

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE STATIONERY
RFQ SOM-2022-062

Date: **June 3, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the supply of **Stationery** 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 IDLO shall correct the total cost. 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 contract award, IDLO reserves the right to vary (increase or decrease) the quantity of **goods** 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 preparing the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders confirm 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 a 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, don't hesitate to get In touch with IDLO at tenders@idlo.int and mention Clarifications **RFQ SOM-2022-079** in the subject section of your email no later than 48 hours before the deadline for submission.

Deadline for Submission of Proposals:

On or before Date: **June 9, 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,

IDLO | International Development Law Organization Somalia






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: June 9, 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
i. Place of Delivery	IDLO Hargeisa Office at Buurta Kala-Jeexan, behind Omaar Warehouses, Hargeisa, Somaliland.
j. Delivery Terms	Goods will be delivered within 5 days after PO or contract signature by the last party. Delivered at Place (DAP) .
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, [specify] ___
o. After-sales services required, if applicable [leave blank if not 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, if applicable, as per Annex A, Point o. 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 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. <input type="checkbox"/> Yes - For late delivery of Services, 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 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.

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods (Stationaries)

Lots	Item Name	Specification	Pictures	Unit Measure	Quantity
1.	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		Roll of 25sheet	10
2.	Flip chart stand	Flip charts stand Item Weight: 43.3 pounds Approximate Product Dimensions 3.94 x 3.94 x 3.15 inches Colour: Brushed Aluminium, White Material Type: Aluminium Approximate Size: 27" x 41"		Pieces	3
3.	Normal pens	Item Weight: 9.8 ounces Product Dimensions: 4.2 x 3 x 6 inches Color: Blue Closure Retractable Grip Type: Contoured Material Type: Plastic Number of Items: 1 Size: 60 Count (Pack of 1) Point Type: Medium Pen Line Size: 1.00 mm Ink Color: Blue Tip Type: Conical		Box of 50pcs	6
4.	Permanent marker	Permanent Marker Color: Assorted Size: 10 Count Tip Type: Ultra Fine Barrel Type: Plastic		Box Of 10 Pcs	3
5.	Whiteboard marker	Item Weight 1.6 ounces Product Dimensions: 6.25 x 7.25 x 1 inches Color Assorted Grip Type: Plastic plain grip Material Type: Plastic Number of Items: 1 Size: 12-Count Point Type Fine Line Size : 0.7mm		Box of 10 pcs	4

		Ink Color: Aqua, Black, blue, brown, green, lime, orange, pink, plum, pumpkin, purple, red Tip Type: Fine			
6.	Notice board pins	Item Weight 3.2 ounces Color Assorted Material Type Alloy Steel Size 3/8" ground steel points and 1/2" heads		Pkt of 50 pcs	2
7.	Rulers	Item Weight 1.44 ounces Product Dimensions 12.32 x 0.06 x 1.26 inches Item model number KK2796A Material Type Stainless Steel Size: 30 cm		Pieces	5
8.	Clear packing tape	Clear packing tape inches x 100 meters (2"x100m)	N/A	Pieces	5
9.	Office files	File Folder (File box) Item Weight: 1.1 pounds Approximate: Product Dimensions : 12.6 x 9.4 x 1.6 niches Colour: Multi		Pcs	50
10.	File divider	File divider, Colour: Multi		Dozen	6
11.	Stick Glue	Item Weight: 1 pound, Number of Items: 6 dozen Approximate Product Dimensions: 5.25 x 2.75 x 8.88 inches Colour: White Material Type: Plastic Size: 43 grams		Dozen	3
12.	Notebook	Spiral Notebooks Item Weight: 9.6 ounces, Approximate Product Dimensions: 0.56 x 9.19 x 11 inches Colour: Black/brown/yellow/red, Size: 8-1/2 x 11" Ruling: Legal		Dozen	5
13.	Printing Paper A4	A4 Paper. Size: 100 grams Packing: 500 pcs / ream recycled paper Item Weight 15 pounds Product Dimensions 11 x 8.5 x 6.25 inches Material Type Paper Number of Items 1 Paper Weight 20		Box of 5 Reams	7

