

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE SUPPLIES
RFQ SO-2023-000063

Date: May 29, 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **office supplies** as 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 SO-2023-000063** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Date: June 5, 2023

Time: 17:00 hours PM Somaliland local 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 Good.	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: June 5, 2023 Time: 17:00 hours PM Somaliland local 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	Goods shall be delivered to: <ul style="list-style-type: none"> • IDLO Hargeisa Office at Buurta Kala-Jeexan, behind Omaar Warehouses, Hargeisa, Somaliland.
j. Delivery Terms	Goods will be delivered within three days after the receipt of purchase order from IDLO.
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
o. After-sales services required, if applicable	<input checked="" 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. 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	<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**

SN	Description of Items	Specification	Unit of measure	Quantity
1.	Drinking water	Variety Mineral Pack of 24 Flavor: Purified water Package Information: Bottle Volume 0.75 ml Fluid	packs	15
2.	Cooking gas	25kg of HASS cooking gas	Piece	2
3.	Sugar	White Powder Sugar (proper and standard packaging) with a minimum shelf life of one year.	Sac	1
4.	Coffee	Coffee-Tim Hortons Form Ground Flavour Original Caffeine Content Caffeinated Roast Level: Dark roast Specialty: No Artificial Flavours, Vegetarian, Dairy-Free, No Added Sugar, Vegan, No Artificial Colours Package Information Glass Bottle Units 50.0 gram Material Feature	Pieces	4
5.	Lipton	Lipton Tea Bags Black Flavor 100 Bags Per Box Item Form Tea Bags Flavor: Classic Roast Tea Variety Black Item Weight 0.82 Pounds	Boxes	2
6.	Electric kettle	Electric tea kettle with 1.8L	Pieces	2
7.	Tissue	Liberian made Bathroom tissue with a minimum shelf life of one year.	Boxes	12
8.	Cleaning materials	a) Wash Detergent Powder Scent Floral Material Type Free: Fragrance-Free Item Form: Powder Item Weight: 5000 Grams Formulation Type: Regular Item Dimensions LxWxH: 46.5 x 33.5 x 2 Centimetres Specific Uses for Product: Stain Remover	Dozen	4

SN	Description of Items	Specification	Unit of measure	Quantity
		b) Tile shampoo Material Feature: Fragrance-Free Liberian made cleaning tile washing shampoo with a minimum shelf life of one year.	Dozen	1
		c) Toilet brush Rubbermaid FG631000WHT 14 1/2	Pieces	6
		d) Mob Sweeper Mob Sweeper Pattern: Pliers + Spanner Product Dimensions 48 x 28 x 28 cm; 2.4 Kilograms Shipping Weight 3.3 Kilograms	Pieces	4
		e) Washing shampoo Wash Liquid Detergent 5 Litter	Dozens	2

**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 SO-2023-000063**.

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

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

SN	Description of Items as per Annex B	Unit of measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	Drinking water	packs	15	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Cooking gas	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Sugar	Sac	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Coffee	Pieces	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Lipton	Boxes	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Electric kettle	Pieces	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Tissue	Boxes	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Cleaning materials	Dozen	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

SN	Description of Items as per Annex B	Unit of measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
	a) Wash Detergent Powder	Dozen	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
	b) Tile shampoo	Pieces	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
	c) Toilet brush	Pieces	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
	d) Mob Sweeper	Dozens	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
	e) Washing shampoo	Dozens	2			
Total Cost of Goods						
Taxes/Vat (%) (if applicable)						
Grand Total						

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

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%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

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