

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE STATIONERY
RFQ NO. N_57_2021_SOM

Date: June 28, 2021

Dear Sir / Madam,

You are kindly requested to submit your Quotation for the supply of **Stationery** 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_57_2021_SOM** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Proposals:

On or before: **July 2, 2021**

Time: 15:00 hours Rome, Italy local time (16:00 hours Somalia local time).

Important: This RFQ is for the supply of Stationery for delivery to:

Lot A - Beledewyne Municipality

Lot B - Ministry of Interior of Hirshabelle

Thank you and we look forward to receiving your Bid.

Sincerely yours,

IDLO | International Development Law Organization
Somalia Country Office

Annex A
Instructions to Bidders

a. Description of requested Goods	See Annex B
b. Deadline for Quotation	The Bid shall be addressed to IDLO on or before Date: July 2, 2021 Time: 15:00 hours Rome, Italy local time (16:00 hours 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	90 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	Goods are to be provided to: <ul style="list-style-type: none"> • Lot A - Beledwyne Municipality • Lot B - Ministry of Interior of Hirshabelle
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO. Incoterms Delivery at Place (DAP) including Customs Clearance to the Locations in Section <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
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 checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance. <input checked="" type="checkbox"/> Minimum 2 contracts or Purchase Order of similar value and nature implemented over the last 3 years with UN Agencies, INGOs, Embassies or Government State Agencies or multinational corporations. <input checked="" type="checkbox"/> Letters of reference from at least two (2) clients indicating delivery of similar Goods in the last years (2) years with detail of the contact persons. Provide contactable domain email addresses for reference check. <input checked="" type="checkbox"/> Income Statement and Balance Sheet for 2018 and 2019; Required minimum turnover for a bidder is EUR 15,000 per each of the above-mentioned years; <input checked="" type="checkbox"/> Relevant Company Profile
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour as per each Lot in Annex B <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
q. Evaluation of Quote	<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
r. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. 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**

Specifications for Goods:

Lot A - Hirshabelle State of Somalia Beledewyne Municipality				
SN	Item Name	Specification	Unit measure	Quantity
1.	Office file Tray	Mesh 3 Tier Document, Letter Tray, Desk Organizer, Item Weight: 3 pounds Product Dimensions: 13.75 x 11.75 x 10.75 inches Colour: Black Material Type Paper, Metal Size: Letter Paper	Each	18
2.	Clip file	Medium Black Paper Binder Clips Clamps, Coideal 24 Pack 1 1/4 Inch Metal Bulldog Clip for Office (32mm)	Each	12
3.	File (File box)	File Folder (File box) Item Weight: 1.1 pounds Approximate Product Dimensions: 12.6 x 9.4 x 1.6 inches, Colour: Multi	Each	1
4.	Pen holder	2 additional shallow compartments for holding clips or other small supplies Small notched supply drawer pulls out to hold 2.5" x 3" notes Item Weight: 1.15 pounds Approximate Product Dimensions: 9.6 x 4.7 x 4.3 inches Colour: Black	Each	12
5.	Printing Paper A4	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper	Dozen	25
6.	Office glue	Item Weight: 1 pounds, Number of Items: 1 Approximate Product Dimensions: 5.25 x 2.75 x 8.88 inches Colour: White Material Type: Plastic Size: 3 grams	Dozen	12
7.	Flip charts	White flip chart paper Type: 3-Hole Punched, Color: Plain White, Size :15 Lb, 50 Sh/Pd, 2 Per Carton	Pcs	24
8.	Pens	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or "equivalent product"	boxes	5

Lot A - Hirshabelle State of Somalia
Beledewyne Municipality

SN	Item Name	Specification	Unit measure	Quantity
9.	Staplers medium	Standard stapler Type: Full strip 20 sheets 24/6 26/6 metal stapler for office	Dozen	5
10.	Pen Markers	Pen Markers Magnetic Fine Tip Dry Erase Markers with Erasers, Low Odour Fine Point Erasable Whiteboard Marker Pen for Work Office 12 in a Pack Assorted Colours	Dozen	72
11.	Sticky notes	Sticky notes Item Weight: 1.63 pounds Approximate Product Dimensions: 7.44 x 3.19 x 3.19 inches Colour: Multicolour, Cover Material: Paper, Material Type: Paper Number of Items: 1 Approximate Size: 3" x 3", Sheet Size; 3 Width x 3 Length	Dozen	24
12.	Spiral Notebooks	Spiral Notebooks Item Weight: 9.6 ounces, Approximate Product Dimensions: 0.56 x 9.19 x 11 inches Colour: Black/brown/yellow/red, Size: 8-1/2 x 11" Ruling: Legal	Box	120
13.	Envelopes	Catalogue Mailing Envelopes, Peel & Seal, 9x12 Inch, Colour: Brown	Box	5
14.	Clipboards	Clipboards-Officeworks - 30-Pack Item Weight: 13.4 pounds Approximate Product Dimensions: 12.5 x 0.5 x 9 inches Size: 30-Pack	Box	2



