

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF ICT EQUIPMENT**  
**RFQ NO. UA-2023-000067**

Date: **January 12, 2024**

Dear Sir / Madam,

You are kindly requested to submit your **Procurement of ICT Equipment** 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**, be virus-free and consist of no more than two email transmissions. They must be free from any 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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. UA-2023-000067** 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 25, 2024**

**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  
Ukraine 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 <b>Date: January 25, 2024</b> <b>Time: 15:00 hours Rome, Italy</b> 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	<b>90 days</b>  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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> <b>Not permitted (all or nothing)</b>
i. Place of Delivery	IDLO Country Office, Kyiv, Ukraine
j. Delivery Terms	Goods will be delivered within 5 working days after receipt of PO or contract from IDLO or subject to client's approval.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Supplier</b>
l. Currency of Quotation	<b>EURO</b> <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Language of the Bid	This bid is executed in both English and Ukrainian. In case of a discrepancy, the English version shall be treated as authoritative.

	While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondences, documents and Contract relating to the Bid shall be written in the English language
n. 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, <b>the company should be officially registered with the relevant authorities in Ukraine as a legal entity;</b> <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney; <input checked="" type="checkbox"/> Trade name registration papers, if applicable; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR, provision of link to Manufacturer's website showing the Product Data Sheet. <b>Note! Please provide the weblink to the product you offer, attesting compliance with Technical Specifications as mentioned under Annex B</b> <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.) if applicable;
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
q. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
r. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
s. Contract Signature	Within five (5) working 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.
t. 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**

**Specifications for Goods**

Lots	Item Name	Specification	Basic parameters	Unit measure	Quantity
<b>Lot 1</b>	<b>LAPTOP 1</b>	Manufacturer	HP, DELL, or similar	Pcs.	3
		Display	15.6" IPS Full HD		
		Processor	12th Generation Intel® Core™ i5 or higher		
		Memory (RAM)	16 GB		
		Storage	SSD 512 GB		
		Jacks	At least 1xUSB Type-A (USB 3.1 or higher); at least 1xUSB Type-C; 1 x LAN (RJ-45); HDMI		
		Integrated speakers	yes		
		Integrated camera	yes		
		Integrated microphone	yes		
		Headphone/microphone jack	yes		
		Internal keyboard	lighting, Ukrainian layout, with additional numeric keypad		
		Pre-installed OS	Windows 11 Pro		
		Colour:	black or grey		
		Weight	Not more than 1.6 kg		
Warranty	manufacturer's warranty of at least 12 months				

Lot 2	LAPTOP 2	Manufacturer	HP, DELL, or similar	Pcs.	1
		Display	15.6" IPS Full HD		
		Processor	13th Generation Intel® Core™ i7		
		Memory (RAM)	32 GB		
		Storage	SSD 1024 GB		
		Jacks	1xUSB Type-A; 1xUSB Type-C; HDMI		
		Integrated speakers	yes		
		Integrated camera	yes		
		Integrated microphone	yes		
		Headphone/microphone jack	yes		
		Internal keyboard	lighting, Ukrainian layout, with additional numeric keypad		
		Pre-installed OS	Windows 11 Pro		
		Colour:	black or grey		
		Weight	Not more than 1.55 kg		
Warranty	manufacturer's warranty of at least 12 months				
Lot 3	MONITOR	Manufacturer	HP, DELL, or similar	Pcs.	1
		Specifications	Display diagonal: 27" (16:9) Maximum display resolution: 2,560x1,440 (QuadHD) Matrix type: IPS Refresh rate: at least 165 Hz Response time: <2 μs Integrated speakers		

			connection type: HDMI (Type A) HDMI (Type A - Type A) cable required		
		Warranty	Onsite warranty through Ukrainian service center Manufacturer's warranty of at least 12 months		
Lot 4	<b>SET OF KEYBOARD AND MOUSE</b>	Manufacturer	Logitech or similar	Pcs.	1
		Specifications:	keyboard with additional numeric keypad wireless Ukrainian, Russian, and English keyboard layouts		
		Warranty	manufacturer's warranty of at least 12 months		
Lot 5	<b>DOCKING STATION</b> To connect a monitor (Specification 3) and keyboard (Specification 4) to a laptop (Specification 2).	Manufacturer	Compatible with laptop (Specification 2)	Pcs.	1
		Connection to the host device	USB Type-C		
		Required ports for devices	At least 2xUSB Type-A (USB 3.1 or higher); at least 1xUSB Type-C; HDMI; 1 x LAN (RJ-45).		
		Housing material	metal		
		Colour:	black or grey		
		Warranty	manufacturer's warranty of at least 12 months		



**Offer for After-Sale Services and Other Conditions**

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, cannot comply</i>	<i>Yes, can offer an alternative</i>
Delivery Lead Time of 5 working days from date of contract signature.			
Warranty as per Lot specifications under Annex C Technical Specifications			
<b>Lot 1: Laptop 1</b> Manufacturer's warranty at least 12 months			
<b>Lot 2: Laptop 2</b> Manufacturer's warranty at least 12 months			
<b>Lot 3: Monitor</b> Manufacturer's warranty at least 12 months			
<b>Lot 4: Set of Keyboard &amp; Mouse</b> Manufacturer's warranty at least 12 months			
<b>Lot 5: Docking Station</b> Manufacturer's warranty at least 12 months			

**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. UA-2023-000067**

IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «**No VAT**».

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements (Part 1)**

Note: IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «No VAT».

Note: the unit prices are fixed in EUR. However, the payment will be performed in the local currency (UAH) as per the exchange rate of the National Bank of Ukraine on the date of the invoice issuance

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in EUR	Total amount in EUR
Lot 1	LAPTOP 1	<i>As per Annex B - Technical Specifications</i>	Pcs.	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	LAPTOP 2	<i>As per Annex B - Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 3	MONITOR	<i>As per Annex B - Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 4	SET OF KEYBOARD AND MOUSE	<i>As per Annex B - Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 5	DOCKING STATION To connect a monitor (Specification 3)	<i>As per Annex B - Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in EUR	Total amount in EUR
	and keyboard (Specification 4) to a laptop (Specification 2).						
<b>Total Cost of Goods</b>							
<b>Other Charges, if any (please specify)</b>							
<b>Grand Total</b>							

<p><b>Name, position and signature of the Bidder</b></p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**Table 2: Offer for After-Sale Services and Other Conditions**

Description	Responses	
Manufacture's warranty: 12 months after sale for all items	<input type="checkbox"/> <b><i>Yes, we will comply</i></b>	<input type="checkbox"/> <b><i>No, we cannot comply</i></b>

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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_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/general_terms_and_conditions_for_services_feb_2022.pdf)

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