

**REQUEST FOR QUOTATION  
PROCUREMENT OF STATIONERY  
RFQ NO. RFQ-LI-006**

Date: **June 30, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for Stationery goods 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 Stationery 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

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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. RFQ-LI-006** 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: July 7, 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  
Liberia Country Office

**Annex A**  
**Instructions to Bidders**

a. Description of requested Stationaries	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: July 7, 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 Stationaries 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 Stationaries Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>30 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@ldlo.int">tenders@ldlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Old CID Road, Mamba Point, Monrovia, Liberia
j. Delivery Terms	Stationary Goods will be delivered within Six days after receipt of PO or contract from IDLO to Old CID Road, Mamba Point, Monrovia Liberia.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	USD <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;
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. Evaluation of Quote	<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 o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
p. Contract Award	<p>Contract Award shall be granted according to:</p> <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>
q. Contract Signature	<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 on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
r. Liquidated Damages	<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>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>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Stationaries Goods**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
Lot 1	Sheet	A4 size	Ream	15 reams
Lot 2	Cartridge	Conon cartridge	Pieces	24 pieces
Lot 3	Box File	A4 size	Carton	1 carton
Lot 4	Brown folder	A4 size	Box	1 box
Lot 5	White envelopes boxes	plain white A2 size	Box	2 boxes
Lot 6	Brown envelopes	A5 size	Pack	2 packs
Lot 7	Brown envelopes	A4 size	Pack	2 packs
Lot 8	Brown envelopes	A1 size	Pack	2 packs
Lot 9	Pen	Obama ballpoint Pen	Pack	10packs
Lot 10	Marker	Permanent marker	Pack	6 packs
Lot 11	Marker	White Board Mark	Pack	6 packs
Lot 12	Binder Clip	51mm(2 inch)	Pack	3 packs
Lot 13	Blinder clip	32mm(1.25 inch)	Pack	4 packs
Lot 14	Blinder clip	19mm (3/4 inch)	Pack	6 packs
Lot 15	Staple pin	heavy duty	Pack	1 pack
Lot 16	Staple	Standard	Pack	3 packs
Lot 17	Correction pen	White, Multi -purpose	Pack	2 packs
Lot 18	Paper glu	Washable, Non-Toxic glue stick	Pack	2 packs
Lot 19	Colour paper clip	33m mix colours	Pack	10 packs
Lot 20	Colour paper clip	50mm all colours	Pack	10 packs
Lot 21	Staples pin remover	Standard	Piece	6 pieces
Lot 22	White board eraser	Standard	Piece	3 pieces
Lot 23	Adapter	Plug in Universal adapter	Piece	16 pieces
Lot 24	Clear tape	Standard	Piece	6 pieces
Lot 25	Extension Cord	Standard Multi 3 outlet, 3 prong	Piece	6 pieces

<b>Lot 26</b>	<i>Extension Cord</i>	<i>Heavy duty extension 2 outlet, 2 prong</i>	<i>Piece</i>	<i>6 pieces</i>
<b>Lot 27</b>	<i>Highlighter</i>	<i>Standard</i>	<i>Pack</i>	<i>3 packs</i>
<b>Lot 28</b>	<i>Notepad</i>	<i>Shorthand Notepad/Notebook</i>	<i>Carton</i>	<i>1 carton</i>
<b>Lot 29</b>	<i>Legal Sheets</i>	<i>A5 size</i>	<i>Carton</i>	<i>1 carton</i>
<b>Lot 30</b>	<i>Staple machine</i>	<i>Standard stapler, 6mm</i>	<i>Piece</i>	<i>4 pieces</i>
<b>Lot 31</b>	<i>Signature Sticker</i>	<i>Office signature stickers</i>	<i>Pack</i>	<i>3 packs</i>
<b>Lot 32</b>	<i>Paid stamp</i>	<i>Red Colour self-inking stamp</i>	<i>Piece</i>	<i>3 pieces</i>
<b>Lot 33</b>	<i>Paid stamp</i>	<i>Blue colour self-inking stamp</i>	<i>Piece</i>	<i>3 pieces</i>
<b>Lot 34</b>	<i>Plastic folder</i>	<i>A4 size</i>	<i>Piece</i>	<i>60 pieces</i>
<b>Lot 35</b>	<i>Pencil</i>	<i>2HB</i>	<i>Pack</i>	<i>1 pack</i>
<b>Lot 36</b>	<i>Ring Binder</i>	<i>A4 size</i>	<i>Piece</i>	<i>8 pieces</i>
<b>Lot 37</b>	<i>Stick-on pad</i>	<i>Office highhand 3x3 sick-on pad</i>	<i>Pack</i>	<i>6 packs</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. RFQ-LI-006**

