

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. [PR-HQ-2023-000091]

Date: **March 27, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for 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

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. [PR-HQ-2023-000091]** 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: March 31, 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
Armenia 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: March 31, 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 <input type="checkbox"/> Permitted [provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]
i. Place of Delivery	IDLO International Development Law Organization 106/1 Nalbandyan St, Yerevan 0001
j. Delivery Terms	Goods will be delivered within 3 days after receipt of PO or contract from IDLO. Incoterms Delivery Duty Place (DDP) including Customs Clearance to the Locations in Section <i>i. Place of Delivery</i>
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	AMD(Armenian Dram) <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

<p>m. Preliminary Documents to be Submitted</p>	<p><input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</p> <p><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;</p> <p><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;</p> <p><input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input checked="" type="checkbox"/> 2 copies of similar nature procurement POs/Contracts.</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.</p> <p><input type="checkbox"/> Others [pls. specify as many as required]</p>
<p>n. Special Packing Requirement or Temperature Control</p>	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes,</p>
<p>o. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 3 years</p> <p><input checked="" type="checkbox"/> Technical Support with warranty period, and of 15 days(installation/configuration of the devices).</p> <p><input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input type="checkbox"/> Others</p>
<p>p. Evaluation of Quote</p>	<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 o, if applicable. 4. Delivery Date 5. Price
<p>q. Contract Award</p>	<p>Contract Award shall be granted according to:</p> <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;
<p>r. Contract Signature</p>	<p>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</p>

	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. <input type="checkbox"/> Yes - For late delivery of Services, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.

** Given IDLO Armenia status as an intergovernmental organization and as a United States Government assistance implementing partner, IDLO Armenia is exempt from VAT in accordance with the Agreement between the Government of the United States of America and the Government of the Republic of Armenia Regarding Cooperation to Facilitate the Provision of Humanitarian and Technical Economic Assistance, signed on 15 December 1992, and Armenian Law no. HO-81 adopted on 6 July 2000.*

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Procurement of Office Equipment

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>Laptop</i>	<p><i>Microsoft Windows 11 (Home or PRO)</i> <i>11th or higher Generation Intel® Core™ i5 processor</i> <i>Intel® Graphics integrated</i> <i>8 GB DDR4-2400 MHz RAM</i> <i>256 GB PCIe® NVMe™ SSD</i> <i>13 inches, non-touch</i> <i>FHD (1920 x 1080), IPS, anti-glare, 1000 nits, 72% NTSC</i> <i>720p HD IR privacy camera dual-array microphones</i> <i>Internal English Keyboard, spill-resistant, backlit keyboard</i> <i>Clickpad with multi-touch gesture support</i> <i>Dual stereo speakers</i> <i>1 RJ-45 Ethernet port</i> <i>1 USB 3.2 Gen</i> <i>1 port with PowerShare</i> <i>1 Thunderbolt</i> <i>1 Universal audio port</i> <i>1 wedge-shaped lock slot</i> <i>1 micro-SIM card tray (optional)</i> <i>1 smart card reader slot (optional)</i> <i>Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card</i> <i>Long Life, Express Charge Capable (3-cell)</i> <i>No Office package, no antivirus</i></p>	<i>Unit</i>	11
Lot 2	<i>Operating System</i>	<i>Microsoft Windows 11 (Home or PRO)</i>	<i>Unit</i>	23
Lot 3	<i>Headphone With Microphone</i>	<p><i>Connection type - wired</i> <i>Interface - 3.5mm(Mini-Jack)</i></p>	<i>Unit</i>	34
Lot 4	<i>Antivirus</i>	<p><i>One-Click Solution for Win/Mac</i> <i>Smooth Product Upgrades</i> <i>Diagnostic tool</i> <i>Antivirus and Antispyware</i> <i>Anti-Phishing</i> <i>Exploit Blocker</i> <i>Advanced Memory Scanner</i> <i>Cloud-Powered Scanning</i> <i>Device Control</i> <i>Script-Based Attack Protection</i> <i>Ransomware Shield</i> <i>Scheduled Scanner</i></p>	<i>Unit</i>	34



		<i>Scan While Downloading Files Idle-State Scanning</i>		
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Specifications for After-Sale Service for Equipment

Description
<i>3 Years ProSupport with Next Business Day Onsite Service</i>

**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. [PR-HQ-2023-000091]**

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	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in AMD	Total amount in AMD
1.	<i>Laptop</i>	Unit	Units	11	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	<i>Operating System</i>	Unit	Units	23	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	<i>Headphone With Microphone</i>	Unit	Units	34	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	<i>Antivirus</i>	Unit	Units	34	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
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			
Warranty and After-Sales Requirements			
Other requirements <i>[pls. specify]</i>			

<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_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>