

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF OFFICE EQUIPMENT AND MATERIALS**  
**RFQ NO. N\_30\_2021\_SOM**

Date: **March 10, 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **Office Equipment and Materials** as 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 [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_30\_2021\_SOM** 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  
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 <b>Date: March 17, 2021</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 <b>Goods</b> 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 <b>Goods</b> Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>60 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 checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> <del>Permitted</del>
i. Place of Delivery	Goods are to be delivered to: <b>FRC Building, Opposite Media-Centrale School, Bondhere District, Mogadishu Somalia</b>
j. Delivery Terms	<b>Goods</b> will be delivered within <b>30 days</b> after receipt of PO or Contract from IDLO to <i>i. Place of Delivery</i>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> <del>IDLO</del> <input type="checkbox"/> <del>Supplier</del> <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	<b>USD</b> <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"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> <del>Must be exclusive of VAT and other applicable indirect taxes</del>
	<input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b>

<p>n. Preliminary Documents to be Submitted</p>	<p><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;</p> <p><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;</p> <p><input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> <b>Latest Business Licence Registration Certificate</b></p> <p><input checked="" type="checkbox"/> <b>Latest Internal Revenue Certificate / Tax Clearance</b> not older than 6 months, confirming that all taxes by the bidder have been paid.</p> <p><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p><input checked="" type="checkbox"/> <b>Copy of Minimum two (2) Contracts/LPOs of similar value and nature implemented over the last two (2) years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification</b></p> <p><input checked="" type="checkbox"/> <b>Copies of Letters of Reference from at least two (2) clients indicating delivery of similar Goods in the last years (2) years with detail of the contact persons. (Reference Letters and Contact Person Email Addresses)</b></p> <p><input checked="" type="checkbox"/> <b>Relevant Company Profile, including a short description of the company and other relevant information concerning the RFQ requirements. It should not exceed three (3) pages.</b></p> <p><input checked="" type="checkbox"/> <b>Financial Statement and Balance Sheet for 2018 and 2019; Required minimum turnover for a Bidder is EUR 15,000 per each of the above-mentioned years;</b></p>
<p>o. Special Packing Requirement</p>	<p><input checked="" type="checkbox"/> <b>N/A</b></p> <p><input type="checkbox"/> Yes</p>
<p>p. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> <b>Warranty on Parts and Labour as per Technical Specifications in Annex B</b></p> <p><input checked="" type="checkbox"/> <b>Installation Services for Lot 1 and Lot 6</b></p> <p><input type="checkbox"/> <del>Technical Support</del></p> <p><input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del></p>
<p>q. Evaluation Criteria</p>	<p>Evaluation will be done according to the following order of priorities:</p> <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 p, if applicable.</li> <li>4. Earliest Delivery Date</li> <li>5. Lowest price</li> </ol>
<p>r. Liquidated Damages</p>	<p><input type="checkbox"/> N/A</p>



	<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**

Lot	Item Name	Specification	Unit measure	Quantity
1	<b>Air Conditioner and Installation</b>	<p>Air Conditioner            Size: 24            Rated T1 Capacity (Btu/H): 12000            Compressor Type: Rotary            Color: White            Climate Type / Air Flow: T1 / 1150/785/570            Refrigerant Type: R410a            Coverage 200 - 250 Sqft            Cooling capacity: 1200 BTU            Heating capacity: 1200 BTU            Star Rating: 5 Star            Voltage: 220-240V, 50Hz, 1Ph (V, Hz, Ph)            Dimensions:  <ul style="list-style-type: none"> <li>• 32.87 X 13.9 X 17.6 in (Indoor Unit)</li> <li>• 31.5 X 59.6 X 65.4 in (Outdoor Unit)</li> </ul>           Stuffing: (20'/40'/40'HC Units) 24000            INVERTER / T3 R410a 220-240V, 50Hz, +            Installation            Power Consumption: 2925 Watts  <b>Warranty: 1 YEAR</b></p>	PCS	7
2	<b>Office Desk with Keyboard Tray</b>	<p>Reversible L Shaped            Size: W 2m" x h 0.75 m" - L Shaped Desk            Drawers: 3 Drawer            Keyboard Tray: Sliding Keyboard Tray            Monitor Arms: Universal Single Monitor Mount            Color: Dark Brown            Finish: Mahogany            Features: Drawers, Grommets, Keyboard Tray, Locking            Capacity: 1 Person  <b>Warranty: 1 YEAR</b></p>	PCS	5
3	<b>Office File Cabinet</b>	<p>File cabinet office            Door: with 2 glass doors and 2 wooden doors            Material: MDF with wood veneer /paper finish            Size(mm): 90 cm X 2.00 meters            Thickness of the cabinet 18mm            Open Type: Push-Pulling.            Color: brown.</p>	PCS	5
4	<b>Office Partition Gypsum Board</b>	<p>Office Partition Gypsum Board            Thickness: 12.5 mm            Color: White            Length: 6 feet            Shape: Rectangular</p>	METER	16.5 m2

