

REQUEST FOR QUOTATION
PROCUREMENT OF MULTIFUNCTIONAL PRINTER
RFQ NO. 267-SOM-2023

Date: **November 6, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation For the Multifunctional Printer 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. 267-SOM-2023** 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: November 13, 2023**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Somali 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: November 13, 2023 Time: 15:00 hours Rome, Italy 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
i. Place of Delivery	IDLO Mogadishu office, Airport Hotel, Halane/AAIA Mogadishu, Somalia
j. Delivery Terms	Incoterms DDP, Goods will be delivered within [10] days after receipt of PO or contract from IDLO to IDLO Mogadishu office, Airport Hotel, Halane/AAIA Mogadishu, Somalia
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	<i>USD</i> <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"/> Minimum 2 contracts or PO of similar goods within the last 5 years. <input checked="" type="checkbox"/> Self Attestation letter <input checked="" type="checkbox"/> Full Company profile Only bidders pass will proceed to the technical evaluation
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for a minimum period of 1 year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point m.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	Contract Award shall be granted according to: <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	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.
s. Liquidated Damages	<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**

Specifications for Goods (MULTIFUNCTION PRINTER)

The specifications are divided into 2 lots:

Lot 1: Specifications for the Multi-Functional Printer (MFP)

Lot 2: Specifications for the MFP Toner

Lot 1: Specifications for the Multi-Functional Printer (MFP)

Printing	<ul style="list-style-type: none"> • Print technology: Laser • Printing: Monochrome (Black only) printing • Automatic Front and Back printing for all functions. • Maximum resolution: 1200 x 1200 DPI • Print speed (black, normal quality, A4/US Letter): 40 ppm • Print speed (black, normal quality, A3): 20 ppm • Duplex print speed (black, normal quality, A4/US Letter): 40 ppm • Secure printing:
Secure Printing	<ul style="list-style-type: none"> • Identity management: Kerberos authentication, LDAP authentication, PIN codes, with optional advanced authentication solutions (e.g. badge readers, Trusted Platform Module). • Network: IPsec/firewall with Certificate, Pre-Shared Key, and Kerberos authentication, Supports WJA-10 IPsec configuration Plug-in, 802.1X authentication (EAP-PEAP, EAP-TLS), SNMPv3, HTTPS, Certificates, Access Control List; • Data: Storage Encryption, Encrypted PDF & Email (uses FIPS 140-2 validated cryptographic libraries), Secure Erase, SSL/TLS (HTTPS), Encrypted Credentials; • Device: Security lock slot, USB port disablement, Hardware Integration Pocket for security solutions; • Security management: Compatible with 3rd party option Security Manager applications.
Copying	<ul style="list-style-type: none"> • Automatic Duplex copying • Maximum copy resolution: 600 x 600 DPI • Maximum copy size: A3 • Time to first copy (black, normal): 5.2 s • Maximum number of copies: 999 copies • Copier resize: 25 - 400% • Book copy function; ID-card copy function; Copy margin (custom); PC free copying
Scanning	<ul style="list-style-type: none"> • Reversing Auto Document Processor • Scanning: Colour scanning • Optical scanning resolution: 600 x 600 DPI • Scanner type: Flatbed & ADF scanner • Scan to: E-mail, FTP, Network folder, SMB, USB • Image formats supported: JPEG, TIFF,

	<ul style="list-style-type: none"> • Document formats supported: Compressed Multi-page, PDF-A, searchable PDF. • Greyscale levels: 256 • Scan drivers: TWAIN, WIA • OCR ready
Input & Output Capacity	<ul style="list-style-type: none"> • Total number of input trays: 2 • Total input capacity: 2100 sheets • Total output capacity: 600 sheets • Paper tray 1 input capacity: 500 sheets • Paper tray 2 input capacity: 500 sheets • Multi-Purpose tray • Multi-Purpose tray input capacity: 100 sheets • Standard Paper output bin tray
Paper Handling and Supported Media Type.	<ul style="list-style-type: none"> • Maximum ISO A-series paper size: A3 • Paper tray media types: Plain paper • ISO A-series sizes (A0...A9): A3,A4,A5,A6 • ISO B-series sizes (B0...B9): B5 • Non-ISO print media sizes: Folio, Ledger (media size), Legal, Letter • Custom media width: 98 - 297 mm • Custom media length: 148 - 432 mm • Paper tray media weight: 60 - 163 g/m² • Multi-Purpose Tray media weight: 45 - 256 g/m² • Paper (plain, light, bond, recycled, heavy, extra heavy, cardstock, pre-printed, pre-punched, colored, rough, heavy rough), mono transparency, labels, letterhead, envelope, heavy envelope.
Ports and Interface	<ul style="list-style-type: none"> • Direct printing • USB port • USB connector: USB Type-A • Optional connectivity: Near Field Communication (NFC), Wireless LAN
Network	<ul style="list-style-type: none"> • Cabling technology: 10/100Base-T(X) • Ethernet LAN data rates: 10,100 Mbit/s • Supported network protocols (IPv4): IPv4, IPSec, 802.3az • Supported network protocols (IPv6): IPv6, IPSec, 802.3az • Mobile printing technologies: Apple AirPrint, Google Cloud Print, Mobile Print, Mopria Print Service
Performance	<ul style="list-style-type: none"> • Internal storage capacity: 32 GB or higher • Storage media: SSD – Self Encrypting • Internal memory: 4GB • Built-in processor • Processor frequency: 1200 MHz or better • Processor cores: Dual core and above
Design	<ul style="list-style-type: none"> • Market positioning: Business • Built-in display • Display: LED • Display diagonal: 22.9 cm (9") • Control type: Touch • Colour display

Power	<ul style="list-style-type: none"> • Power consumption (PowerSave): 70 W • Power consumption (printing): 510 W • Power consumption (copying): 510 W • Power consumption (ready): 100 W • Power consumption (sleep): 1 W • AC input voltage: 220 - 240 V • AC input frequency: 50/60 Hz
Certificates and Energy Rating	<ul style="list-style-type: none"> • Certification: TÜV/GS • Sustainability certificates: CE, ENERGY STAR
Minimum system requirements	<ul style="list-style-type: none"> • All Microsoft Windows versions • MacOS • Linux
Pedestal	<ul style="list-style-type: none"> • Printer must have a moveable stand, that can also be used as storage.
What is included	<ul style="list-style-type: none"> • Driver Pack Media, Operational Manual,
Warranty	<ul style="list-style-type: none"> • 1-year Manufacturer's Warranty

Lot 2: Specifications for Toner

SN	Description	Details
1	Page Yield	High-yield toner with a minimum yield of 35,000 pages.
2	Technical specification	Genuine toners from the original equipment manufacturer Specifications (OEM).
3	Eco-friendly	The toner cartridges meet eco-friendly standards or certifications, such as Energy Stars.

Specifications for After-Sale Service for Goods

Description (the below are just examples; please edit as appropriate)
i.e. Warranty (1-year Manufacturer's Warranty)
i.e. Brand new replacement if the unit is beyond repair within the warranty period

**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 specifications and requirements of IDLO as per **RFQ NO. 267-SOM-2023**

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	Item Name	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
Lot 1	Multi-Functional Printer (MFP)	EA	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
LOT 2.	Printer toner	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods						
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: 10 days after contract signature			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Minimum 1 year manufacturer's warranty			
b) Brand new replacement if the unit is beyond repair within the warranty period			



<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</p>
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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_and_services_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

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