

REQUEST FOR QUOTATION
Procurement of Mesh Office Chair & Sofa set
RFQ NO. N_93-2023/AFG/RFQ

Date: **September 14, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **the supply and delivery of Mesh Office Chair & Sofa set** 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:

| | |
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| 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. N_93-2023/AFG/RFQ** 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: September 20, 2023

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 Afghanistan Country Office

Annex A
Instructions to Bidders

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| a. Description of requested goods | See Annex B |
| b. Deadline for Quotation | The Quote shall be addressed to IDLO on or before Date: September 20, 2023 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 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 | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)] |
| i. Place of Delivery | The Baron Kabul, near KIAA/RS Abbey Gate, Hawa Shanasi Road, Khawaja Rawash, Kabul, Afghanistan. |
| j. Delivery Terms | Incoterms DDP (Delivery Duty Paid). Goods will be delivered within (3) calendar days after receipt of PO or contract from IDLO to the address provided under article i of this section. |
| k. Customs clearance, if needed, shall be done by: | <input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A |
| l. Currency of Quotation | Quotations shall be nominated exclusively in US Dollars . <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i> |

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| m. 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. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance. <input checked="" type="checkbox"/> Valid Tax Identification Number (copy of TIN letter) <input checked="" type="checkbox"/> Others: Copy of valid passport and NIC for business license holder(s). |
| n. Special Packing Requirement or Temperature Control | <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, Goods must be packed properly to avoid any damage or defect during the delivery to the destination. |
| o. After-sales services required, if applicable | <input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year. <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others |
| p. 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 |
| q. 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; |
| r. 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> |
| s. 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

1. Ergohuman High Back Mesh Managers Chair, Black or Equivalent

Features; Tilt Tension Control, Tilt Lock, Back Angle Adjustment, Synchro-Tilt, and Seat Height Adjustment, Seat Height Ranges from 18.1 to 22.9.

Normal Size as per the attached picture or Equivalent (Please provide your sample picture in the proposal).



2. Sofa Set for 7-seater.

- | | |
|------------------------------|---|
| Upholstery Material | <ul style="list-style-type: none">• Leatherette |
| Frame Material | <ul style="list-style-type: none">• Wood |
| Color | <ul style="list-style-type: none">• Black |
| Coffee Table Included | <ul style="list-style-type: none">• Yes |
| End Table Included | <ul style="list-style-type: none">• Yes |
| Filling Material | <ul style="list-style-type: none">• Foam |
| Shape | <ul style="list-style-type: none">• As per the below picture. |

Please provide your sample picture in the proposal.



**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. N_93-2023/AFG/RFQ**

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| 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

| Item# | Item Name | Description | Unit of Measure | Quantity | Compliance with Technical Specifications in Annex B | Unit rate in USD | Total amount in USD |
|---------------------------------------|---|--------------------|-----------------|----------|---|------------------|---------------------|
| 1. | Ergohuman High Back Mesh Managers Chair, Black or Equivalent | <i>See ANNEX B</i> | Each | 30 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 2. | Sofa Set for 7-seater | <i>See ANNEX B</i> | Set | 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> |
| Other related services and requirement | | | |
| a) All Provisions of the IDLO General Terms and Conditions | | | |
| b) Inspections Upon delivery of goods by requester (Beneficiary) | | | |
| c) Local Service Support to be provided by Supplier when item pulled out for repair from IDLO within the warranty period. | | | |
| d) Local Technical Support by Supplier within the warranty period, required. | | | |



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| Other related services and requirement | | | |
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| Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date: | Bidder's Stamp |
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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 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/idlo-supplier-code-of-conduct.pdf>