REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE
RFQ N_74_2021_SOM

Date: **September 30, 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **Office Furniture** 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 N_74_2021_SOM** in the subject section of your email no later than 48 hours prior to the deadline for submission.

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 goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before **Date: October 7, 2021** **Time: 15:00 Hours Rome 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	☒ **Not permitted** ☐ ~~Permitted~~
i. Place of Delivery	Goods shall be delivered to: **IDLO Hargeisa Office at at Buurta Kala-Jeexan , behind Omaar Warehouses, Hargeisa, Somaliland.**
j. Delivery Terms	Goods will be delivered within **7** days after receipt of PO or contract from IDLO to *Place of Delivery*
k. Customs clearance, if needed, shall be done by:	☐ ~~IDLO~~ ☒ **Supplier** ☐ ~~N/A~~
l. Currency of Quotation	**USD** *Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)*
m. Preliminary Documents to be Submitted	☒ **Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B** ☒ **Latest Business Registration Certificate.** ☒ **Latest Internal Revenue Certificate / Tax Clearance.** ☒ **Evidence of the firm's experience in delivering similar services by providing list of clients and evidence of provision of similar services to at least two (2) clients in the last two (2) years.** ☒ **Firm profile**

n. Special Packing Requirement or Temperature Control	☒ **N/A** ☐ ~~Yes~~
o. After-sales services required, if applicable	☒ **Warranty on Parts and Labour for minimum period of 1 Year** ☒ **Technical Maintenance for Assembly and Installation at Place** ☐ ~~Provision of Service Unit when pulled out for maintenance/ repair~~
p. Evaluation of Quote	**1.**Evaluation will be done according to the following order of priorities: 2.Full submission of Preliminary Documents (as per Annex A, point ~~n.~~) 3.Technical responsiveness – IDLO reserves the right to conduct a physical on-site or virtual verification to attest compliance to Terms of Reference and quality of the items before issuance of PO 4.Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 5. Delivery Date 6. Price
q. Contract Award	Contract Award shall be granted according to: a. Full submission of Price Schedule (Annex C) signed and stamped. b. Lowest priced, most technically acceptable/compliant offer.
r. Contract Signature	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.
s. Liquidated Damages	☐ ~~N/A~~ ☒ **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

Lot	Description of Items	Specification	Unit of measure	Quantity
1.	**Sofa Seater**	3 Seater Sofa made of velvet material and Chesterfield arms with a height of 73cm and width of 207cm and depth of 98cm	**Piece**	**2**
2	**Sofa Table**	Rectangular Centre Table made of wooden and glass with hidden drawers , compartments and extendable design, length of 96cm and width of 60 cm	**Piece**	**3**
3	**Sofa Set**	Sofa set-3 2 1 1 of seats, Material of Wood, Foam, Pine Wood, Fabric, with dimension of 84 x 34.5 x 35 inches	**Piece**	**1**
4	**Coffee Table**	Coffe Tabe rounded made of wood with a height of 16.33inch and a diameter of the table is 31.5 inches	**Piece**	**2**
5	**Dining Table**	Dining Table Set made of glass top, 4 Faux Leather Metal Frame Chairs - Black in Color 6-piece set includes a table with a glass top durably made with a steel frame and chairs with padded faux leather and a curved backrest, table with dimensions 47"(L) x 27.5"(W) x 30.75"(H); Chair with dimestions of 81cm"(L) x 41"(W) x 36cm"(H)	**Piece**	**3**
6	**Office Chairs**	Executive revolving chair Material: Rexine Product Dimensions: 28 x 28 x 48 inches Color: black and tan leather Seating Capacity: 1 Chair Type: High Back Back Type: High Back Adjustable Arms: 5 Revolving Chair:Yes Weight bearing load: 110 Kg	**Piece**	**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 N_74_2021_SOM**

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	**Sofa Seater**	Refer to Annex B	**Piece**	**2**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
2.	**Sofa Table**	Refer to Annex B	**Piece**	**3**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
3.	**Sofa Set**	Refer to Annex B	**Piece**	**1**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
4.	**Coffee Table**	Refer to Annex B	**Piece**	**2**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
5.	**Dining Table**	Refer to Annex B	**Piece**	**3**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach		
6.	**Office Chair**	Refer to Annex B	**Piece**	**2**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach		
Total Cost of Goods							
Freight							
Insurance							

Customs Clearance		
Other Charges (please specify)		
Taxes/ VAT (__ %) (if applicable)		
Grand Total		

Table 2: 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			
1-Year Warranty on Parts and Labour for Item all items			
Technical Maintenance for Assembly at Place for Lots 1,2,3, 4, 5 and 6			

Name, position, and signature of the Bidder	**Bidder's Stamp**
Duly authorised to sign this Bid **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_terms_and_conditions_for_services_august_2020.pdf

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