

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE EQUIPMENT & STATIONERY
RFQ NO. N_19_2021-SOM

Date: **February 17, 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **Office Equipment and Stationery** 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

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. N_19_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 Date: February 23, 2021 Time: 15:00 hours Rome, Italy 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 checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	AGO Mogadishu London Road, H/Weyne District, Banadir Region, Mogadishu, Somalia
j. Delivery Terms	Goods will be delivered within 30 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
l. Currency of Quotation	USD <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

<p>n. Preliminary Documents to be Submitted</p>	<p><input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</p> <p><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;</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 Licence Registration Certificate.</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance.</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"/> Evidence of firm experience in delivery of similar goods by providing the list of clients and Proof of evidence of provisions of similar goods to at least 2 clients in the last 2 years (Contracts and LPOs)</p> <p><input checked="" type="checkbox"/> Relevant Company Profile</p> <p><input checked="" type="checkbox"/> Financial Statements, including Annual Turnover</p>
<p>o. Special Packing Requirement</p>	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes</p>
<p>p. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 Year</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>
<p>q. Evaluation Criteria</p>	<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
<p>r. Liquidated Damages</p>	<p><input type="checkbox"/> N/A</p> <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

SN	Item Name	Specification	Unit measure	Quantity
1	Executive Chair	<i>Adjustable Height, Revolving, comfortable, black colour Weight bearing load 110 Kg</i>	Pcs	1
2	Executive Desk	<i>Dimension 1600L*700W*750H Office desk with Minimum size 4 feet, Material: wood</i>	Pcs	3
3	Office Cabinet	<i>Wooden material, with 2 doors, push-pulling opening type, Dimensions: 35.4" x 15.7" x 70.9" (W x D x H) weighing capacity: 66.14 lb</i>	Pcs	3
4	Office side chairs	<i>colour: black size: 103*58*45, Material: Mesh and Metal. Weight bearing load 110 Kg</i>	Pcs	2
5	Whiteboard	<i>Smooth & durable surface, anti-scrap, easy drywipe. Easy installation with fixing kits, can be mounted vertically or horizontally. Size: 36 x 48 inch. Material Type: aluminium</i>	Pcs	1
6	Conference Table	<i>Wooden material, Optimum finish, Durability and Stylish designs features. Minimum 8 seats. Size dimension 3600*1500*750 Shape: Rectangular</i>	Pcs	2
7	Conference Chairs	<i>Color: Black Leather soft/Mesh Material: Foam Leather Mesh Nylon Steel Item Dimensions LxWxH: 25.5 x 24.5 x 41.25 inches Max Weight Recommendation: 250 Pounds Item Weight: 31 Pounds</i>	Pcs	50
8	Classroom Desks & Chairs	<i>Specific Use: School Sets Material: wood and metal removable classroom tables, Color: Brown Volume:0.073cbm Size of desk: L600*W400*H700 Size of chair: L360*W360*H400</i>	Pcs	40

9	Flip chart	<i>Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 2 Pads (561)</i>	Pcs	1
10	Eraser	<i>Eraser Item Weight: 1.12 ounces Product Dimensions: 3.75 x 6 x 1.13 inches Color: White Material Type: Hi-Polymer Number of Items: 1 Size:10 Pack Ink Color: White</i>	Pack	1
11	Marker	<i>Color: Assorted Type: white board (erasable) Ink Color: Multicolour Material: Plastic Item Dimensions LxWxH: 6.7 x 5.1 x 1 inches 1-pack with 10 Pcs</i>	Pack	1

**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_19_2021-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

SN	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
1	Executive Chair	Refer to Annex B	Pcs	1		
2	Executive Desk	Refer to Annex B	Pcs	3		
3	Office Cabinet	Refer to Annex B	Pcs	3		
4	Office side chairs	Refer to Annex B	Pcs	2		

5	Whiteboard	Refer to Annex B	Pcs	1		
6	Conference Table	Refer to Annex B	Pcs	2		
7	Conference Chairs	Refer to Annex B	Pcs	50		
8	Classroom Desks & chairs	Refer to Annex B	Pcs	40		
9	Flip chart	Refer to Annex B	Pcs	1		
10	Eraser	Refer to Annex B	Pack	1		
11	Marker	Refer to Annex B	Pack	1		
Sub-total						
Taxes (if applicable)						
Delivery Days						
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_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>