

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF COLOR MULTIFUNCTION DEVICE (PRINTER)**  
**RFQ NO. UA-2025-000140**

Date: **December 17, 2025**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **COLOR MULTIFUNCTION DEVICE (PRINTER)** 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-UA-2025-000140]** 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: January 6, 2026**

**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

Office of IDLO In Ukraine

**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: January 6, 2026</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 [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	<b>90 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>
i. Place of Delivery	Kyiv, Ukraine.
j. Delivery Terms	Incoterms DDP.  Goods and Services will be delivered within <b>10 business days</b> after receipt of PO or contract from IDLO to Kyiv, Ukraine. The exact address details will be provided at the contracting time.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier</b>
l. Currency of Quotation	Bids shall be nominated exclusively in <b>EUR</b> . <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Bidding language	The bid shall be submitted in English and Ukrainian. In case of discrepancies, the English version shall prevail.

	A participant may submit a bid in Ukrainian; however, all correspondence, documents, and the contract with IDLO related to the tender proposal shall be conducted in English.
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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Copies of product catalogs / brochures / websites confirming compliance with the Technical Requirements <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Confirmation of the official warranty provided by the Manufacturer or it's official representatives in Ukraine
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> <b>N/A</b>
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labour for minimum period of 36 month</b>
q. Due Diligence	<p>IDLO shall undertake a due diligence exercise to verify the accuracy and validity of the information provided by the Bidder. This exercise is required and must be fully documented. It may include, but is not limited to, any or all of the following checks:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
r. 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 m.)</li> <li>2. Technical responsiveness</li> </ol>

	<p>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</p> <p>4. Delivery Date</p> <p>5. Price</p>
s. Contract Award	<p>Contract Award shall be granted according to:</p> <p>a) Full submission of Price Schedule (Annex C) signed and stamped;</p> <p>b) Lowest priced, most technically acceptable/compliant offer;</p>
t. 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>
u. Bid Protest Mechanism	<p>Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO.</p> <p>To initiate a protest, suppliers must complete the <i>IDLO Supplier Bid Protest Form</i> provided at the following link and submit it via email at <a href="mailto:bidprotest@idlo.int">bidprotest@idlo.int</a> within ten (10) days after receiving a regret letter or email confirming that they were not successful: <a href="https://www.idlo.int/procurement/contact-feedback">https://www.idlo.int/procurement/contact-feedback</a></p> <p>All protests will be handled confidentially and impartially.</p>
v. 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> <p><input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b></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>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

Specifications for [Goods / Services]:

**Lot 1: COLOR MULTIFUNCTION DEVICE, A3 FORMAT**

**Quantity: 1**

Name	Key parameters
<b>General specifications</b>	
Device type	Multifunctional color laser device, A3 format
Brand name, model etc.	Canon, Ricoh, Xerox or similar
Main functions	Printing, copying, scanning, sending, storage
Processor	No worse than Dual Core, with clock speed of at least 1.8 GHz
RAM	At least 4 GB
Storage	SSD, at least 256 GB, with the possibility of increase up to 1 TB
Control panel	color touchscreen LCD panel
Interface languages	English, Ukrainian
Connection interfaces	Network: Ethernet (1000Base-T/100Base-TX), WIFI (802.11 b/g/n) PC connection: USB 3.0, USB 2.0  Device connection (flash drive and similar): not less than USB 2.0
Paper feed (A4, 80 g/m <sup>2</sup> )	Total tray capacity (cassettes): at least 1,200 pages Multipurpose tray: at least 100 pages
Paper output (A4, 80 g/m <sup>2</sup> )	Output tray capacity: at least 250 pages
Final processing options	Sorting, grouping
Supported paper types	Multipurpose tray: thin, ordinary, heavy, recycled, coated, colored, tracing, bond, perforated, preprinted, envelopes  Cassette(s): thin, ordinary, heavy, recycled, colored, bond, perforated, letterhead, envelopes
Supported paper formats	Multipurpose tray: Standard format: SRA3, A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R Custom format: from 98.4 x 139.7 mm to 320.0 x 457.2 mm Free format: from 100.0 x 148.0 mm to 304.8 x 457.2 mm Standard envelope: COM10 (№ 10), Monarch, ISO-C5, DL Custom envelope: from 98.0 x 98.0 mm to 320.0 x 457.2 mm

