

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: **ITB No. 004_2025_DRC (Amended)**

Date: **May 7, 2025**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for the **Procurement of ICT equipment in Kinshasa, Democratic Republic of the Congo (DRC)**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids 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.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, 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 Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Technical Specifications	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB No. 004_2025_DRC** in the subject section of your email.

Deadline for Submission of Proposals:

On or before **Date: May 28, 2025**

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

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Democratic Republic of the Congo Office

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in USD.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: May 28, 2025 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals 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.</i></p>
6. Delivery Term and Place	<p>ICT equipment will be delivered within 42 calendar days after receipt of Purchase Order (PO) or contract from IDLO to Incoterms DDP IDLO Office Kinshasa Gombe.</p>
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> Supplier</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> Yes, Packaging that meets the durability criteria</p>
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (Annex D); 2. Bidder Information Form (Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents.</p>

	<p>Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention Clarification ITB N° 004_2025_DRC in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: "Submission for ITB N° 004_2025_DRC"</p>

14. Joint Venture, Consortium, or Association

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.

The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.

The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.

A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- a) Those that were undertaken together by the JV, Consortium or Association; and
- b) Those that were undertaken by the individual entities of the JV, Consortium or Association.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and

	qualification assessment by IDLO.
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
17. Validity Period of Bids	All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>

19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.

26. Correction of errors	In the event of a discrepancy between the unit price and the total price, 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 Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> Yes - 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.

31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. 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>
33. Debriefing	<p>In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.</p>
34. Payment Terms	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>
35. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H. The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
36. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Goods</u>, 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>
37. Partial Bid	<p><input checked="" type="checkbox"/> Not permitted (All or Nothing)</p>

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 23.	Self-Attestation Letter (form provided in Annex E)
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter (form provided in Annex E)
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter (form provided in Annex E)
Certificates and Licenses	<ul style="list-style-type: none"> • Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer • Brochures 	<ul style="list-style-type: none"> • Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); • Product Data Sheets attesting compliance with Technical Specifications as mentioned under Annex B; with Excel sheet showing the technical specifications as requested; • Technical guarantee document for each equipment

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 3 years of relevant experience.	Certificate of Incorporation/Registration
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	3 copies of PO or contracts of similar value, nature and complexity implemented over the last 3 years
Financial Standing	<p>Minimum average annual turnover of USD 30,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Audited Financial Statements or Bank Statements
Financial Standing	<p>Minimum of 3 copies of PO or contracts carried out over the last 3 years and whose average value is equal to 50% of the price of his offer; <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Provide minimum 3 copies of PO or contracts whose average value is equal to 50% of the price of his offer.

ANNEX C
TECHNICAL SPECIFICATIONS

Lots	Item Name	IDLO minimum technical requirements		Unit	Qty
1	Laptop	<i>Operating System</i>	<i>Windows 11 Pro 64-bit OEM License</i>	Unit	40
		<i>CPU</i>	<i>12th Generation Intel® Core™ i5 processor or superior</i>		
		<i>Video Card</i>	<i>Intel® Graphics integrated</i>		
		<i>RAM</i>	<i>16 GB DDR4-3200 MHz RAM</i>		
		<i>Hard Disk</i>	<i>512 GB PCIe® NVMe™ SSD</i>		
		<i>Screen</i>	<i>13 inches, non-touch FHD (1920 x 1080), IPS, anti-glare, 1000 nits, 72% NTSC 720p HD IR privacy camera dual-array microphones</i>		
		<i>Keyboard</i>	<i>Internal French Keyboard, spill-resistant, backlit keyboard Clickpad with multi-touch gesture support</i>		
		<i>Audio and Speakers</i>	<i>Dual stereo speakers</i>		
		<i>Ports and Slots</i>	<i>1 RJ-45 Ethernet port (optional) 1 USB 3.2 Gen 1 port with PowerShare 1 Thunderbolt 1 Universal audio port 1 wedge-shaped lock slot 1 micro-SIM card tray (optional) 1 smart card reader slot (optional)</i>		
		<i>WiFi</i>	<i>Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card</i>		
		<i>Battery</i>	<i>Long Life, Express Charge Capable (3-cell)</i>		
		<i>Software</i>	<i>Microsoft Office 2021 Professional Licence Type: perpetual OS: Windows Antivirus (Endpoint Security for Business) License for OS: Windows License features: real-time Antivirus, anti-malware and ransomware protection, safe-browsing, web filtering, application control, device control, system watcher, vulnerability scanner, Security Network. License duration: 1 year</i>		
		<i>Accessories</i>	<i>Laptop Bag Mouse optical (wired or wireless) Security Lock Cable Docking station: same brand of the laptop or equivalent, Dock USB-C/A compatible with the Laptop model</i>		
<i>Warranty & Support</i>	3 Years Onsite Service				
Desktop	<i>Operating System</i>	<i>Windows 11 Pro 64-bit OEM License</i>	Unit	25	
	<i>CPU</i>	<i>12th Generation Intel® Core™ i5 processor or superior</i>			
	<i>Video Card</i>	<i>Intel HD Graphics 630</i>			

