery Lead Time</b>				
<b>Grand Total Lot A</b>				

**Lot B - Forensic Biology Physical and Serology**

<b>No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit rate in USD</b>	<b>Total amount in USD</b>
1.	HemDirect (30), Laboratory test kit for the detection of hemoglobin as marker of blood 1 box, 30 test per box	<b>3 Boxes</b>		
2.	PSA Semiquant (40), Laboratory test kit for the detection of PSA as marker of seminal fluid 1 box, 40 tests per box	<b>5 Boxes</b>		
3.	AmylaseTest (40), Laboratory test kit for the detection of alpha-Amylase as marker of saliva 1 box, 40 tests per box	<b>5 Boxes</b>		
4.	OFK-450 OPTIMAX™ Blue LED, Forensic Lamp Kit	<b>1 Kit</b>		
5.	Phenolphthalein Presumptive Blood Test Kit	<b>5 Kits</b>		
<b>Sub-Total Lot B</b>				
<b>Taxes (if applicable)</b>				
<b>Freight (if applicable. If not applicable, indicate N/A)</b>				
<b>Custom clearance costs (if applicable. If not applicable, indicate N/A)</b>				
<b>Delivery Lead Time</b>				
<b>Grand Total Lot B</b>				

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**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)

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