	Upper tray (cassette): Standard format: A4, A5, A5R, A6R, B5 Custom format: from 105.0 x 148.0 mm to 297.0 x 215.9 mm Envelopes: ISO-C5  Lower tray (cassette): Standard format: A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R Custom format: from 105.0 x 148.0 mm to 304.8 x 457.2 mm
Supported paper weight	Multipurpose tray: 52–300 g/m <sup>2</sup> Paper cassette (upper/lower): from 52 to 256 g/m <sup>2</sup> Two-side printing: 52–220 g/m <sup>2</sup>
Warm-up time	Not more than 10 seconds, Quick start mode: not more than 4 seconds
<b>Printing specifications</b>	
Print speed (in single-sided mode)	At least 26 ppm (A4, A5, A5R, A6R), at least 15 ppm (A3), at least 20 ppm (A4R)
Maximum resolution	At least 1200 x 1200 dots/inch
Page description languages	UFRII, PCL6, Adobe® PostScript®3™
Direct printing	Supported file types: PDF, EPS, TIFF/JPEG, XPS
Printing from mobile devices / cloud	Yes
OS, standard printing	Windows 10,11 macOS (11.2.2 and above) / Chrome OS / Android / iOS
<b>Copying specifications</b>	
Copy speed (in single-sided mode)	At least 26 ppm (A4, A5, A5R, A6R), at least 15 ppm (A3), at least 20 ppm (A4R)
First copy output time	No more than 6.5 seconds (monochrome copying)
Resolution	At least 600 x 600 dots/inch
Setting the number of copies	Up to 999 copies
Scaling	Preset scales, %: 25, 50, 70, 100, 141, 200, 400 Free scaling: from 25% to 400%, with 1% increments
Main copy functions	Preset reduction and enlargement coefficients by area, two-sided printing, saturation adjustment, original type selection, two-page book, two-sided original, originals of different formats, sharpness, protective watermark, print date, inner page margin, image repetition, job combination, mailbox storage, image overlay, ID card copying, skip blank pages, free format original, color mode
<b>Scanning specifications</b>	
Original placement type (monochrome and color)	Exposure glass Automatic double-sided document feeder
Scanning from a computer	Yes

Scanning resolution	at least 600 x 600 dots/inch
Automatic document feeder capacity (80 g/m <sup>2</sup> )	Up to 100 pages, with automatic double-sided scanning possibility
Scanning method	Scanning from a device, scanning from a computer, scanning to a mailbox, scanning into a shared or personal folder on internal storage, scanning to a network, scanning to a USB-drive, scanning to a mobile device, scanning to a cloud
Automatic scanning speed	At least 70 pages per minute (300 x 300 dots per inch, sending), at least 50 pages per minute (600 x 600 dots per inch, copying)
<b>Consumables</b>	
Toner cartridge yield (5 % page coverage)	The yield as stated by the manufacturer has to be: Black: at least 36,000 pages Cyan: at least 25,000 pages Magenta: at least 25,000 pages Yellow: at least 25,000 pages  The delivery must include at least one complete set of toner cartridges (Black, Magenta, Cyan, Yellow) and one waste toner container provided as part of the overall equipment package.
<b>Other</b>	
Device management and audit	Administrator's password, remote management, digital certificate and key management, audit log, image log, security policy settings
Security features	Support for TLS 1.3 and SNMP 3.0, possibility to disable functions that are not used (enabling/disabling protocols/programs, remote user interface, USB-interface)
Additional accessories (if not included into the standard delivery set)	Stand with wheels for easy movement

## Lot 2: Delivery & Installation

The contractor is responsible for delivery and installation.  
Delivery should be provided within 10 business days.

**Specifications for After-Sale Service for Goods:**

<b>Description of COLOR MULTIFUNCTION DEVICE</b>
<p><b>Warranty period:</b></p> <ul style="list-style-type: none"><li>• At least 36 months on-site manufacturer's warranty provided through the official Ukrainian authorized service center. If registration is required, the Supplier is responsible for completing all necessary steps to activate the 36-month period before delivery.</li><li>• The warranty must cover repair or replacement of defective parts and firmware troubleshooting. No additional costs shall be incurred by the Customer during the warranty period related to the diagnostics and repair works, necessary replacement parts or travel costs for the on-site engineer visit to the Customer's location.</li></ul>

**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-UA-2025-000140]**

IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «**No VAT**».

<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**

**Note:** IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «No VAT».

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [EUR] Excluding VAT	Total amount in [EUR] Excluding VAT
1.	<b>COLOR MULTIFUNCTION DEVICE, A3 FORMAT</b>	As per Annex B Technical Specifications	Item	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	<b>DELIVERY AND INSTALLATION</b>	As per Annex B Technical Specifications	Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods and Services</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>
Delivery Lead Time within 10 business days			
Warranty and After-Sales Requirements			
a) On-site warranty through the Ukrainian service center			
a) At least 36 months provided by the equipment manufacturer (after registration)			

<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\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

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