

REQUEST FOR QUOTATION
PROCUREMENT OF DESIGN AND PRINTING SERVICES
RFQ SOM-2022-079

Date: **March 29, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Design and Printing Services** 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 the 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 **services**, by up to a maximum of 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:

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| 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 SOM-2022-079** 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: April 5, 2022**

Time: 15:00 hours Rome, Italy local time. (16:00 hours Somalia 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

| | |
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| a. Description of requested services | See Annex B |
| b. Deadline for Quotation | The Quote shall be addressed to IDLO on or before Date: April 5, 2022 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 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 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 | IDLO International Development Law Organization Airport Hotel, AAIA, Mogadishu |
| j. Delivery Terms | Services will be delivered within 5 days after receipt of PO or contract from IDLO. |
| k. Customs clearance, if needed, shall be done by: | <input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" 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> |

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| 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; <input checked="" type="checkbox"/> Copies of at least two LPOs or contracts for large-scale design and printing services offered within the last two years with the UN, Embassies, Government entities, INGOs, or multinational corporations. Provide contactable domain email addresses for reference check <input checked="" type="checkbox"/> Company profile including the physical address for on-site verification of production capacity and In-house printing press and binding equipment; |
| 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 type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type <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 | <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 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 | <p>Contract Award shall be granted according to:</p> <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 | <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> |
| s. Liquidated Damages | <input type="checkbox"/> N/A <input checked="" type="checkbox"/> 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. 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 |



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| | <p>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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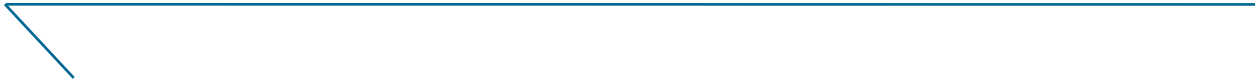
**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Services

| Lots | Item Name | Specification | Unit measure | Quantity |
|-------|---|--|--------------|----------|
| Lot 1 | Design, layout and printing of the Somali Penal Code. | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> Cover: matt art paper 250 gr. Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> Full-color printing throughout the document Extent: 118 pages | Each | 68 |
| Lot 2 | Design, layout and printing of the Criminal Procedure Code-English | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> Cover: matt art paper 250 gr. Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> Full-color printing throughout the document Extent: 154 pages | Each | 68 |
| Lot 3 | Design, layout and printing of Criminal Procedure Code Amendments 1972 | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> Cover: matt art paper 250 gr. Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> Full-color printing throughout the document Extent: 12 pages | Each | 68 |
| Lot 4 | Design, layout and printing of the Criminal Procedure Code Somali | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> Cover: matt art paper 250 gr. Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> Full-color printing throughout the document Extent: 145 pages | Each | 68 |
| Lot 5 | Design, layout and printing of Penal Code Arabic | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> Cover: matt art paper 250 gr. Interior: matt coated 150 gr. | Each | 68 |

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| | | Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 244 pages | | |
| Lot 6 | Design, layout and printing of Criminal Procedure Code Arabic | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 198 pages | Each | 68 |
| Lot 7 | Design, layout and printing of the Amendment Criminal Procedure Code | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 12 pages | Each | 68 |
| Lot 8 | Design, layout and printing of Prosecutors Guidelines Somali | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 21 pages | Each | 20 |
| Lot 9 | Design, layout and printing of Prosecutors Guidelines English | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 24 pages | Each | 20 |
| Lot 10 | Design, layout and printing of The Traffic Code with Amend | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. | Each | 68 |

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| | | Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 92 pages | | |
| Lot 11 | Design, layout and printing of AML CFT Law-Somali | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 41 pages | Each | 68 |
| Lot 12 | Design, layout and printing of AML CFT Law-English | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 47 pages | Each | 68 |
| Lot 13 | Design, layout and printing of Court Clerk Booklet-English | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 80 pages | Each | 68 |
| Lot 14 | Design, layout and printing of Court Clerk Booklet -Somali | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none"> • Full-color printing throughout the document Extent: 45 pages | Each | 68 |
| Lot 15 | Design, layout and printing of the AGO Code of Conduct | Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: <ul style="list-style-type: none"> • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. | Each | 20 |



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| | | Finishing: Perfect binding with stitches Printing details: <ul style="list-style-type: none">• Full-color printing throughout the document Extent: 10 pages | | |
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**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 SOM-2022-079**

| | |
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| 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

| Lot | Description | Unit of Measure | Quantity | Compliance with Technical Specifications in Annex B | Unit rate in USD | Total amount in USD |
|-----|---|-----------------|----------|---|------------------|---------------------|
| 1. | Design, layout, and printing of the Somali Penal Code. | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 2. | Design, layout, and printing of the Criminal Procedure Code-English | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 3. | Design, layout, and printing of Criminal_Procedure_Code_Amendments_1972 | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 4. | Design, layout, and printing of the Criminal Procedure Code-Somali | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 5. | Design, layout, and printing of Penal Code Arabic | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 6. | Design, layout, and printing of Criminal Procedure Code Arabic | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 7. | Design, layout, and printing of the Amendment -Criminal Procedure Code | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 8. | Design, layout, and printing of Prosecutors Guidelines -Somali | Each | 20 | <input type="checkbox"/> Comply | | |

| Lot | 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) | | |
| 9. | Design, layout and printing of Prosecutors Guidelines -English | Each | 20 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 10. | Design, layout, and printing of The Traffic Code with Amend | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 11. | Design, layout, and printing of AML CFT Law-Somali | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 12. | Design, layout, and printing of AML CFT Law-English | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 13. | Design, layout, and printing of Court Clerk Booklet-English | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 14. | Design, layout, and printing of Court Clerk Booklet -Somali | Each | 68 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |

| Lot | Description | Unit of Measure | Quantity | Compliance with Technical Specifications in Annex B | Unit rate in USD | Total amount in USD |
|---|---|-----------------|----------|---|------------------|---------------------|
| 15. | Design, layout, and printing of the AGO Code of Conduct | Each | 20 | <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 | | | | | | |

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| <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>