

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF ICT EQUIPMENT**  
**RFQ NO. N\_20\_A\_2021\_SOM**

Date: **24 March 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **ICT Equipment** 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\_20\_A\_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 <b>Goods</b>	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: 2 April 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 <b>Goods</b> 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 <b>Goods</b> Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 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 Quotations	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted – Bidders may submit Quotes for one or more Lots
i. Place of Delivery	Goods shall be delivered to: <b>Attorney General Office</b> <b>London Road, H/Weyne District</b> <b>Banadir Region</b> <b>Mogadishu, Somalia</b>
j. Delivery Terms	Incoterms <b>Delivery Duty Paid (DDP)</b> including Customs Clearance in Mogadishu.  <b>Goods</b> will be delivered within <b>45 days</b> 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"/> <b>Supplier</b> <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>Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; <u>OR</u>, provision of link to Manufacturer's website showing the Product Data Sheet;</b> <input checked="" type="checkbox"/> <b>Provision of Serial Number at Time of Shipment to be included in Contract and to be counterchecked by IDLO at the time of Delivery;</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>Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</b> <input checked="" type="checkbox"/> <b>Minimum two (2) Contracts/LPOs of similar value and nature in the past two (2) years as proof of experience with UN Agencies, INGOs, NGOs, or Foreign Embassies indicating contactable domain email references for verification.</b> <input checked="" type="checkbox"/> <b>Letters of Reference from at least two (2) clients indicating delivery of similar Goods in the past two (2) years with contactable domain email references for verification.</b> <input checked="" type="checkbox"/> <b>Company Profile</b>  <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".
o. Special Packing Requirement	<input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <del>Yes</del>

p. After-sales services required, if applicable	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labour as per each Lot under Annex B</b> <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.) 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"/> <b>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.</b> <b>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.</b>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Goods:**

Lot	Item Name	Specification	Unit measure	Quantity
1	Desktop All in One	<ul style="list-style-type: none"> <li>• <b>Display;</b> support for one billion colours 500 nit's brightness Wide Color (P3) True Tone technology Configurable with nano-texture glass</li> <li>• <b>Processor</b> 3.8GHz 8-core 10th-generation Intel Core i7, Turbo Boost up to 5.0GHz</li> <li>• <b>Memory</b> 8GB (two 4GB) of 2666MHz DDR4 memory; four SO-DIMM slots, user accessible Configurable to 16GB, 32GB, 64GB, or 128GB</li> <li>• <b>Storage</b> 1 TB HDD OR SSD</li> <li>• <b>Graphics</b> Radeon Pro 5700 XT with 16GB of GDDR6 memory</li> <li>• <b>Video</b> Support HD camera Simultaneously supports full native resolution on the built-in display at 1 billion colors and: One 6016-by-3384 (6K) external display at 60Hz with support for 1 billion colors, or Two 6016-by-3384 (6K) external displays at 60Hz with support for 1 billion colors (requires Radeon Pro 5700 or Radeon Pro 5700 XT), or One 5120-by-2880 (5K) external display at 60Hz with support for 1 billion colors, or Two 3840-by-2160 (4K UHD) external displays at 60Hz with support for 1 billion colors, or Two 4096-by-2304 (4K) external displays at 60Hz with support for millions of colors Thunderbolt 3 digital video output Native DisplayPort output over USB-C Thunderbolt 2, HDMI, DVI, and VGA output supported using adapters (sold separately)</li> <li>• <b>Audio</b> stereo speakers Studio-quality three-mic array with high signal-to-noise ratio and directional beamforming 3.5 mm headphone.</li> </ul>	Piece	3

