

REQUEST FOR QUOTATION
PROCUREMENT OF RADIOS VHF
RFQ NO 002G/SAH/2022

Date: **August 19, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for ten (10) Radios VHF 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 or sah-tenders@idlo.int and mention **Clarifications RFQ NO. 002G/SAH/2022**, 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: August 31, 2022**
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
The Sahel Regional Programme
Mali

Annex A
Instructions to Bidders

a. Description of requested Radio VHF brand Motorola	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: August 31, 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 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>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	IDLO OFFICE IN MALI Bamako, Mali
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to IDLO SAHEL PROGRAM IMMEUBLE BABOUYA 1ER ETAGE HAMDALLAYE ACI 2000 BAMAKO, MALI.
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	XOF CFA <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"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Others At least 03 references of previous sales
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 on Parts and Labour for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support <input checked="" 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: Full submission of Price Schedule (Annex C) signed and stamped;</p> <ol style="list-style-type: none"> a) 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 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
TECHNICAL SPECIFICATIONS**

Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>RADIO VHS</i>	--Preferably Motorola Brand DP4801E OUR DP4801; --Transmission/reception frequency from 136MHz to 174MHz (VHF); --Power output: 1W/4W-UHF, 1W/5W-VHF; --Frequency range: --VHF, Broadband UHF --4 5 Watt --Endowment with relay functions, --Option card available; --Emergency button; --Battery life: 16 hours in digital mode, 11 hours in analog mode; --Standard battery chemistry: lithium Ion; --Full Display, Color Day and Night mode; --Weight (with Standard battery): 3555.5.; --Dimensions Hight X width. X Prof. (with Standard battery): 130.3x55.2x41.1 mm	01	10

Specifications for After-Sale Service for Goods

Description
1. Warranty of 12 month or more on parts and hand set 2. User manual 3. Service Unit to be Provided when purchased item is under repair 4. Brand new replacement if unit is beyond repair (if still under warranty)

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. 002G-SAH-2022**

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 CFA	Total amount in CFA
1.	RADIO VHS	--Preferably Motorola Brand DP4801E OUR DP4801; --Transmission/reception frequency from 136MHz to 174MHz (VHF); --Power output: 1W/4W-UHF, 1W/5W-VHF; --Frequency range: --VHF, Broadband UHF --4 5 Watt --Endowment with relay functions, --Option card available; --Emergency button; --Battery life: 16 hours in digital mode, 11 hours in analog mode; --Standard battery chemistry: lithium Ion; --Full Display, Color Day and Night mode; --Weight (with Standard battery): 3555.5.; --Dimensions Hight X width. X Prof. (with Standard battery): 130.3x55.2x41.1 mm	1	10	<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			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Warranty of 12 month or more on parts and handset			
b) User manual			
c) Service Unit to be Provided when purchased item is under repair			
d) Others			
Other requirements <i>[pls. specify]</i>			

<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>
---	------------------------------

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_and_services_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf

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