

REQUEST FOR QUOTATION
PROCUREMENT OF CONFERENCE/MEETING INTERPRETATION SET
RFQ NO. PR-MN-2026-000056

Date: **March 17, 2026**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Conference/Meeting Interpretation Set** 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 new 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 Lots in Annex B, 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 before its deadline for submission, please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. PR-MN-2026-000056** 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 27, 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
Mongolia 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 27, 2026 Time: 15:00 hours Rome, Italy local time (UTC +1).
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 before the deadline through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	#1004, Bogd Tower, Ts.Jigjidjav Street-3, Chingeltei District, Ulaanbaatar 15160, Mongolia.
j. Delivery Terms	<i>For items coming from international destination please use</i> Incoterms DDP [Delivery Duty Paid] Goods will be delivered within 15 days after receipt of PO or contract from IDLO to #1004, Bogd Tower, Ts.Jigjidjav Street-3, Chingeltei District, Ulaanbaatar 15160, Mongolia.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	Mongolian Tugriks [MNT] (ONLY)

<p>m. Preliminary Documents to be Submitted</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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"/> 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; <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; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Others-Proof of similar nature procurement in the past 5 years PO/Contract
<p>n. Special Packing Requirement or Temperature Control</p>	<p><input checked="" type="checkbox"/> N/A</p>
<p>o. After-sales services required, if applicable</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support and Installation
<p>p. Due Diligence</p>	<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"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>q. 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 m.) 2. Technical responsiveness

	<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>
r. Contract Award	<p>The 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>
s. 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.</p> <p>In such event, IDLO may award the Contract to the Second Ranked Bidder or re-tender.</p>
t. 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 bidprotest@idlo.int within ten (10) days after receiving a regret letter or email confirming that they were not successful.</p> <p>All protests will be handled confidentially and impartially.</p>
u. Liquidated Damages	<p><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.</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 Conference Interpretation Set

Note:

1. Bidder must quote for items that meet or exceed the below minimum specification.
2. Bidder must quote for items and brands that are compatible with the entire system set up.

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>Interpreter Console</i>	<ul style="list-style-type: none"> • <i>Support for at least 4 language channels</i> • <i>Integrated microphone with noise reduction</i> • <i>Volume control for interpreter monitoring</i> • <i>LED or LCD display indicating active channel</i> • <i>Standard audio input/output connection</i> • <i>Durable tabletop design</i> 	<i>Each</i>	<i>1</i>
Lot 2	<i>Wireless transmitter/infrared radiator</i>	<ul style="list-style-type: none"> • <i>Type: Wireless infrared (IR) or digital RF transmission</i> • <i>Minimum coverage: 30-60 meters indoors</i> • <i>Support for at least 4 simultaneous language channels</i> • <i>Stable digital transmission with minimal interference</i> • <i>Automatic signal synchronization</i> • <i>Suitable for conference room use</i> 	<i>Each</i>	<i>1</i>
Lot 3	<i>Portable wireless receivers</i>	<ul style="list-style-type: none"> • <i>Lightweight portable design</i> • <i>Channel Selection</i> • <i>Simple user interface</i> • <i>Power ON/OFF button</i> • <i>Volume adjustment control</i> • <i>LCD or LED channel indicator</i> • <i>3.5 mm headphone jack</i> • <i>Rechargeable battery or replacement AA batteries</i> • <i>Battery life: minimum 15 hours continuous operation</i> • <i>Weight: not more than 150 g</i> 	<i>Each</i>	<i>50</i>

Lot 4	<i>Headphones</i>	<ul style="list-style-type: none"> • <i>Type: Lightweight headset or earphone</i> • <i>Connector: 3.5 mm jack</i> • <i>Comfortable for extended use</i> • <i>Clear audio quality</i> • <i>Replaceable ear pads preferred</i> 	<i>Each</i>	<i>50</i>
Lot 5	<i>Charging case for receivers</i>	<ul style="list-style-type: none"> • <i>Charging case or dock station</i> • <i>Capacity to charge at least 30 receivers simultaneously</i> • <i>Charging time not more than 6 hours</i> • <i>LED charging status indicators</i> • <i>Portable protective case</i> 	<i>Each</i>	<i>1</i>
Lot 6	<i>Required cables and accessories</i>	<ul style="list-style-type: none"> • <i>Complete standard set of all required cables, connectors, and accessories</i> • <i>Compatible with other equipment supplied under other Lots.</i> • <i>All necessary interface cables and adapters.</i> • <i>System power requirement: 220–240 V, 50 Hz, compatible with the electrical system in Mongolia.</i> • <i>Provide appropriate power adapters, plugs, and power cords compatible with Mongolian electrical outlets.</i> 	<i>Set</i>	<i>Complete Set</i>

Specifications for After-Sale Service for all lots

Lots	Description
All Lots	<ul style="list-style-type: none"> • Minimum warranty of 1 year. • User manual • Training and installation

**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-MN-2026-000056**

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 [MNT]	Total amount in [MNT]
1.	<i>Interpreter Console</i>	As described on annex B	Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	<i>Wireless transmitter/infrared radiator</i>	As described on annex B	Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	<i>Portable wireless receivers</i>	As described on annex B	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	<i>Headphones</i>	As described on annex B	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	<i>Charging case for receivers</i>	As described on annex B	Each	1	<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 [MNT]	Total amount in [MNT]
6.	<i>Required cables and accessories</i>	As described on annex B	Set	Complete Set	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods (inclusive of all Taxes/VAT)							

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 of 15 days after PO			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Minimum warranty of 1 year			
b) User manual			
c) Training and installation			
d) Others (if applicable)			



<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>