		RAM	16 GB DDR4-3200 MHz RAM		
		Hard Disk	500 GB, 5.4 K rpm, SATA 6.0 Gb/s, 6.35 cm (2.5 in), 8 GB Hybrid		
		Speakers	Dual stereo speakers		
		Chassis	Small Form Factor		
		Ports and Slots	1 RJ-45 Ethernet port 1 USB 3.2 Gen 1 port with PowerShare 1 USB Type-C 3.1 Gen1 1 Universal audio port (1) DisplayPort (1) VGA (optional) (1) HDMI (1) Optical DVD-ROM (optional)		
		Software	Microsoft Office 2021 Professional Licence Type: perpertual OS: Windows Antivirus (Endpoint Security for Business) License for OS: Windows License features: real-time Antivirus, anti-malware and ransomware protection, safe-browsing, web filtering, application control, device control, system watcher, vulnerability scanner, Security Network. License duration: 1 year		
		Monitor Screen	Display type : IPS / LED-backlit LCD Display size (diagonal) : 22 Brightness : 250 cd/m ² Contrast ratio : 1000:01:00 Response Ratio : 12 ms (gray-to-gray typical); 8 ms (gray-to-gray fast) Horizontal Viewing Angle :178 Vertical Viewing Angle : 178 Aspect ratio : 16:09 Native resolution : FHD (1920 x 1080) @ 60 hrz Resolutions supported : 640 x 480; 720 x 400; 800 x 600; 1024 x 768; 1280 x 720; 1280 x 800; 1280 x 1024; 1440 x 900; 1600 x 900; 1680 x 1050; 1920 x 1080 Display features : On-screen controls;Low blue light mode; Dual speakers (2W per channel); Anti-glare; IR webcam (optional) Height Adjust Tilt/Swivel/Pivot (optional) Input signal : 1 VGA; 1 HDMI 1.4; 1 DisplayPort™ 1.2; 1 USB-A 3.1 Gen 1 (optional) Camera/Speakers : Optional Physical security features : Security lock-ready Warranty & Support : 2 Years		
		Keyboard and mouse	French keyboard and Mouse optical (wired or wireless)		
	Printer	Function	Print, copy, scan	Unit	6

	Print technology	Thermal Inkjet or Laser		
	Print speed black	Up to 30 ppm		
	Print speed color	Up to 20 ppm		
	Print quality black (best)	Up to 1200 x 1200 rendered dpi		
	Print quality color (best)	Up to 4800 x 1200 optimised dpi colour		
	Duplex printing	Manual or Automatic		
	Memory	128 MB SDRAM		
	Connectivity/Network capabilities	Hi-speed USB 2.0 10/100Base LAN Wireless		
	Mobile printing capability	Print mobile app		
	Compatible Operating Systems	Windows 11; Windows 10; Windows 7; macOS 10.12 Sierra		
	Media sizes supported	A4; B5; A6; DL envelope		
	Supported paper types	Plain, Letterhead, Label, Envelope, Color paper, Recycled		
	Priority tray	Up to 20 sheets of plain paper		
	Main input tray capacity	Up to 150 sheets of plain paper		
	Output tray capacity	Up to 100		
	Display	2-line LCD graphical display with push-button navigation		
	Scan file format	JPEG, TIFF, PDF, BMP, PNG		
	Scan resolution, optical	Up to 1200 dpi		
	Copy speed black	Up to 6 cpm		
	Copy speed color	Up to 3 cpm		
	Copy resolution (black text)	Up to 600 x 300 dpi		
	Copy resolution (color text and graphics)	Up to 600 x 300 dpi		
	Copier settings	Auto-enlarge		
	Power supply	Internal		
	Warranty	1 Year		
Server	Model	HPE ProLiant DL380 Gen10 Plus or equivalent	Unit	1
	Form factor	2U		
	Operating system	Microsoft Windows Server 2022 16-core Datacenter Reseller Option Kit en/fr/es/xc SW		
	Processor	3rd Generation Intel Xeon Silver 8-core 85W (or superior)		
	Number of processor	2		