		Color White Paper Finish Smooth Sheet Size: A4			
14.	Dairy Book	A5 Notebook Time Diary 365 Days Daily Schedule Planner Notepad Calendar Book – Different colors		Dozen	7
15.	Stick note	Sticky notes Item Weight: 1.63 pounds Product Dimensions: 7.44 x 3.19 x 3.19 inches		Dozen	3
16.	A2 envelope	A2 Envelope, 16.54 x 23.39 inches / 420 x 556 mm ,100 gsm, 250/pack, Manila Colour Brown		Box of 250pcs	2
17.	A4 envelope	250 pcs/box Thickness 95gsm Brown Kraft Paper Item Weight 1.76 pounds Product Dimensions 12 x 9 x 3.13 inches Color Kraft Closure Gummed, Clasp Material Type Cardboard Size 9" x 12"		Pkt of 250 pcs	4
18.	Small stapler bins	Item Weight 9.6 ounces Product Dimensions 6.2 x 1.8 x 2.2 inches Color Black Material Type Metal Number of Items 1 Size Pack of 1		Pcs	5
19.	Paper clip 25 mm metallic	Paper clip 25 mm metallic Color: metal colorful Shaped Paper Clip: Yes Packing way: paper box, plastic box, opp bag, bulk and so on		BOX OF 100 PCS	4
20.	Bull dog clips- small- 25mm	Product Dimensions 1.1 x 2.5 x 4.8 cm; 40 Grams Colour Assorted colors Number of Items 12 Size 25 mm Item Weight 40 g		Box of 12 pcs	10

21.	Staple remover kangaroo SR-45	Plastic cover with finger grip. Suitable for No.10,24/6,26/6, B8. Steel jaws for removing staples. Locking Mechanism. Removes staple Pins, Board Pins and paper pin		Pcs	10
22.	Staedtler Tradition HB Pencil	Staedtler Tradition HB Pencil Item Weight 1.99 ounces Product Dimensions 9.25 x 2.6 x 0.63 inches Color Black Pencil Lead Degree (Hardness) HB Material Type Rubber Number of Items 1 Size 10 Count (Pack of 1)		Pack of 12pcs	2
23.	Polythene document pocket A4	Polythene document pocket A4 Item Weight 4.09 pounds Product Dimensions 1.8 x 11.13 x 7.43 inches Color: Clear Material Type: Plastic Tab Position: Top Number of Items: 100 Size: Document Folder Sheet Size: Letter, A4 Size Paper Finish: Coated Ink Color: Clear		Pack of 100 pcs	3
24.	Clear cello tape	Color Clear Compatible Material Metal Height 6.25 inches Item Thickness 2.0 millimeters Item Weight: 7.00 pounds Length 12.5 inches Material: Polypropylene Number of Items: 30 Width 8.5 inches		Pieces	10

**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 a 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-2022-062**

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

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 [USD]	Total amount in [USD]
1.	Flip chart papers	Roll of 25sheet	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Flip chart stand	Pieces	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Normal pens	Box of 50pcs	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Permanent marker	Box Of 10 Pcs	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Whiteboard marker	Box of 10 pcs	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Notice board pins	Pkt of 50 pcs	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Rulers	Pieces	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Clear packing tape	Pieces	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Office files	Pcs	50	<input type="checkbox"/> Comply		

Lot	Item Name 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)		
10.	File divider	Dozen	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
11.	Stick Glue	Dozen	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
12.	Notebook	Dozen	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
13.	Printing Paper A4	Box of 5 Reams	7	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
14.	Dairy Book	Dozen	7	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
15.	Stick note	Dozen	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
16.	A2 envelope	Box of 250pcs	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
17.	A4 envelope	Pkt of 250 pcs	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
18.	Small stapler bins	Pcs	5	<input type="checkbox"/> Comply		

Lot	Item Name 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)		
19.	Paper clip 25 mm metallic	BOX OF 100 PCS	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
20.	Bull dog clips- small- 25mm	Box of 12 pcs	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
21.	Staple remover kangaroo SR-45	Pcs	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
22.	Staedtler Tradition HB Pencil	Pack of 12pcs	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
23.	Polythene document pocket A4	Pack of 100 pcs	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
24.	Clear cellotape	Pieces	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods						
Taxes/ VAT (__ %) (if applicable)						
Grand Total						



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