Lot B Hirshabelle State of Somalia Ministry of Interior of Hirshabelle				
SN	Item Name	Specification	Unit measure	Quantity
1.	Clip file	Medium Black Paper Binder Clips Clamps, Coideal 24 Pack 1 1/4 Inch Metal Bulldog Clip for Office (32mm)	Each	24
2.	File (File box)	File Folder (File box) Item Weight: 1.1 pounds Approximate Product Dimensions: 12.6 x 9.4 x 1.6 inches, Colour: Multi	Box	1
3.	Pen holder	2 additional shallow compartments for holding clips or other small supplies Small notched supply drawer pulls out to hold 2.5" x 3" notes Item Weight: 1.15 pounds Product Dimensions: 9.6 x 4.7 x 4.3 inches Colour: Black	Each	24
4.	Printing Paper A4	A4 Paper. Size: 100 grams A4, Colour: White, Packing: 500 pcs / ream recycled paper	Box	25
5.	Glue stick	Item Weight: 1 pounds Product Dimensions 5.25 x 2.75 x 8.88 inches Colour: White Material Type Plastic Size: Large Stick	Dozen	12
6.	Flip charts	White flip chart paper 3: Hole Punched, Color: White, 15 Lb, Plain White, 50 Sh/Pd, 2 Per Carton	Pcs	12
7.	Pens	Bic round Stick Xtra Life Ballpoint Pen, Medium Point (1.0mm), Black, 60-Count or "equivalent product"	Box	5
8.	Medium Stapler Machine	Medium Stapler Machine Item Weight: 5.2 ounces, Colour: Black, Product Dimensions: 6.18 x 1.46 x 2.17 inches Material Type: Metal, Rubber, Size: 1-Pack	Each	5
9.	Large Stapler Machine	Large Stapler Machine Item Weight: 1 pounds Product Dimensions: 13.75 x 3.19 x 6.75 inches Colour: Black/Gray Cover Material: Metal Number of Items: 1	Dozen	1

Lot B Hirshabelle State of Somalia
Ministry of Interior of Hirshabelle

SN	Item Name	Specification	Unit measure	Quantity
		Sheet Size: 160 pages		
10.	Pen Markers	Pen Markers Magnetic Fine Tip Dry Erase Markers with Erasers, Low odour Fine Point Erasable Whiteboard Marker Pen for Work Office 12 Pack Assorted Colours	Dozen	72
11.	Sticky notes	Sticky notes Item Weight: 1.63 pounds Product Dimensions:7.44 x 3.19 x 3.19 inches Colour: Multicolour, Cover Material: Paper, Material Type: Paper Number of Items: 1 Size: 3" x 3", Sheet Size; 3 Width x 3 Length	Dozen	24
12.	Spiral Notebooks	Spiral Notebooks Item Weight: 9.6 ounces, Product Dimensions: 0.56 x 9.19 x 11 inches Colour: Black/brown/yellow/red, Number of Items: 1 Size: 8-1/2 x 11" Ruling: Legal	Pcs	120
13.	Envelopes	Catalogue Mailing Envelopes, Peel & Seal, 9x12 Inch, Brown	Box	5
14.	Paper Punch	Paper Punch Capacity: 22 sheets Punching Distance 80mm Punching diameter 5.5 mm	Each	12
15.	Power Extension Cable	Power Extension Cable Size: 8 feet cord Type: 4 plugs, round	Dozen	10







**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_57_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	Description of Items	Photo	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	Office file Tray		Each	18	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Clip file		Each	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	File (File box)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Pen holder		Each	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Printing Paper A4		Dozen	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Office glue		Dozen	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items	Photo	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
7.	Flip charts		Pcs	24	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Pens		boxes	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Staplers medium		Dozen	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Pen Markers		Dozen	72	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	Sticky notes		Dozen	24	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items	Photo	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
12.	Spiral Notebooks		Box	120	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
13.	Envelopes		Box	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
14.	Clipboards	N/A	Box	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Sub-Total Cost of Goods for Lot A Beledewyne Municipality							
1.	Clip file		Each	24	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	File (File box)		Box	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items	Photo	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
3.	Pen holder		Each	24	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Printing Paper A4		Box	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Glue stick		Dozen	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Flip charts		Pcs	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Pens		Box	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Medium Stapler Machine		Each	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items	Photo	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
9.	Large Stapler Machine		Dozen	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Pen Markers		Dozen	72	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	Sticky notes		Dozen	24	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
12.	Spiral Notebooks		Pcs	120	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
13.	Envelopes		Box	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
14.	Paper Punch		Each	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items	Photo	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
15.	Power Extension Cable		Dozen	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Sub-Total Cost of Goods for Lot B Ministry of Interior of Hirshabelle							
Freight							
Insurance							
Customs Clearance							
Taxes/ VAT (___%) (if applicable)							
Grand Total							

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>