	<i>Processor core available</i>	<i>8 core minimum</i>		
	<i>CPU speed</i>	<i>3.0 GHz</i>		
	<i>Power supply type</i>	<i>2 x HPE 800W Flex Slot Universal Hot Plug Low Halogen Power</i>		
	<i>Included Hard Drives</i>	<i>2 x HPE 4TB SATA 6G Business Critical 1 x HPE 2TB SAS 12G Business Critical</i>		
	<i>Storage controller</i>	<i>8 small form factor drive bays HPE Smart Array P408i-a SR Gen10 x8 Lanes 2GB Cache SAS 12G Modular Controller</i>		
	<i>Memory</i>	<i>2 x HPE 32GB (1x32GB) Dual Rank x4 DDR4</i>		
	<i>Memory protection functions</i>	<i>RAS - advanced ECC memory, online spare, mirroring, lockstep functionality and fast fault tolerant HPE memory (ADDDC), Intel Optane persistent memory</i>		
	<i>Power supply</i>	<i>2 x HPE 800W Flex Slot Universal Hot Plug Low Halogen Power Supply</i>		
	<i>Optical drive type</i>	<i>Optional DVD-ROM Optional via Universal Media Bay External support only</i>		
	<i>System fan functions</i>	<i>Hot-pluggable as standard.</i>		
	<i>Network controller</i>	<i>1x Embedded 4 x 1GbE Ethernet Adapter</i>		
	<i>Storage controller</i>	<i>HPE Smart Array P408i-a SR Gen10 (8 Internal Lanes/2GB Cache) 12G SAS Modular Controller</i>		
	<i>Infrastructure management</i>	<i>HPE iLO Standard with Intelligent Provisioning (embedded) SFF Easy install Rail Kit Cable Management Arm kit</i>		
	<i>Warranty</i>	<i>3/3/3: Server Warranty includes three years of parts, three years of labor, and three years of onsite support coverage.</i>		

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Goods** for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We 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 understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB N° 004_2025_DRC		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents:	<ul style="list-style-type: none"> • Certificate of Incorporation/Registration • Valid Tax Compliance Certificate • Self-Attestation Letters (form provided in Annex E) • Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); • Product Data Sheets attesting compliance with Technical Specifications as mentioned under Annex B; • Excel sheet showing the technical specifications as requested; • Technical guarantee document for each equipment; • 3 copies of PO or contracts of similar value, nature and complexity implemented over the last 3 years; Provide minimum 3 copies of PO or contracts whose average value is equal to 50% of the price of his offer; • Audited Financial Statements or Bank Statements; 		

SELF-ATTESTATION FORM

I, undersigned, hereby attest that the Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization, the World Bank Group, or any other international organization, in accordance with ITB Annex A, Section 23.

I, undersigned, hereby attest that there has been no consistent history of court or arbitral award decisions against the Bidder for the last three years.

I, undersigned, hereby attest that the Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder that could impair its operations in the foreseeable future.

Company/Organization:

Name :

Title :

Date :

Signature:

REFERENCE LIST FORM

No.	Service Provided	Sum (EUR or USD)	Duration	Recipient	Contact Reference
1	[Service Description]	[Amount]	[Start-End Dates]	[Client Name]	[Contact Name, Email, Phone]
2	[Service Description]	[Amount]	[Start-End Dates]	[Client Name]	[Contact Name, Email, Phone]
3	[Service Description]	[Amount]	[Start-End Dates]	[Client Name]	[Contact Name, Email, Phone]

**ANNEX F
PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Table 1: Goods to supply are compliant with Technical Specifications and Requirements

Bidders must joint a technical datasheet and an Excel sheet which show clearly line-by-line technical specifications details of proposal equipments submitted as listed on the annex C

N°	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex C	Unit rate in USD (VAT Excl)	Total amount in USD (VAT Excl)
1	PC and Accessories	Laptop (Personal Computer)	Unit	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Laptop Bag	Unit	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Mouse optical wireless	Unit	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Security Lock Cable	Unit	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Docking station	Unit	40	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2		Desktop computer	Unit	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

N°	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex C	Unit rate in USD (VAT Excl)	Total amount in USD (VAT Excl)
	Desktop and Accessories	Monitor screen	Unit	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
		Keyboard and mouse	Unit	25	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	Printer	Printer	Unit	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4	Computer	Server	Unit	1	<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)							
Grand Total (VAT excluded)							

Table 3: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal

Delivery lead Time : 42 calendar days			
Country/ies Of Origin of equipments (to be clarify by the bidder):			
Incoterm 2010: DDP IDLO Office in Kinshasa Gombe			
Warranty and After-Sales Requirements			
a) Minimum 3 years of warranty for the PC, Desktop and Server			

<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 G
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal 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>