<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**

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	Sheet	A4 size	Ream	15 reams	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Cartridge	Conon cartridge	Pieces	24 pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Box File	A4 size	Carton	1 carton	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Brown folder	A4 size	Box	1 box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	White envelopes boxes	plain white A2 size	Box	2 boxes	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Brown envelopes	A5 size	Pack	2 packs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		



Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
7.	<i>Brown envelopes</i>	<i>A4 size</i>	<i>Pack</i>	<i>2 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	<i>Brown envelopes</i>	<i>A1 size</i>	<i>Pack</i>	<i>2 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	<i>Pen</i>	<i>Obama ballpoint Pen</i>	<i>Pack</i>	<i>10packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	<i>Marker</i>	<i>Permanent marker</i>	<i>Pack</i>	<i>6 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	<i>Marker</i>	<i>White Board Mark</i>	<i>Pack</i>	<i>6 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
12.	<i>Binder Clip</i>	<i>51mm(2 inch)</i>	<i>Pack</i>	<i>3 packs</i>	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
13.	<i>Blinder clip</i>	<i>32mm(1.25 inch)</i>	<i>Pack</i>	<i>4 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
14.	<i>Blinder clip</i>	<i>19mm (3/4 inch)</i>	<i>Pack</i>	<i>6 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
15.	<i>Staple pin</i>	<i>heavy duty</i>	<i>Pack</i>	<i>1 pack</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
16.	<i>Staple</i>	<i>Standard</i>	<i>Pack</i>	<i>3 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
17.	<i>Correction pen</i>	<i>White, Multi - purpose</i>	<i>Pack</i>	<i>2 packs</i>	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
18.	Paper glue	Washable, Non-Toxic glue stick	Pack	2 packs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
19.	Colour paper clip	33m mix colours	Pack	10 packs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
20.	Colour paper clip	50mm all colours	Pack	10 packs	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
21.	Staples pin remover	Standard	Piece	6 pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
22.	White board eraser	Standard	Piece	3 pieces	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
23.	Adapter	Plug in Universal adapter	Piece	16 pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
24.	Clear tape	Standard	Piece	6 pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
25.	Extension Cord	Standard Multi 3 outlet, 3 prong	Piece	6 pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
26.	Extension Cord	Heavy duty extension 2 outlet, 2 prong	Piece	6 pieces	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
27.	Highlighter	Standard	Pack	3 packs	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
28.	<i>Notepad</i>	<i>Shorthand Notepad/Notebook</i>	<i>Carton</i>	<i>1 carton</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
29.	<i>Legal Sheets</i>	<i>A5 size</i>	<i>Carton</i>	<i>1 carton</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
30.	<i>Staple machine</i>	<i>Standard stapler, 6mm</i>	<i>Piece</i>	<i>4 pieces</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
31.	<i>Signature Sticker</i>	<i>Office signature stickers</i>	<i>Pack</i>	<i>3 packs</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
32.	<i>Paid stamp</i>	<i>Red Colour self inking stamp</i>	<i>Piece</i>	<i>3 pieces</i>	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
33.	<i>Paid stamp</i>	<i>Blue colour self inking stamp</i>	<i>Piece</i>	<i>3 pieces</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
34.	<i>Plastic folder</i>	<i>A4 size</i>	<i>Piece</i>	<i>60 pieces</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
35.	<i>Pencil</i>	<i>2HB</i>	<i>Pack</i>	<i>1 pack</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
36.	<i>Ring Binder</i>	<i>A4 size</i>	<i>Piece</i>	<i>8 pieces</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
37.	<i>Stick-on pad</i>	<i>Office highhand 3x3 sick-on pad</i>	<i>Pack</i>	<i>6 packs</i>	<input type="checkbox"/> Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
					<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Grand Total</b>							

<p><b>Name, position and signature of the Bidder</b></p>   <hr/> <p><i>Duly authorised to sign this Bid</i></p>  <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></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_goods_and_services_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_february\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf)

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