

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE SUPPLIES(ICT ACCESSORIES)
RFQ NO. 145-SOM-2022

Date: **December 21, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation **for office supplies of the equipment (ICT ACCESSORIES)** 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 NO. 145-SOM-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: January 3, 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 goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: January 3, 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	IDLO office, Airport Hotel, Halane
j. Delivery Terms	Goods will be delivered within [5] days after receipt of PO or contract from IDLO to IDLO office, Airport Hotel, Halane Incoterms Delivery Duty Place (DDP) including Customs Clearance to the Locations in Section i. Place of Delivery.
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
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"/> Company Profile.






	<input checked="" type="checkbox"/> Copy of minimum 2 contracts of similar work implemented over the last 2 years with UN Agencies, INGOs, Embassies, or government states /reference letters with contactable domain email addresses for verification.
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 a minimum period of time mentioned by the manufacturer of the goods. <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. <input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in









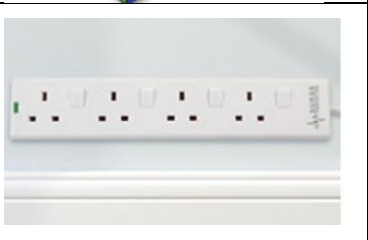
	<p>accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
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**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

SN	Item Name	Specification	Picture	Unit of measure	Quantity
1	Logitechk270	Wireless keyboard: Eight Hot Keys, Full-Size Layout, Plug-and-Play Simplicity, Logitech Unifying Receiver, Advanced 2.4 GHz Wireless. Dimensions; Height: 149 mm; Width: 441.5 mm; Depth: 18 mm at the front, 22 mm at back; Weight: 498 g.		PCs	10
2	Mousepad	Any genuine product of high quality Color: blue or black		PCs	12
3	laptop Bag	Any genuine product of high quality Dimensions:12in x 8in x 8in x 19in x 14.5L (W x H x D x L x V) Color: Black or blue navy		PCs	10
4	laptop Bag	Cool bell 14.1 Inch bag: 38CM high x 27cm wide x 3.5 cm thick Weight: 0.39 kg		PCs	10
5	Foam cleaning agent	Any genuine product of high quality		PCs	2

6	Hp Elite Dock-Workstation	<p>Dimensions (H x W x D): 197.87 x 68.83 x 22.10 mm (7.79 x 2.71 x 0.87 in)</p> <p>Resolution: Single display Up to 4096 x 2160 at 60 Hz Dual display Up to 2560 x 1600 at 60 Hz Triple display Up to 1920 x 1200 at 60 Hz</p> <p>Front components: 1) USB 3.0 port¹ (1) USB-C port¹ (connects to other peripherals) (1) Audio jack combo (connects to headphone) (1) Hi-Res button with LED backlight (supports higher display resolutions)</p> <p>Side/rear components: 1) Smart AC adapter (1) Powered USB 3.0 port¹ (2) USB 2.0 ports (1) USB-C port² (connects to computers) (1) Gigabit Ethernet port¹ (1) HDMI port</p> <p>Normal operating power: 90 W Average operating power: 65 W Maximum operating power: 100 W</p> <p>Power Delivery (PD) profile: USB-C PD 3.0 supporting 5 V/3 A, 9 V/3 A, 10 V/3 A, 12 V/3 A, 15 V/3 A and 20 V/3 A</p>		PCs	12
7	HDMI cable	Any genuine product of high quality 1.5 m long		PCs	5
8	Office window blind	<p>Item Dimensions: 190L x 90W x 0.1 Centimetres</p> <p>Colour White</p> <p>Room Type: Office Room</p> <p>Size: 90x190 cm</p> <p>Mounting Type Inside Mount</p> <p>Number Of Panels: 1</p>		PCs	1

9	LCD Screen cleaner	Any genuine product of high quality		Pcs	2
10	Laptop Bag for ladies.	Dimensions: 14 by 18.5 by 5 inches Handle drop: 12 inches Weight: 650 g Warranty: three-year warranty Colors: black, blue, gray, bronze		Pcs	3
11	A4 Paper	Any genuine product of high quality		1 Box (5 Reams)	5
12	Power Extension	Power Extension Colour White Size Name: 5 Metre Voltage 240 Volts Item dimensions : 20 x 20 x 20 millimetres Item weight: 0.39 Kilograms		Pcs	6

**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. 145-SOM-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 mentioned under Annex-B of this RFQ.

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	Logitechk270	See Annex B	Pieces	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
2.	Mousepad	See Annex B	Pieces	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
3.	laptop Bag	See Annex B	Pieces	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
4.	laptop Bag-Cool bell	See Annex B	Pieces	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
5.	Foam cleaning agent	See Annex B	Pieces	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
6.	Hp Elite Dock-Workstation	See Annex B	Pieces	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
7.	HDMI	See Annex B	Pieces	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
8.	Office window blind	See Annex B	Pieces	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
9.	LCD Screen Cleaner	See Annex B	Pieces	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
10.	Laptop Tote Bag for ladies.	See Annex B	Pieces	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
11.	A4 Paper	See Annex B	1 Box (5 Reams)	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		
12.	Power Extension	See Annex B	Pieces	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply.		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
Total Cost of Goods							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

<p>Name, position and signature of the Bidder</p> <hr/> <p>Duly authorised to sign this Bid</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>