

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE EQUIPMENT
RFQ N_70_2021_SOM

Date: September 9, 2021

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **ADR Office Equipment** 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 N_70_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 Date: **16 September 2021**

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

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: September 16, 2021 Time: 15:00 Hours Rome, Italy local time/ 1600 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 shall be delivered to: <ol style="list-style-type: none"> 1. ADR Center Hargeisa, MaroodhiJeex region Somaliland. 2. ADR Center Burao, Togdeer region Somaliland. 3. Ministry of Judiciary, ADR Unit Hargeisa Somaliland. 4. ADR Center Cerigaabo, Sanaag region Somaliland . 5. ADR Center Lascaanood ,Sool region Somaliland .
j. Delivery Terms	Goods will be delivered within 20 days after receipt of PO or contract from IDLO to <i>Place of Delivery</i> Incoterms Delivery Duty Paid (DPP) including Customs Clearance to the Locations in Section. Place of Delivery
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. 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"/> Evidence of the firm’s experience in delivering similar services by providing list of clients and evidence of provision of similar services to at least two (2) clients in the last two (2) years. <input checked="" type="checkbox"/> Firm profile
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 Year <input checked="" type="checkbox"/> Technical Support – Assembly and Installation as per Annex B – Technical Specifications <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
p. 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 A.) 2. Technical responsiveness – IDLO reserves the right to conduct a physical on-site or virtual verification to attest compliance to Terms of Reference and quality of the items before issuance of PO 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a. Full submission of Price Schedule (Annex C) signed and stamped. b. Lowest priced, most technically acceptable/compliant offer.
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.

**ANNEX B
TECHNICAL SPECIFICATIONS**

ITEM	ITEM DESCRIPTION	UNIT OF MEASURE	DELIVERY LOCATIONS					TOTAL QUANTITY OF UNITS
			NO. OF UNITS TO BE DELIVERED IN EACH LOCATION					
			ADR Center Hargeisa,	ADR Unit MOJ Somaliland	ADR Center Burao	ADR Center: Erigabo	ADR Center: Laascaanood	
Office Desks	Office desks Table Approximate Size: 120x65x75cm Pattern: Plain, Printed Condition: New Color: Either Brown, Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood	UNIT	4 UNITS	2 UNITS	4 UNITS	4 UNITS	4 UNITS	18
Office Chairs	Executive Office Chairs, Modern Office leather Chair ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 KG Colour: Black	UNIT	4 UNITS	2 UNITS	4 UNITS	4 UNITS	4 UNITS	18
File Cabinet	File Cabinet with Lock and three doors. Material: galvanized steel plate-glass door, With lock, Size: 900 * 450 * 1800mm Colour: White	UNIT	1 UNIT	1 UNIT	1 UNIT	1 UNIT	1 UNIT	5
Plastics Chairs:	Plastic chairs Type: With Hand Rest Colour: mixed all Colour, stackable Dimensions: 60 X 56.5 X 81 cm Seating Height 13.7 Inches Weight bearing load: 110 Kg	UNIT	5 UNITS	5 UNITS	5 UNITS	5 UNITS	5 UNITS	25

**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 N_70_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

ITEM	ITEM DESCRIPTION	UNIT OF MEASURE	DELIVERY LOCATIONS					Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Installation and/or Assembly Costs	Total amount in USD
			NO. OF UNITS TO BE DELIVERED IN EACH LOCATION									
			ADR Center Hargeisa,	ADR Unit MOJ Somaliland	ADR Center Burao	ADR Center: Erigabo	ADR Center: Laascaanood					
1.	Office Desks Including delivery and assembly	UNIT	4 UNITS	2 UNITS	4 UNITS	4 UNITS	4 UNITS	18	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
2.	Office Chairs Including delivery and assembly	UNIT	4 UNITS	2 UNITS	4 UNITS	4 UNITS	4 UNITS	18	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
3.	File Cabinet Including delivery and assembly	UNIT	1 UNIT	1 UNIT	1 UNIT	1 UNIT	1 UNIT	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
4.	Plastics Chairs: Including delivery and assembly	UNIT	5 UNITS	5 UNITS	5 UNITS	5 UNITS	5 UNITS	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)			
Sub-total cost of Goods												
Total Transportation Costs												
Installation Costs												
Taxes/ VAT (__ %) (if applicable												
Grand Total												

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 on Parts and Labour for Lot 1 Item 1,2 & 3 for one (1) Year			
Technical Maintenance for Assembly at Place for Items 1,2 and 3			

Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date:	Bidder's Stamp
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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%20terms%20and%20conditions%20for%20goods%20aug%202020.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/general%20terms%20and%20conditions%20for%20services%20august%202020.pdf)

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