

**REQUEST FOR QUOTATION(RFQ)**

PROCUREMENT OF Supply, delivery and assembly of Conference Room Table and Chairs

RFQ NO. N\_133\_2020\_AFG

Date: August 12, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for Supply, Delivery and installation of conference room table and chairs for IDLO Kabul office, 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/or 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

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For any questions/clarifications related to this RFQ please contact IDLO on local tender email address: [afg-tenders@idlo.int](mailto:afg-tenders@idlo.int) and mention RFQ NO. N\_133\_2020\_AFG in the subject section of your email.

Thank you and we look forward to receiving your quotation.

Sincerely yours,  
Procurement Unit  
IDLO Kabul Afghanistan,


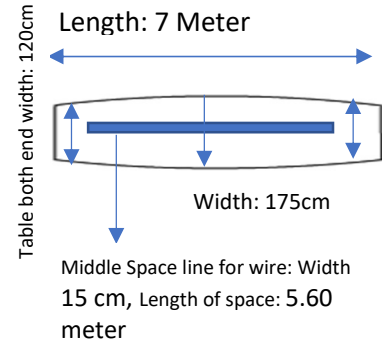

**Annex A**  
**Instructions to Bidders**


a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <i>18 August 2020 and 4:30pm Kabul, Afghanistan Local Time.</i>
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>60 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:Afg-tenders@ldlo.int">Afg-tenders@ldlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [ <i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i> ]
i. Place of Delivery	Kabul, Afghanistan
j. Delivery Terms	Goods will be delivered within 10 Calendar days after PO or contract signature by last party.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> <b>Supplier</b>
l. Currency of Quotation	[United States Dollar- USD] <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
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 type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;

	<input type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected. <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance. <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Others: 2 copies of similar nature PO or contract
o. Special Packing Requirement	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, [ <i>specify</i> ] __ Goods must be packed properly in order to avoid any damages or defect during the delivery to the final destination.
p. After-sales services required, if applicable [leave blank if not applicable]	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 2 months after installation <input type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	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 p, if applicable.</li> <li>4. Earliest Delivery Date</li> <li>5. Lowest price</li> </ol>

**Annex B**  
**Technical Specifications for supply, delivery, Installation of Conference Room Table and Chairs**

**Specification for Goods:**

N o.:	Items	Descriptions/Specifications	Unit measure	Quantity	Picture
1	Conference Room Table	<p><b>Elegant and comfortable Conference Table for 30 people:</b>  <b>Dimension:</b>  <b>Table Shape:</b> Boat Shape (As per picture)  <b>Table Length:</b> 7 meters,  <b>Table Width:</b> 175cm from which 15 cm width for wire managing space at the middle of the table with 5.60-meter length.  <b>Table high:</b> Standard high or 80 cm  <b>Table both end width:</b> 120cm  <b>Thickness of the Tabletop surface:</b> 32mm  <b>Table Legs:</b> Adjustable wooden  <b>Material:</b> Best quality Oak  <b>Colour:</b> light Brown                      Including delivery and assembly.</p>	Set	1	 
2	Wooden Chair for conference room	<p><b>Comfortable Wooden Conference Chair:</b>  <b>Dimension:</b>  <b>Chair Shape:</b> As per picture  <b>Chair High :</b>95cm x  <b>Width :</b> 42 cm  <b>Material:</b> Best quality wood Oak  <b>Colour:</b> Light Brown  <b>Backrest:</b> As per picture (wooden)  <b>Chair Floor Seat:</b> Creamy (Off-white) best quality fabric cloth to absorb stains,  <b>Wood quality:</b> best quality wood Oak.</p>	Pcs	30	

		Including delivery and assembly			
3	Metal Folding Chair	<b>Metal stand folding chair:</b> as per picture:  <b>Arm set:</b> NO <b>Backseat:</b> Leather <b>Floor seat:</b> Leather <b>Fold flat:</b> fold up tight and compact for easy storage. <b>Material:</b> durable steel and reinforced frame for strength, stability with comfortable seat and back. <b>Weight:</b> Light weight <b>Colour:</b> Black  Including delivery and assembly.	Pcs	70	

\*Selected bidder required to submit IDLO with materials samples prior starting the work, date would be scheduled for presenting the materials.

**Annex C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead 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 goods/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\_133\_2020\_AFG.

<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>	

**Offer for delivery of Goods Compliant with Technical Specifications**

No.	Items	Descriptions/Specifications	Unit measur e	Quanti ty	Unit rate in USD	Total amount in USD
1	Conference Room Table	<p><b>Elegant and comfortable Conference Table for 30 people:</b>  <b>Dimension:</b>  <b>Table Shape:</b> Boat Shape (As per picture)  <b>Table Length:</b> 7 meters,  <b>Table Width:</b> 175cm from which 15 cm width for wire managing space at the middle of the table with 5.60-meter length.  <b>Table hight:</b> Standard hight or 80 cm  <b>Table both end width:</b> 120cm  <b>Thickness of the Tabletop surface:</b> 32mm  <b>Table Legs:</b> Adjustable wooden  <b>Material:</b> Best quality Oak  <b>Colour:</b> light Brown                      Including delivery and assembly.</p>	Set	1		
2	Wooden Chair for conference room	<p><b>Comfortable Wooden Conference Chair:</b>  <b>Dimension:</b>  <b>Chair Shape:</b> As per picture  <b>Chair Hight :</b>95cm x  <b>Width:</b> 42 cm  <b>Material:</b> Best quality wood Oak  <b>Colour: Light Brown</b>  <b>Backrest:</b> As per picture (wooden)  <b>Chair Floor Seat:</b> Creamy (Off-white) best quality fabric cloth to absorb stains,  <b>Wood quality:</b> best quality wood oak.                      Including delivery and assembly</p>	Pcs	30		
3	Metal Folding Chair	<p><b>Metal stand folding chair:</b> as per picture:  <b>Arm set:</b> NO  <b>Backseat:</b> Leather  <b>Floor seat:</b> Leather  <b>Fold flat:</b> fold up tight and compact for easy storage.</p>	Pcs	70		

		<b>Material:</b> durable steel and reinforced frame for strength, stability with comfortable seat and back. <b>Weight:</b> Light weight <b>Colour:</b> Black  Including delivery and assembly.				
<b>Sub-total</b>						
<b>Taxes (if applicable)</b>						
<b>Total amount including taxes</b>						

**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: 10 Calendar Days			
Countries of Origin: Kabul Afghanistan			
Warranty and After-Sales Requirements			
Other requirements <i>[pls. specify]</i>			



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**Annex D**  
**IDLO General Terms and Conditions for the Procurement of Goods**  
**and**  
**IDLO Supplier Code of Conduct**

Any bid 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/idlo-procurement-general-terms-and-conditions-for-goods\\_may-2020.pdf](https://www.idlo.int/sites/default/files/documents/idlo-procurement-general-terms-and-conditions-for-goods_may-2020.pdf)

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