

REQUEST FOR QUOTATION
PROCUREMENT OF FURNITURE FOR ADR CENTERS
RFQ NO. 071-SO-2023

Date: **May 8, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **FURNITURE FOR ADR CENTERS** 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. 071-SO-2023** 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: May 15, 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
Somali 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: May 15, 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 |
| i. Place of Delivery | Erigavo; Sanag-ADR Center |
| j. Delivery Terms | DDP. Goods will be delivered within 5 days after receipt of PO or contract from IDLO to Erigavo; Sanag-ADR Center |
| k. Customs clearance, if needed, shall be done by: | <input checked="" type="checkbox"/> Supplier |
| 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; |

| | |
|---|--|
| n. Special Packing Requirement or Temperature Control | <input checked="" type="checkbox"/> Yes, The items must be packed in order to avoid any damages during the delivery to the final destinations according to the Lots mentioned above. |
| o. After-sales services required, if applicable | <input checked="" type="checkbox"/> Warranty on parts and labour for a minimum period of 1 (Year) <input checked="" type="checkbox"/> Technical support <input checked="" type="checkbox"/> provision of service when pulled out for maintenance/repair |
| 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 | <p><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.</p> <p>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**

| Lots | Item Name | Specification | Unit measure | Quantity |
|--------------|--|---|---------------------|-----------------|
| Lot 1 | Office Chairs | <ul style="list-style-type: none"> • Office Chairs, Modern Office leather Chair ARMREST, PU back and comfortable and adjustable armrest (height adjustable) and rolling wheels, • Tilttable: Backward and forward • Size- 86*64*33 Weight bearing load: 110 KG Color: Black/brown • Adjustable lumber support • Adjustable headrest • Lever to adjust seat high | <i>Unit</i> | <i>10</i> |
| Lot 2 | Rectangular Meeting conference table Best quality. Delivery and assembly at a place (Destinations) | <ul style="list-style-type: none"> • Customized elegant and comfortable Conference Table with specified MDF plywood having brown veneer standardized for 8 people: Dimension: Table Length: 2.5 meters, Table Width: 120 cm from which 15 cm width for wire managing space at the middle of the table along. Table height: • Standard height or 80 cm Table both end width: 120cm Thickness of the Tabletop surface: 32mm Table Legs: • Adjustable wooden Material: Best quality Oak Color: light Brown Including delivery and assembly. • Desk With Cable Management: Steelcase Universal Power Cable Management Kit • Anti scratch coating | <i>Unit</i> | <i>1</i> |
| Lot 3 | Plastic Chairs | <ul style="list-style-type: none"> • Plastic Chairs with armrest • Size:61.5*54*82cm • Color: any color | <i>Unit</i> | <i>10</i> |
| Lot 4 | Box file shelves- Delivery and assembly at a place (Destinations) | <ul style="list-style-type: none"> • Steel plate Box file cabinet • Size:H1850*W900*D400mm • Fitting : 4 shelves | <i>Unit</i> | <i>12</i> |
| | | | | |






**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. 071-SO-2023**

| | |
|-----------------------------|--|
| 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

| LOTS: | Item Name | Unit measure | Photo/Description | Quantity | Compliance with Technical Specifications in Annex C | Unit rate in USD | Total amount in USD |
|-------|---|--------------|---|----------|---|------------------|---------------------|
| Lot 1 | Office Chairs | UNIT |  | 10 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| Lot 2 | Rectangular Meeting conference table Best quality. Delivery and assembly at a place (Destinations) | UNIT |  | 1 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| Lot 3 | Plastic Chairs | UNIT |  | 10 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |

| | | | | | | | |
|-------|--|------|--|----|---|--|--|
| Lot 4 | Box file shelves- Delivery and assembly at a place (Destinations) | UNIT |  | 12 | <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) [i.e. Training on Operations and Maintenance] | | | |
| b) ... | | | |
| c) ... | | | |
| 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_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>