		Width: 4 feet		
5	<b>Wooden Door</b>	Product Material: 100% Solid Wood Style: Classic Style Type: Solid Wood Door Open Style: Swing Opening Direction: Inward Glass: With Glass Size(mm): 2,00m X 0.90m Thickness: 36mm Color: brown	PCS	<b>1</b>
6	<b>Ceiling Decoration Piece and Installation</b>	Ceiling work including plaster – decoration, Gypsum board, Color: White Material: POP Size Dimension: 45m2, Waterproof: Yes Thickness: 12.5mm,	METER	<b>45 m<sup>2</sup></b>
7	<b>Wallboard</b>	Wallboard Melamine chipboard Thickness: 18mm Size Dimension: 13m2 Color: brown	METER	<b>13 m2</b>
8	<b>Executive Revolving Chair</b>	Executive Revolving Chair Material: Rexine Product Dimensions: 28 x 28 x 48 inches Color: black and tan leather Seating Capacity: 1 Chair Type: High Back Back Type: High Back Adjustable Arms: 5 Revolving Chair: yes Weight bearing load: 110 Kg	PCS	<b>5</b>
9	<b>Grey Silk Emulsion Paint</b>	Grey silk emulsion paint Usage: Building Coating, All kinds industrial facilities Application Method: Spray, Roller, Brush State: Liquid Coating Large size Volume: 14kg Large size:31*31*39cm Large size MOQ: 700kg Large size Packing det: Shrink wrapped packed on plywood pallet Large size Color: White	LITER	<b>20 liters</b>
10	<b>White Undercoat Paint</b>	Colour: White Paint type: Undercoat Durability: Superb hiding power, good "cling" too sharp edges excellent levelling properties Washable: Washable Location: Interior exterior	LITER	<b>4 liters</b>

		Paint/Stain/Varnish base: Solvent-based Application: Brush For use on Metal wood and metalwork surfaces.		
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**Specifications for After-Sale Service for Goods:**

<b>Lots</b>	<b>Description</b>
<b>Lot 1</b>	Warranty on Parts and Labour as per Technical Specifications in Annex B
<b>Lot 2</b>	Installation Services for Lot 1 and Lot 6





**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\_30\_2021\_SOM**

<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**

SN	Description of Items	Picture	Unit measure	Quantity	Unit rate in USD	Total amount in USD
1	Air Conditioner and Installation					
2	Office Desk with Keyboard Tray					

3	Office File Cabinet					
4	Office Partition Gypsum Board					
5	Wooden Door					
6	Ceiling Decoration Piece and Installation					
7	Wallboard					
8	Executive Revolving Chair					
9	Grey Silk Emulsion Paint					
10	White Undercoat Paint					
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Delivery Days</b>						
<b>Total amount including taxes</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>
Warranty on Parts and Labour as per Technical Specifications in Annex B			
Installation Services for Lot 1 and Lot 6			

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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_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/general_terms_and_conditions_for_services_august_2020.pdf)

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