

REQUEST FOR QUOTATION
PROCUREMENT OF FURNITURE AND OFFICE EQUIPMENT FOR SOMALI BAR ASSOCIATION
RFQ NO. N_198_2020_SOM

Date: **October 29, 2020**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Furniture and Office Equipment For Somali Bar Association** 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 som-tenders@idlo.int and mention **Clarification RFQ NO. N_198_2020_SOM** in the subject section of your email no later than 48 hours prior to the deadline for submission.

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: November 4, 2020 Time: 15:00 hours Rome, Italy local time. (16:00 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: som-tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> 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	Somalia Bar Association Mogadishu, Somalia
j. Delivery Terms	Goods are to be delivered within 20 days after receipt of PO or contract from IDLO to Somalia Bar Association, Mogadishu Somalia. Delivered Duty Paid (DDP) including customs clearance to Puntland 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	United States Dollar <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"/> 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 checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year <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	Evaluation will be done according to the following order of priorities: <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



	<p><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> <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>
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**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

Lot	Item Name	Specification	Unit measure	Quantity
1.	EXECUTIVE CHAIR	Colour: Black Material: Leather and PVC Style: Chair Item Weight: 35.3 pounds Product Dimensions: 29.1 x 26.1 x 45.5 inches Assembled Height: 45.08 inches Assembled Width: 27.56 inches Weight 35.27 Pounds Adjustable Height, Revolving, comfortable,	Piece	1
2.	FILE OFFICE CABINET	Door: with 2 glass doors and 2 wooden doors Material: MDF with wood veneer /paper finish Size(mm): 800*400*2000mm Open Type: Push-Pulling Colour: brown or red	Piece	1
3.	OFFICE SIDE CHAIRS	Office side chairs Item Dimensions L x W x H: 27.4 x 23.6 x 35.8 inches Material: Bonded Leather and metal frame colour: Black Frame Material: Metal Item Weight:24.7 pounds Assembled Seat Height: 19.6 Inches	Piece	30
4.	WHITEBOARD	Magnetic Framed Dry Erase White Board Item Weight:11.46 pounds Product Dimensions:48 x 36 x 1.77 inches colour: Aluminium Frame Material Type: Alloy Steel, Aluminium Size: 36" x 48" Style: Hanging Use vertically or horizontally Dry-erase marker and magnets included	Piece	1
5.	BANQUET CHAIRS	Dimension: 450W x 520D x 460SH x 930H mm Materials: Aluminium Metal thickness: Aluminium: 1.8/2.0mm, Steel: 1.2mm Armrest: Without Armrest Colour: Red, brown, Silver, or black Metal Finished: Glossy oil painting or powder coated finished. Plywood thickness: 9mm thickness plywood in seat and 5mm thickness in back Rubber feet: fitted with rubber feet for secure, scratch-free floor	Piece	30
6.		Water Cooling Machine,	Piece	

Lot	Item Name	Specification	Unit measure	Quantity
	WATER COOLING MACHINE	Material: Stainless Steel-SS 20/40 BG Type: Both hot and cooling Cold water temperature: (5-10°C with 2Liters/H), Hot water temperature: (80-95°C with 5 litres/hour). Power rating 115VAC/60Hz One-year warranty		1
7.	AIR CONDITIONER	Air Conditioner Item Weight: 310 pounds Star rating: 5 Star Type: AC, 24000 BTU, dual cooling. Cooling Capacity (KW/hr): above 1 Air circulation (CFM H/M/L): above3000KW/hr Compressor Type: Rotary type, 5 Air circulation (CFM H/M/L): above 300/250/200, IDU Noise level(dBA): ≤ 45/40/35 8 Control: Microprocessor controlled codeless remote Power Source (V/Hz/Ø): 230/50/1 10 Display: LED/LCD 11 Remote control distance: Min 10 meters One-year warranty	Piece	2

Specifications for After-Sale Service for Goods

Lots	Description
Lot 6	1-Year Warranty
Lot 7	1-Year Warranty

**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_198_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 Description	Picture	Unit measure	Quantity	Unit rate in USD	Total amount in USD
Lot 1	EXECUTIVE CHAIR		Piece	1		
Lot 2	FILE OFFICE CABINET		Piece	1		
Lot 3	OFFICE SIDE CHAIRS		Piece	30		
Lot 4	WHITEBOARD		Piece	1		
Lot 5	BANQUET CHAIRS		Piece	30		
Lot 6	WATER COOLING MACHINE		Piece	1		
Lot 7	AIR CONDITIONER		Piece	2		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Lot 6 – 1-Year Warranty			
Lot 7 – 1-Year Warranty			

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%20terms%20and%20conditions%20for%20goods%20and%20services%20aug%202020.pdf)

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