

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF A NEW POWER GENERATOR**  
**RFQ NO. 001/G\_NG\_2022**

Date: April 7, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation your quotation for a **New Power Generator** 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:

Instructions 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 at:  
[tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N-001/G\_NG\_2022** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:  
On or before **Date: 15 April 2022**  
**Time: 15:00 Hours Rome local time**

Thank you and we look forward to receiving your quotation.

Sincerely yours,

International Development Law Organization | IDLO  
Niger Country Office

**Annex A**  
**Instructions to Bidders**

a. Description of the requested Goods	See Appendix B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: April 12, 2022</b> <b>Time: 15:00 Rome, Italy local time</b>
c. General Terms and Conditions	Any bid submission will imply 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 payment within 30 days of satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Language of the Quotation	This bid is executed in both English and French. In case of a discrepancy, the English version shall be treated as authoritative.  While the Bidder may choose to respond to the Bid in French, IDLO correspondences, documents and Contract relating to the Bid shall be written in the English language.
f. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
g. Validity of the 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.
h. Quotation Submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
i. Partial Quotations	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> <del>Permitted</del>
j. Place of Delivery	IDLO Office, Hotel Terminus, QUARTIER TERMINUS, NIAMEY, NIGER
k. Delivery Terms	Goods will be delivered within thirty (30) days after receipt of PO or contract from IDLO to: IDLO Office, Hotel Terminus, QUARTIER TERMINUS, NIAMEY, NIGER
l. Customs clearance if needed shall be done by:	<input checked="" type="checkbox"/> <del>IDLO</del> <input checked="" type="checkbox"/> <b>Supplier</b> <input checked="" type="checkbox"/> <del>N/A</del>
m. Currency of Quotation	<b>XOF CFA</b> <i>Note: ( local suppliers must comply with all applicable laws regarding business activities in other currencies</i>

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>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>Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</b>
o. Special Packing Requirement or Temperature Control	<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 for minimum period of eighteen (18) months</b> <input checked="" type="checkbox"/> <b>Technical Support</b> <input checked="" type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
q. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
r. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
s. Contract Signature	Within <b>five (5) calendar days</b> 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.
t. Liquidated Damages	<input type="checkbox"/> <del>N/A</del>

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	<p><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></p> <p><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></p>
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

## Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Power Generator Requirement	<p><b>General</b>            The Generator:            - Shall be between 20 to 25 KVA/17.6KWE; numeric display with LED.            - Shall be automatic or manual start-up, with low noise; emergency /Push button; multi door for easy access; the standards: I.S.O 9001, ISO 14001, OHSAS 18001; RPM 1500/50, Voltage 400/230; fuel efficient; Alternator Performance according to NEMA-MG1 BS 5000 DIN EN, frequency 50Hz; voltage - Shall adapt to local climatic conditions: Ambient temperature; max: 50°C mini: 0° Relative humidity</p> <p><b>Engine requirements:</b>            4-cycle strokes            Fuel : Diesel            Cooling Method: Air/Water            Prime Power: 20 kVA / 16 kW            Standby : 22 kVA / 17.6 kW            Frequency : 50 Hertz            Voltage : 220 a 415 volts            Speed : 1500 RPM</p> <p><b>Engine :</b> Air cleaner; lube oil drain valve; Engine filled with lubrication oil; High coolant tempartaure shutdown  <b>Cooling:</b> Package mounted radiator; radiator &amp; cooling Fan; Coolant drain valve; fan drive and battery charging alternator drive fully guarded to meet EC machinery directive; cooling system filled with coolant mix  <b>Exhaust:</b> Exhaust flange outlet; exhaust stub pipe and gasket fuel            Fuel : 8Hr Fuel tank or skidbase; fuel fittings for local and remote feed;            Alternator: FG Wilson alternator; shunt excitation, IP23 protection;            Mounting :            Base, formed steel with skid base or single wall fuel tank; certified base mounted lifting eyes and rear drag eyelets; anti-vibration mounts; battery tray and cables  <i>Engine Specification:            Rated Output (PRP) 18,7Kwm</i></p>	Per Unit	1

		<i>Rated Output (ESP) 20.3Kwm Safety equipment for the use and tips should be provided by the vendor.</i>		
<b>Lot 2</b>	<b>Installation, Testing, Commissioning and End User Training</b>	<p>The vendor is responsible of delivering and installing the generator and test all functionality.</p> <ol style="list-style-type: none"> <li>1. Delivery, Offloading and positioning</li> <li>2. Installation Materials for the Generator (including Armoured Signal Cable, Armoured Power cable, exhausts, cooling systems, ventilation, fuel tanks, fuel systems, control panels)</li> <li>3. Related civil works Earthing Testing and commissioning</li> </ol>	<b>Per Service</b>	<b>1</b>
<b>Lot 3</b>	<b>Maintenance Services</b>	<ol style="list-style-type: none"> <li>1. Three (3) Hours Generator related call-out response time availability, 365 days a year counted on Day No. 61 from date of Commissioning</li> <li>2. Planned Maintenance in accordance with Manufacturer's standards (at least 18 months)</li> </ol>	<b>Per Unit</b>	<b>18 Months</b>

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

<b>Lots</b>	<b>Description</b>
<b>Lot 1</b>	Warranty on Parts and Labour for a minimum of 18 months counted from date of Installation. Provision of Warranty Documentation.
<b>Lot 2</b>	End User Training provided to a least one staff member on the operation of the Generator
<b>Lot 3</b>	Manufacturer's Manual on Operation and Spare Parts as per Annex B Lot 2
<b>Lot 4</b>	Maintenance services as per Annex B lot 3

#### ANNEX C SUPPLIER'S QUOTATION

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**(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 Goods 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. 001/G\_NG\_2022**

<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 Compliant with Technical Specifications and Requirements**



Lot	Item Name	Description	Unit of Measure	Qty	Compliance with Technical Specifications in Annex B	Unit rate in XOF	Total amount in XOF
1.	<b>Power Generator</b>	Refer to Annex B	Per Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	<b>Installation, Testing, Commissioning and End User Training</b>	Refer to Annex B	Per Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	<b>Maintenance Services</b>	Refer to Annex B	Per Service	<b>18 Months</b>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT ( __ %) (if applicable)</b>							
<b>Grand Total</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			
Lot 1: Warranty on Parts and Labour for a minimum of 18 months counted from date of Installation. Provision of Warranty Documentation.			
Lot 2: End User Training provided to a least one staff member on the operation of the Generator			
Lot 3: Provision of Manufacturer's Manual on Operations and Spare Parts			
Lot 4: Maintenance Services			



<b>Name, position and signature of the Bidder</b>	<b>Bidder's Stamp</b>
<hr/> <i>Duly authorised to sign this Bid</i>  <b>Date:</b>	

**ANNEX D**

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