

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE FOR AJS
RFQ NO. N_143_2024_KEN

Date: **May 7, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **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 and/or services], 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_143_2024_KEN** 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: May 16, 2024**

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

Kenya Country Office

Annex A
Instructions to Bidders



a. Description of requested [goods/services]	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: May 16, 2024 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/Services] 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/Services] 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
i. Place of Delivery	Judiciary offices in Isiolo
j. Delivery Terms	[Goods/Services] will be delivered within [5] days after receipt of PO or contract from IDLO to Judiciary offices in Isiolo, Kenya.
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	Kenya shillings

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"/> Certificate of Registration/ Certificate of Incorporation; <input checked="" type="checkbox"/> Valid KRA Tax Compliance certificate; <input checked="" type="checkbox"/> Valid business license to operate business in Kenya <input checked="" type="checkbox"/> Copies of 3 LPOs as proof of supplying similar goods to any of your previous clients <input checked="" type="checkbox"/> ID or passport copy (bio page) of Director or account manager <input checked="" type="checkbox"/> Site visit may be conducted to ascertain quality of furniture prior to award of tender
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [specify] ___
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty - 12 months from date of delivery <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others- deliver and assemble furniture upon delivery In Isiolo Judiciary offices.
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <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
q. Contract Award	Contract Award shall be granted according to: <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;
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

	<p>relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p> <p><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.</p> <p>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.</p>
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**ANNEX B
TECHNICAL SPECIFICATIONS**

No	Item	Specifications	Image	Quantity	Bidders Compliance (Comply/ Not comply)
1.	Office desk	<ul style="list-style-type: none"> Size 1200mm*700mm Color- cherry Fixed 3 drawer pedestal 		4 pcs	
2.	Office chair	<ul style="list-style-type: none"> High back Mesh back material with fabric seat Adjustable height Arm rests 5 wheeled Color black 		4 pcs	
3.	Airport seat	<ul style="list-style-type: none"> Three seater linked seat Color black Heavy duty Leather padded seat Stainless steel frame 		2 pcs	
4.	Conference table	<ul style="list-style-type: none"> Rectangular wooden table Length 2400mm 8-10 seater capacity Dark mahogany color 		2 pcs	

5.	Visitors chairs	<ul style="list-style-type: none"> • Mesh back with fabric seat • Fixed arm rest with chrome finish • Chrome cantilever base 		4 pcs	
6.	Metal storage lockers	<ul style="list-style-type: none"> • Metallic storage locker • Color black • Central locking mechanism • 4 tier drawers • Provision inside for suspension files • Anti tilt mechanism 		2 pcs	
7.	Transport	Transport and assemble furniture in Judiciary offices in Isiolo Law Courts			
8.	Warranty Information	12 months warranty to cover manufacturer fault on all items			

**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_143_2024_KEN**.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Submit ID or passport copy of director or account manager	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements listed In annex C

No.	Item	Unit of measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in Kenya shillings	Total in Kenya shillings
1:	Office desk	EA	4 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
2:	Office chair	EA	4 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
3:	Airport linked seat	EA	2 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
4:	Conference table	EA	2 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
5:	Visitors chairs	EA	4 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
6:	Metal storage lockers	EA	2 PCS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
7:	Transport and assemble in Isiolo Judiciary offices			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
Total Cost of Goods						
Taxes/ VAT (16 %) (if applicable)						
Grand Total						

[If applicable]

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 - 5 days from date of contract signature			
Warranty and After-Sales Requirements			
A) Warranty – Refer to annex B – 12 months from date of delivery			
B) Furniture will be delivered and assembled in Isiolo Judiciary offices			

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