

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE
RFQ NO. N_117-MNG_2021

Date: February 1, 2021

Dear Sir / Madam,

You are kindly requested to submit your quotation **Office Furniture** 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_117-MNG_2021** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
International Development Law Organization | IDLO
Mongolia 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: February 9, 2021 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	60 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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
i. Place of Delivery	Goods will be delivered to: 1. Forensic Unit, Zuunmod Soum, Tuv Aimag, Mongolia 2. University of Internal Affairs, Khilchnii Street, Bayanzurkh District, 8 th Khoroo, Ulaanbaatar, Mongolia
j. Delivery Terms	Incoterms Delivery at Place (DAP). Goods will be delivered within 15 days after receipt of PO or contract from IDLO to locations mentioned in "i. Place of Delivery"
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	Mongolian Tughrik (MNT) <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
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"/> 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 checked="" 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 checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Submission of Product Catalogues/Brochures with item descriptions, details and pictures <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Others
o. Special Packing Requirement	<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 for minimum period of 1 Year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	<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 <p>IDLO reserves the right to view and test the Goods mentioned in the Bidder's Quote at its own discretion prior to making the Award.</p>
r. Liquidated Damages	<input type="checkbox"/> N/A








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

Specifications for Goods

LOTS	ITEM NAME	Specification	Image	UNIT MEASURE	DELIVERY LOCATIONS		TOTAL QUANTITY
					NO. OF UNITS TO BE DELIVERED IN EACH LOCATION		
					Forensic Unit, Zuunmod Soum, Tuv Aimag, Mongolia	University of Internal Affairs, Khilchnii Street, Bayanzurkh District, 8 th Khoroo, Ulaanbaatar, Mongolia	
Lot 1	Sofa	<ul style="list-style-type: none"> Two-Seater Sofa Material: Leather Approximate height: 80 cm with 15% tolerance Approximate width: 70 cm with 15% tolerance Approximate length: 160 cm with 15% tolerance Colour: Black 		UNIT	1 UNIT	-	1 UNIT
Lot 2	Office chair	<ul style="list-style-type: none"> Material: Fabric chair with mesh back support With 5 wheels, adjustable height Load-Carrying Capacity: up to 110 kg with 10% tolerance Colour: Black 		UNIT	1 UNITS	2 UNITS	3 UNIT

LOTS	ITEM NAME	Specification	Image	UNIT MEASURE	DELIVERY LOCATIONS		TOTAL QUANTITY
					NO. OF UNITS TO BE DELIVERED IN EACH LOCATION		
					Forensic Unit, Zuunmod Soum, Tuv Aimag, Mongolia	University of Internal Affairs, Khilchnii Street, Bayanzurkh District, 8 th Khoroo, Ulaanbaatar, Mongolia	
Lot 3	Medical Stool	<ul style="list-style-type: none"> Medical Stool With 5 wheels, adjustable height Metal base Colour: Black Load-Carrying Capacity: up to 110 kg with 10% tolerance 		UNIT	2 UNITS	-	2 UNITS
Lot 4	Office Table	<ul style="list-style-type: none"> Approximate height: 75 cm with 10% tolerance Approximate width: 75 cm with 10% tolerance Approximate length: 120 cm with 20% tolerance Material: Wooden table with drawer Colour: White 		UNIT	1 UNIT	2 UNITS	3 UNIT
Lot 5	Training chair	<ul style="list-style-type: none"> With writing pad Material: Fabric chair with mesh back support Base material: Metal Preferred with wheels 		UNIT	-	30 UNITS	30 UNIT

LOTS	ITEM NAME	Specification	Image	UNIT MEASURE	DELIVERY LOCATIONS		TOTAL QUANTITY
					NO. OF UNITS TO BE DELIVERED IN EACH LOCATION		
					Forensic Unit, Zuunmod Soum, Tuv Aimag, Mongolia	University of Internal Affairs, Khilchnii Street, Bayanzurkh District, 8 th Khoroo, Ulaanbaatar, Mongolia	
		<ul style="list-style-type: none"> Load-Carrying Capacity: up to 110 kg with 15% tolerance Colour: Black 					
Lot 6	Round Table	<ul style="list-style-type: none"> Material: Wooden table, metal base Approximate diameter – 1 meter with 10% tolerance Approximate height – 0.75 meter with 10% tolerance Colour: White Preferred with lockable rubber wheels Load-Carrying Capacity: up to 110 kg with 15% tolerance 		UNIT	-	5 UNITS	5 UNITS
Lot 7	Office Storage Cabinet	<ul style="list-style-type: none"> Durable, fibreboard cabinet with 2 sections Upper section with framed glass doors, lower section with storage shelves and lock Approximate height: 180 cm with 10% tolerance 		UNIT	1 UNITS	2 UNITS	3 UNITS

LOTS	ITEM NAME	Specification	Image	UNIT MEASURE	DELIVERY LOCATIONS		TOTAL QUANTITY
					NO. OF UNITS TO BE DELIVERED IN EACH LOCATION		
					Forensic Unit, Zuunmod Soum, Tuv Aimag, Mongolia	University of Internal Affairs, Khilchnii Street, Bayanzurkh District, 8 th Khoroo, Ulaanbaatar, Mongolia	
		<ul style="list-style-type: none"> • Approximate width: 40 cm with 10% tolerance • Approximate length: 90 cm with 10% tolerance • Colour: White 					

N.B. IDLO reserves the right to view and test the Goods mentioned in the Bidder's Quote at its own discretion prior to making the Award.

Specifications for After-Sale Services for Goods

Lots	Description
1	Warranty on Parts and Labour for minimum period of 1 Year for all Lots

**ANNEX C
SUPPLIER'S QUOTATION**

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_117-MNG_2021**.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

LOTS	ITEM NAME	UNIT MEASURE	DELIVERY LOCATIONS		TOTAL QUANTITY	UNIT RATE IN MNT	TOTAL AMOUNT IN MNT
			NO. OF UNITS TO BE DELIVERED IN EACH LOCATION				
			Forensic unit, Zuunmod soum, Tuv aimag, Mongolia	University of Internal Affairs, Khilchnii street, Bayanzurkh district, 8 th khoroo, Ulaanbaatar, Mongolia			
Lot 1	Sofa	UNIT	1 UNIT	-	1 UNIT		
Lot 2	Office Chair	UNIT	1 UNITS	2 UNITS	3 UNIT		
Lot 3	Medical Stool	UNIT	2 UNITS	-	2 UNITS		
Lot 4	Office Table	UNIT	1 UNIT	2 UNITS	3 UNIT		
Lot 5	Training Chair	UNIT	-	30 UNITS	30 UNIT		
Lot 6	Round Table	UNIT	-	5 UNITS	5 UNITS		
Lot 7	Office Storage Cabinet	UNIT	1 UNIT	2 UNITS	3 UNITS		
Sub-Total							
Taxes (if applicable)							
Total amount including taxes							

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 minimum period of 1 Year for all Lots			

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>