

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE STATIONERY
RFQ SO-2023-000067

Date: May 30, 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **office stationery** as 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 SO-2023-000067** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Date: June 5, 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
Somalia Country Office

Annex A
Instructions to Bidders

a. Description of requested Good.	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: May 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
i. Place of Delivery	Goods shall be delivered to: <ul style="list-style-type: none"> • IDLO Hargeisa Office at Buurta Kala-Jeexan, behind Omaar Warehouses, Hargeisa, Somaliland.
j. Delivery Terms	Goods will be delivered within three days after the receipt of purchase order from IDLO.
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	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 <input type="checkbox"/> Yes

o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 Year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
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 relieve the Contractor of its obligations or liabilities pursuant to this Contract.

ANNEX B

RFQ SO-2023-000067



TECHNICAL SPECIFICATIONS

SN	Description of Items	Specification	Unit of measure	Quantity
1.	Permanent marker	Permanent Marker Color: Assorted Size:10 Count Tip Type: Ultra Fine Barrel Type: Plastic	Dozens	3
2.	A4 envelope	A standard C4 envelope measures 324mm x 229mm.	Box of Reams	5
3.	A2 Envelop	A2 Envelopes (4 3/8 x 5 3/4) in 24lb. Bright White are a versatile, lightweight, square flap envelope with a smooth finish.	Pieces	2
4.	Pen	Craft Pen/Blue with Logo (3Color)	Dozen	2
5.	Dustbin	Mild Steel Open Top Metal Mesh Dustbin, For HOUSEHOLD AND OFFICE, Capacity: 6 Liters	Pieces	10
6.	Stapler	Item Weight 9.6 ounces Product Dimensions 6.2 x 1.8 x 2.2 inches Colour Black, blue and grey.	Dozens	1
7.	Stand flipchart stand	Writing surface format: 1000x700 mm. Minimum height: 1110 mm. Maximum height: 1910 mm. Stand colour: Silver. Writing surface material: Melamine. Function: With magnetic function. Weight: 8.7 kg.	Pieces	5
8.	Sticky notes	Lined Sticky Notes 4X6 in Bright Ruled Post Stickies Colourful Super Sticking Power Memo Pads Its Strong Adhesive, 6 Pads/Pack, 45 Sheets/pad	Box	3
9.	Spiral notebooks	3-Pack of 3-subject notebook 150 sheets each Includes interior paper pocket. Paper size: 8" x 10.5" Notebook Dimensions (with Spiral): 0.4" x 8.85" x 10.63" Colours: all possible	Dozens	60
10.	Visitor registration book log	Visitors register book Length 13 inches (33 cm), Breadth 8.5 inches (22 cm), 11.9 kg ledger paper 80 GSM thickness PVC binding hard bound register.	Pieces	3

SN	Description of Items	Specification	Unit of measure	Quantity
11.	Flip chart Papers	Flip chart Papers Approximate Size: 594mm x 841mm Colour: White Product Dimensions 1 x 64 x 100 cm; 2 Kilograms Item Weight: 2 kg	Dozens	2

**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 SO-2023-000063**.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	
Bank Name	
Bank Account	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

SN	Description of Items	Unit of measure	Quantity	Compliance with Technical Specifications	Unit rate in USD	Total amount in USD
1.	Permanent marker	Dozens	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	A4 envelope	Box of Reams	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	A2 Envelop	Pieces	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Pen	Dozen	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Dustbin	Pieces	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Stapler	Dozens	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Stand flipchart	Pieces	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items	Unit of measure	Quantity	Compliance with Technical Specifications	Unit rate in USD	Total amount in USD
8.	Sticky notes	Box	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Spiral notebooks	Dozens	60	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Visitor registration book log	Pieces	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	Flip chart Papers	Dozens	2	<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			
Compliance with the Terms and conditions and Specifications/TOR			



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

**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%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for services august 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20services%20august%202020.pdf)

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