

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE
RFQ NO. UA-2024-000085

Date: **October 4, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Procurement of Office Furniture, its Delivery and Installation in the IDLO Office Premises in Kyiv, 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, 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 and services, 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. UA-2024-000085** 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 18, 2024**

Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,

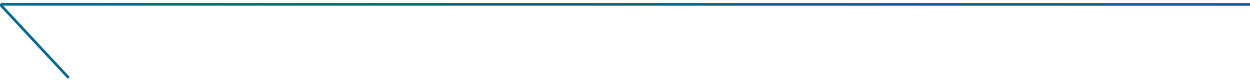
International Development Law Organization | IDLO

IDLO Ukraine Country Office

Annex A
Instructions to Bidders

a. Description of requested [goods/services]	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: October 18, 2024 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/Services] 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/Services] 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"/> Permitted (Lot 1 / Lot 2 / Lot 3 / Lot 6) or <input checked="" type="checkbox"/> Permitted (Lot 4 / Lot 5 / Lot 6) or <input checked="" type="checkbox"/> Permitted (All Lots)
i. Place of Delivery	DDP (Delivered Duty Paid) to 10 th floor, Block B, bld. 4, Korolenkivska str., Kyiv, 01033 Ukraine
j. Delivery Terms	Goods and Services will be delivered within 10 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"/> Supplier
l. Currency of Quotation	UAH (Ukrainian hryvnia) <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>



m. Language of the Bid	<p>This bid is executed in both English and Ukrainian. In case of a discrepancy, the English version shall be treated as authoritative.</p> <p>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</p>
n. Preliminary Documents to be Submitted	<p><input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate; the company should be officially registered with Ukrainian legal authorities.</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><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.</p>
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 12 months
q. 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
r. 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;
s. 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>
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</p>






	<p>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.</p> <p>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 / Services]

Lots	Item Name	Specification	Specifications in Scheme	Unit measure	Quantity
Lot 1	Office Desk	<p>Size of the office desk:</p> <ul style="list-style-type: none"> ○ 1,200 L x 115 H x 70 W <p>Description of the office desk:</p> <ul style="list-style-type: none"> ○ Worktop material: chipboard ○ Leg material: steel ○ Color: Light ○ There should be height adjustment: electric ○ The shape is rectangular 		Pcs.	5
Lot 2	Office Chair	<p>Description of the office chair:</p> <ul style="list-style-type: none"> ○ Upholstery material: mesh seat cover ○ Color: grey ○ 360° revolving mechanism ○ Mechanism: Tilt (Качания) ○ Features: Rubberized rollers, Headrest, chairback with mesh cover ○ There must be seat height adjustment 		Pcs.	28

Lot 3	<i>Office Chair</i>	Description of the office chair: <ul style="list-style-type: none"> ○ Upholstery material: mesh seat cover ○ Color: black / white ○ Features: Headrest, backrest with mesh ○ Purpose: conference hall. 		Pcs.	30
Lot 4	<i>Kitchen Table</i>	Size of the office desk: <ul style="list-style-type: none"> ○ 1,200 L x 750 H x 800 W Description of the office desk: <ul style="list-style-type: none"> ○ Worktop material: chipboard ○ Leg material: steel ○ Color: Light ○ The shape is rectangular 		Pcs.	2
Lot 5	<i>Kitchen Chair</i>	Description of the kitchen chair: <ul style="list-style-type: none"> ○ Upholstery material: leather substitute ○ Color: light ○ Features: with seating back 		Pcs.	8

Lot 6	<i>Delivery and Installation Services</i>	Installation on site	N/A	Service	1
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Specifications for After-Sale Services and Other Conditions

Description
Manufacture's warranty: 12 months after sale

**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-2024-000085]**

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

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».

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UAH]	Total amount in [UAH]
Lot 1	Office Desk	<i>As per Annex B / Technical Specifications</i>	Pcs	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	Office Chair	<i>As per Annex B / Technical Specifications</i>	Pcs	28	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 3	Office Chair	<i>As per Annex B / Technical Specifications</i>	Pcs	30	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 4	Kitchen Table	<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 5	Kitchen Chair	<i>As per Annex B / Technical Specifications</i>	Pcs	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 6	Delivery and Installation Services	<i>As per Annex B / Technical Specifications</i>	Service	1	<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 (Be delivered within 10 working days after receipt of PO or contract)			
Warranty and After-Sales Requirements			
a) [i.e. Minimum 12 months warranty on both parts and labour]			

<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>