

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF ICT EQUIPMENT**  
**RFQ NO. 34-2022/TUN/RFQ**

Date: **August 24, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Supply, Delivery and Installation of ICT 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

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For any questions/clarifications related to this RFQ please contact IDLO on Global tender email address and mention **Clarifications RFQ NO. N\_34-2022/TUN/RFQ** 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: September 1, 2022**  
**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  
Tunisia 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 <b>Date: September 1, 2022</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 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	<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 [ <del>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</del> ]
i. Place of Delivery	Tunisia Office: Rue Lac Constance, Immeuble REGUS Les berges du LAC 1 - TUNISIA
j. Delivery Terms	Goods will be delivered within 20 days after receipt of PO or contract from IDLO to IDLO Tunisia office, according to the aforementioned 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	<b>Tunisian Dinars</b> <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"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input type="checkbox"/> 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; <input type="checkbox"/> 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; <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance;</b> <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> <b>Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</b> <input checked="" type="checkbox"/> <b>Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</b> <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".
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 as mentioned in Annex A <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
p. 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 B, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. 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>
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 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

### 1- Summary of Quantities

	ICT Equipment	QTY
A	Printers	2
B	Laptops	2
B.1	Laptop Accessories	
	Keyboard	2
	Mouse	2
	Docking station	2
C	Desktop all in one	2
D	Scanner	2

### 2- ICT Equipment Specifications

#### A- PRINTER

	Item	Key Description	Minimum Specification
1	Basic Spec Print	Functions	Print, Copy, scan
		Double sided printing	Automatic
		Colors	Black, Cyan, Yellow, Magenta
		paper size	A4
		Printing Technology	Inkjet printing
		Print resolutions	Minimum 4,800 x 1,200 DPI
		Print speed	Up to 33 ppm in Black // 15 ppm in color
		connectors	USB / Wi-Fi / Wi-Fi Direct
2	Basic Spec Scan	Scan resolutions	1.200 DPI (ppp) x 2.400 DPI (ppp)
		Scan speed	Recto (A4 black): 200 DPI (ppp) - Recto (A4 en color): 200 DPI (ppp)
		Output	BMP, JPEG, PICT, TIFF, multi-TIFF, PDF
3	Basic Spec Copy	Functions	A4 black and color
4	Warranty		2 years

## B- LAPTOPS

	Item	Key Description	Minimum Specification
1	Processor Type	Processor	Intel® Core™ i7 Processor 11th Gen (or more)
2	Memory	Installed RAM	16GB DDR4-3200MHz
3	Hard Drive	Capacity	512 GB PCIe NVMe SSD
4	Screen	Size	15.6" FHD NO touch screen with Dual Array Microphone 5 MP Camera
		Graphics	Intel® Iris® Xe Graphics,
5	Input Devices	Keyboard /Mouse	Clickpad Backlit spill-resistant Premium Keyboard (layout French/Arabic)
		Connectors	1 USB Type-C 1 USB Type-A 1 HDMI 1 RJ-45 port 1 Smart Pin power outlet 1 headphone/microphone.
		Web Camera	integrated camera 5MP
6	Output Devices	Speaker	Inbuilt Stereo speakers
		Audio In/Out	Headphone port
		Mic	Support for headset with microphone
7	Operating System		Windows 10 Pro (upgrade to Win 11 Pro)
	Software	MS Office	Microsoft Office 2019
8	Warranty		3 years

### B.1- Keyboard, Mouse and Docking station:

	Item	Key Description	Minimum Specification
1	Keyboard	Keyboard	Full size keyboard USB wired, layout French/Arabic
2	Mouse	Mouse	Mouse USB wired (optical or laser)
3	Docking station	Docking station	Compatible with Laptop model Warranty: 1 year

## C- DESKTOP ALL IN ONE

	Item	Key Description	Minimum Specification
1	Processor Type	Processor	Intel® Core™ i7 Processor 11th Gen (or more)

2	Memory	Installed RAM	RAM 16GB DDR4
3	Hard Drive	Capacity	1TB HDD
4	Screen	Size	27" Full-HD IPS Tactile
		Graphics	NVIDIA GeForce
5	Input Devices	Keyboard & Mouse	keyboard, French/Arabic & Mouse
		connectors	1xUSB Type-C, 3xUSB Type-A, 1x HDMI 1.4 1x DVI 1xRJ-45
		Web Camera	integrated camera
6	Output Devices	Speaker	Inbuilt Stereo speakers
		Audio In/Out	Headphone port-Head phone
		Mic	Support for headset with microphone
7	Operating System		Windows 10 Pro (upgrade to Win 11 Pro)
	Softwares	Ms Office	Microsoft Office 2019
8	Warranty		3 years

D- Scanner

	Item	Key Description	Minimum Specification
1	Basic Specifications	Functions	Scanner in Recto/Verso
2			automatic paper charger / minimum 50 sheets
		scanning speed	50 ppm (200/300 ppp) / Duplex: 100 ipm (200/300 ppp)
3		Paper Size	A4, A5, A6, Letter & card
4	Expected daily volume		2000 Sheets
	Connectors		USB
8	Warranty		3 years



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### Specifications for After-Sale Service for Goods

Description
<ul style="list-style-type: none"><li>- Technical maintenance and support for Installation at place for all Items</li><li>- Warranty per Item</li><li>- Brand new replacement if unit is beyond repair</li></ul>

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**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\_34-2022/TUN/RFQ**

<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**

Item	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in Tunisian Dinars	Total amount in Tunisian Dinars
1.	PRINTER	Refer to Annex B	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	LAPTOPS	Refer to Annex B	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	KEYBOARD	Refer to Annex B	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	MOUSE	Refer to Annex B	Piece	2	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	DESKTOP ALL IN ONE	Refer to Annex B	Piece	2	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Item	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in Tunisian Dinars	Total amount in Tunisian Dinars
6.	SCANNER	Refer to Annex B	Piece	2	<input checked="" type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Sub-total of Goods</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			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Support for installation			
b) Maintenance services			
c) Replacement if unit is beyond repair			



<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>	

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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_goods_and_services_august_2020.pdf)

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