Lot	Item Name	Specification	Unit measure	Quantity
		<ul style="list-style-type: none"> <li>• <b>Wireless Wi-Fi</b> 802.11ac Wi-Fi wireless networking IEEE 802.11a/b/g/n compatible</li> <li>• Bluetooth 5.0 wireless technology</li> <li>• Screen Size: 24" Inch</li> <li>• Touchscreen: NO</li> <li>• Operating System: Windows 10 Pro ENG 64-bit (genuine)</li> <li>• Warranty: 1 Year</li> </ul>		
2	Printer	<p>All-in-One Wireless Laser Printer, Duplex Copy &amp; Scan</p> <ul style="list-style-type: none"> <li>• Printing type: two sided</li> <li>• Color: white</li> <li>• Printing output: Color Print</li> <li>• Speed: 30 pages per minute</li> <li>• Warranty: 1 Year</li> </ul>	Piece	1
3	UPS	<p>Frequency: 60Hz nominal, Color: black, synchronized, <math>\pm 0.05\%</math> in battery mode</p> <p>Power Rating: 1000VA</p>	Pcs	3
4	TV Projector	<p>55 Inch Class 4K HDR Smart LED TV (54.6" Diag)</p> <ul style="list-style-type: none"> <li>• IPS 4K Display</li> <li>• Quad Core Processor</li> <li>• 4K Active HDR</li> </ul> <p>Port &amp; connectors inputs:</p> <ul style="list-style-type: none"> <li>• RF.</li> <li>• Stereo/Composite Video.</li> <li>• S-Video. ...</li> <li>• Component Video. ...</li> <li>• HDMI. ...</li> <li>• VGA. ...</li> <li>• Ethernet. ...</li> <li>• USB</li> <li>• Warranty: 1 Year</li> </ul>	Piece	1
5	Portable Projectors	<ul style="list-style-type: none"> <li>• <b>Contrast ratio:</b> 3000 to 1 with Auto Iris on and Normal Power</li> <li>• Consumption mode</li> <li>• <b>Image size:</b> Bright Link 480i: 55.9 to 93.2 inches (1.42 to 2.37 m)</li> <li>• Bright Link 475Wi/485Wi: 60 to 100 inches</li> </ul>	Piece	1

Lot	Item Name	Specification	Unit measure	Quantity
		<ul style="list-style-type: none"> <li>(1.52 to 2.54 m</li> <li><b>Video ports:</b></li> <li>HDMI. ...</li> <li><b>Warranty: 1 Year</b></li> </ul>		
6	Microphone	<ul style="list-style-type: none"> <li><b>Specifications, 5-Wire, 6-inch Gooseneck Microphone,</b></li> <li><b>Color Black</b></li> <li><b>Signal/ Noise Ratio 68 dB</b></li> <li><b>Impedance 150 ohms</b></li> <li><b>Local Attenuation &gt;90 dB</b></li> <li><b>Frequency Response 125 to 18,000 Hz</b></li> <li><b>Dynamic Range 84 dB</b></li> <li><b>Phantom Power 23 to 52 V DC phantom, 2.0 mA</b></li> <li><b>Output Sensitivity -36 dBV/Pa ±1 dB</b></li> <li><b>Dimensions 3.5in (89 mm) x 3.77in (96mm) x 7.48in (190 mm)</b></li> <li><b>Weight 8.5 ounces (241 grams)</b></li> </ul>	Piece	2

#### Specifications for After-Sale Service for Goods

Lots	Description
Lot 1	Warranty as per Annex B, Technical Specifications



**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\_20\_A\_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	Item	Description	Unit of Measure	Quantity	Unit rate in USD	Total amount in USD
1	<b>Desktop</b>	Refer Annex B Technical Specifications	Piece	3		
2	<b>Printer</b>	Refer Annex B Technical Specifications	Piece	1		
3	<b>UPS</b>	Refer Annex B Technical Specifications	Piece	3		
4	<b>Screen Projectors</b>	Refer Annex B Technical Specifications	Piece	1		
5	<b>Portable Projectors</b>	Refer Annex B Technical Specifications	Piece	1		
6	<b>Microphone</b>	Refer Annex B Technical Specifications	Piece	2		
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Total amount including taxes</b>						

**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>
Delivery Lead Time			
Warranty as per Annex B Technical Specifications			

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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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