

**REQUEST FOR QUOTATION  
PROCUREMENT OF ICT EQUIPMENT  
RFQ NO. UA-2024-000065**

Date: **October 1, 2024**

Dear Sir / Madam,

You are kindly requested to submit your bid for **Procurement of ICT Equipment for IDLO Office in Ukraine** 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-2024-000065** 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: October 10, 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: October 10, 2024</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
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>USD</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 / Partnership certification if applicable; <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"/> <b>Warranty on Products as per technical specifications</b>
q. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <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	Contract Award shall be granted according to: <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.

<p>t. Liquidated Damages</p>	<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. 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> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. 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**

Lots	Item Name	Specification	Basic parameters	Unit measure	Quantity
<b>Lot 1</b>	<b>SERVER CABINET ENCLOSUR</b>	Cabinet type	standard 19", floor standing	Pcs.	1
		Height	22U		
		Depth	600 mm		
		Width	600 mm		
		Maximum load	not less than 400 kg		
		Mounting rails 19"	with perforation		
		Supports	adjustable throughout the whole depth		
		Legs	4 pieces, adjustable		
		Side walls	removable		
		Cable pass-throughs	in top & bottom of rack		
		Ventilation points	Yes		
		Door	impact resistant glass 180° opening door can be mounted from both sides deadbolt lock, door handle is lockable in closed position		
		pre-installed retractable shelf	yes, 600 mm deep with telescopic guides, can bear weight of up to 20 kg		

		Electric sockets unit	yes, 1U height, metal case with switch and grounding at least 8 standard sockets (IEC C,F / CEE-7/7) for connecting equipment included - a cable for connecting the socket unit to the power supply socket (type CEE 7/7)		
		Supplied accessories	The delivery should also include: necessary adapters, fasteners, a set of mounting elements, etc.; door keys (at least 2 for each lock) all documentation and diagrams the manufacturer provided for this equipment;		
		Warranty support	On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.		
Lot 2		Category	cat.5e	Pcs.	3
		Shielding	FTP		

	<b>PATCH PANEL</b>	Number of ports	24		
		Patch panel type	Network RJ-45		
		Height, U	1		
		Cable organizer	Behind		
		Construction type	19"		
		Warranty support	On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.		
<b>Lot 3</b>	<b>CABLE ORGANIZER FOR SERVER CABINET</b>	Construction type	19"	Pcs.	2
		Height, U	1		
		Body material	Plastic		
		Designated use:	For copper cables		
		Warranty support	On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.		
<b>Lot 4</b>	<b>SWITCH</b>	Manufacturer or model	Mikrotik CRS354-48G-4S+2Q+RM	Pcs.	1
		Type	level 3 controlled		
		Form factor	rack-mounted		
		Number of ports	56		
		Ports	SFP+, Fast Ethernet, Gigabit Ethernet		



		Data transfer medium	100BASE-TX: Category 5 unshielded coaxial cable, optical cable, 10BASE-T: Category 3, 4, 5 unshielded coaxial cable, 100BASE-TX / 1000Base-T: Category 5 unshielded coaxial cable		
		Remote control capability	controlled		
		Switching capacity	336 Gbit/s		
		Auto detect MDI/MDIX	Yes		
		Body material	Metal		
		Number of 100FX ports	1x100FX		
		Number of 1000TX ports	48x10/100/1000TX		
		Number of 1000FX ports	4xSFP+		
		Warranty support	On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.		
Lot 5	WIFI ACCESS POINT	Manufacturer or model	Ubiquiti UAP-AC-LITE	Pcs.	1
		Network standards	a (up to 54 Mbps), b (up to 11 Mbps), g (up to 54 Mbps), n (up to 300 Mbps), ac (up to 867 Mbps)		
		Operating frequency	2.4 / 5 GHz		
		Data security	AES, TKIP, WEP, WPA-PSK, WPA2-ENT, WPA2-PSK		

		Monitoring and management	Web interface		
		Antenna type	built-in/fixed		
		Number of antennas	2		
		Interfaces	LAN 10/100/1000 Mbit/c		
		Number of LAN ports (RJ-45)	1		
		Additional features	MIMO technology		
		Warranty support	On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.		
<b>Lot 6</b>	<b>DELIVERY OF GOODS</b>	Goods should be delivered to the office, Kyiv, Ukraine. The address details will be given at the contracting stage.		<b>Service</b>	<b>1</b>

**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-2024-000065]**

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.**

**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 USD. However, the payment might be performed in USD or 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 [USD]	Total amount in [USD]
Lot 1	SERVER CABINET ENCLOSUR	<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 2	PATCH PANEL	<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 3	CABLE ORGANIZER FOR SERVER CABINET	<i>As per Annex B - Technical Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 4	SWITCH	<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	WIFI ACCESS POINT	<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 [USD]	Total amount in [USD]
Lot 6	DELIVERY OF GOODS	As per Annex B - Technical Specifications	Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Other Charges, if any (please specify)</b>							
<b>Grand Total</b>							

**Table 2: Offer for After-Sale Services and Other Conditions**

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

Other Information	Responses		
	Yes, we will comply	No, cannot comply	Yes, can offer an alternative
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: SERVER CABINET ENCLOSUR</b> - On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.			
<b>Lot 2 : PATCH PANEL</b>			

- On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.			
<b>Lot 3 : CABLE ORGANIZER FOR SERVER CABINET</b> - On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.			
<b>Lot 4 : SWITCH</b> - On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.			
<b>Lot 5 : WIFI ACCESS POINT</b> - On-site warranty through Ukrainian service center, at least 12 months from the manufacturing date, but not less than the standard warranty period.			
<b>Lot 6: DELIVERY OF GOODS</b> - NA			

<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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**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)

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