

REQUEST FOR QUOTATION
PROCUREMENT OF DESIGN AND PRINTING SERVICES
RFQ NO. N_207-2020_SOM

Date: November 9, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for Design and Printing Services 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 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 **RFQ NO. N_207_2020_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 services/ goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: November 15, 2020 Time: 16:00 hours Mogadishu, Somali 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/ 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 Goods/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: som-tenders@idlo.int
h. Partial Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted Complete (Lot A) or (Lot B and C)
i. Place of Delivery	Goods will be delivered within 5 days after receipt of PO or contract from IDLO to the following locations: Lot A Attorney General Office, Street One, East of Ministry of Education and Higher Education, Garowe, Puntland State of Somalia. Lot B SBA Office, Big Gate Apartment, Hamar weyne Mogadishu, Banadir, Somalia. Lot C Attorney General Office, Banadir Court Complex, Hamar weyne Mogadishu, Banadir, Somalia
j. Delivery Terms	Goods will be delivered within 5 days after receipt of PO or contract from IDLO.

k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" 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
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 any 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; with the local authority and relevant Ministries in Somalia. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance-Somalia <input checked="" type="checkbox"/> Valid license to operate business In Somalia <input checked="" type="checkbox"/> Copies of at least two LPOs or contracts for large scale design and printing services offered within the last two years with the UN, Embassies, Government entities. INGOs or multinational Corporations. <input checked="" type="checkbox"/> Minimum 2 years of relevant experience with similar Contracts <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 checked="" type="checkbox"/> Others:
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, <u>[specify] —</u>
p. After-sales services required, if applicable	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type <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: 1. Full submission of Preliminary Documents (as per Annex A, point n.)

	<ul style="list-style-type: none"> 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	<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>

ANNEX B
TECHNICAL SPECIFICATIONS FOR GOODS AND SERVICES

LOT A

Place of Delivery: **Attorney General Office, Street One, East of Ministry of Education and Higher Education, Garowe, Puntland State of Somalia.**

Item No.	Item Name	Specification	Unit measure	Quantity
1	Design and Printing of Sexual Offensive Act	<p>Design of the Sexual Offensive Act to include:</p> <ul style="list-style-type: none"> • Front and Back Cover Pages • Content Design in preferred colour scheme to be provided to awarded bidder <p>Publication size: A4 Printing: Conventional Extent: 17 pages</p> <p>Printing Details:</p> <ul style="list-style-type: none"> • Printing colour: Colour, Single Sided Printing • Full use of colour throughout the document • 80lbs Gloss Cover <p>Paper Details:</p> <ul style="list-style-type: none"> • Paper Inside: 150 gsm • Paper Cover: 300 gsm <p>Binding:</p> <ul style="list-style-type: none"> • Perfect Binding with spiral bound 	EA	1000

LOT B

Place of Delivery: **SBA Office, Big Gate Apartment, Hamar weyne Mogadishu, Banadir, Somalia**

Item No.	Item Name	Specification	Unit measure	Quantity
1	Printing Banners	Banners: <ul style="list-style-type: none">• Size: 2 m x 3m• Colour: full colour with white background & coloured writings & logos• Material Type: adhesive vinyl• Type: banner wall	Piece	2
2	Design & Printing of Certificates	Certificates: <ul style="list-style-type: none">• Paper size: A4• Number of certificates: 128• Type of paper: Glossy• Printing Colour: coloured	Piece	128

LOT C

Place of Delivery: **Attorney General Office, Banadir Court Complex, Hamar weyne Mogadishu, Banadir, Somalia**

Item No.	Item Name	Specification	Unit measure	Quantity
1	Design and Printing of the SGBV Trial Advocacy Manual	Publication size: A4 Printing: Conventional Extent: 103 pages Printing details: <ul style="list-style-type: none">• Printing colour: Colour, Double Sided Printing• Full use of colour throughout the document• 80lbs Gloss Cover Paper Details: <ul style="list-style-type: none">• Paper Inside: 150 gsm• Paper Cover: 300 gsm Binding: <ul style="list-style-type: none">• Perfect Binding with spiral bound	Piece	50

Item No.	Item Name	Specification	Unit measure	Quantity
2	Design and Printing of the Prosecutor's Resource Book	<p>Publication size: A4 Printing: Conventional Extent: 67 pages</p> <p>Printing details:</p> <ul style="list-style-type: none"> • Printing colour: Colour, Double Sided Printing • Full use of colour throughout the document • 80lbs Gloss Cover <p>Paper Details:</p> <ul style="list-style-type: none"> • Paper Inside : 150 gsm • Paper cover : 300 gsm <p>Binding:</p> <ul style="list-style-type: none"> • Perfect Binding with spiral bound 	Piece	50
3	Design and Printing of the Interview Guidelines	<p>Publication size: A4 Printing: Conventional Extent: 31 pages</p> <p>Printing details:</p> <ul style="list-style-type: none"> • Printing colour: Colour, Double Sided Printing • Full use of colour throughout the document • 80lbs Gloss Cover <p>Paper Details:</p> <ul style="list-style-type: none"> • Paper Inside: 150 gsm • Paper Cover: 300 gsm <p>Binding:</p> <ul style="list-style-type: none"> • Perfect Binding with spiral bound 	Piece	50
4	Printing of Wall Banner for Prosecutors Training in Mogadishu	<p>Banners:</p> <ul style="list-style-type: none"> • Size: 2 m x 3m • Colour: full colour with white background & coloured writings & logos • Material type: adhesive vinyl • Type: banner wall 	Piece	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_207_ 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

LOT A

Item No.	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
1	Design and Printing of Sexual Offensive Act	Refer to Annex B	EA	1000		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						

LOT B

No	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
1	Printing Banners	Refer to Annex B	EA	2		
2	Design & Printing of Certificates	Refer to Annex B	EA	128		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						

LOT C

No	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
1	Design and Printing of SGBV Trial Advocacy Manual	Refer to Annex B	EA	50		
2	Design and Printing of Prosecutor's Resource Book	Refer to Annex B	EA	50		
3	Design and Printing of Interview Guidelines	Refer to Annex B	EA	50		
4	Printing of Wall Banner for Prosecutors Training in Mogadishu	Refer to Annex B	EA	1		
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/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>