

REQUEST FOR QUOTATION
PROCUREMENT OF PRINTING SERVICES
RFQ SOM-2022-088

Date: **September 13, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the **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 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 SOM-2022-088** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Proposals:
On or before Date: **September 20, 2022**
Time: **15:00** hours Rome, Italy 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: September 20, 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	FIU Somaliland, Hargeisa.
j. Delivery Terms	Goods will be delivered within 5 days after PO or contract signature by the last party.
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. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

<p>n. Preliminary Documents to be Submitted</p>	<p><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;</p>
<p>o. Special Packing Requirement</p>	<p><input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [<i>specify</i>] ___</p>
<p>p. After-sales services required, if applicable [leave blank if not applicable]</p>	<p><input 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>
<p>q. Evaluation Criteria</p>	<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 p, if applicable. 4. Earliest Delivery Date 5. Lowest price
<p>r. Liquidated Damages</p>	<p><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.</p>

**ANNEX B
TECHNICAL SPECIFICATIONS**

ITEM	ITEM DESCRIPTION	UNIT OF MEASURE	ORDER QUANTITY
Somaliland_NPOs	Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: • Full-color printing throughout the document Extent: 17 pages	Each	50
Somaliland_CDD	Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: • Full-color printing throughout the document Extent: 29 pages	Each	50
Somaliland Fraud Monitoring Directive	Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: • Full-color printing throughout the document Extent: 6 pages	Each	50
Somaliland_KYC	Design work: Design, layout, formatting Printing: Conventional Publication size: B5 Paper details: • Cover: matt art paper 250 gr. • Interior: matt coated 150 gr. Finishing: Perfect binding with stitches Printing details: • Full-color printing throughout the document Extent: 16 pages	Each	50

**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-2022-088**

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

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

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Lot	Item Name Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
1.	Somaliland_NPOs	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Somaliland_CDD	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Somaliland Fraud Monitoring Directive	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Somaliland_KYC	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Somaliland_NPOs	Each	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods						
Other Charges (please specify)						
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			

<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>