

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF OFFICE FURNITURE AND PRINTING PRODUCTS**  
**RFQ NO. [UA-2023-000055/56]**

Date: **November 28, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Procurement of Office Furniture and Printing Products** 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**, be virus-free and consist of no more than two email transmissions. They must be free from any 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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. [UA-2023-000055/56]** 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: December 8, 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  
Ukraine 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 <b>Date: December 8, 2023</b> <b>Time: 15:00 hours Rome, Italy</b> 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	<b>90 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:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> <b>Permitted</b> <ul style="list-style-type: none"> <li>- <b>Specifications for Goods (Part 1) or;</b></li> <li>- <b>Specifications for Goods (Part 2) or;</b></li> <li>- <b>Specifications for Goods (Part 1) and (Part 2)</b></li> </ul>
i. Place of Delivery	Office of the Prosecutor General, Kyiv, Ukraine
j. Delivery Terms	Goods will be delivered within 5 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"/> <b>Supplier</b>
l. Currency of Quotation	<b>UAH (Ukrainian hryvnia)</b> <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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</li> <li><input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.) if applicable;</li> <li><input checked="" type="checkbox"/> Latest Business Registration Certificate;</li> <li><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</li> <li><input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</li> <li><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</li> <li><input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</li> <li><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.</li> </ul>
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <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 o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	<p>Within five (5) working 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</p>

	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	<p><input checked="" type="checkbox"/> <b>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.</b></p> <p><b>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.</b></p>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Goods – Furniture Items (Part 1)**

Lots	Item Name	Specification	Sample	Unit measure	Quantity
Lot 1	Desk with the Cabinet and Display	<p><b>Size:</b> 1,600 x17,20x750h</p> <p><b>Colour:</b> White, Blue (particular elements where applicable) (subject to client's approval)</p> <p><b>Details:</b> Side cabinet, display, Worktop depth 700–800mm. Cable duct for equipment wiring</p>		Pcs.	5
Lot 2	Detached Table	<p><b>Size:</b> 1,370x750x750h.</p> <p><b>Colour:</b> White (subject to client's approval)</p> <p><b>Details:</b> Office Equipment Table Worktop depth 600–750mm, width 1,100–1,400mm. Cable duct for equipment wiring</p>		Pcs.	2
Lot 3	Side Table	<p><b>Size:</b> 1,000x750x750h.</p> <p><b>Colour:</b> White (subject to client's approval)</p> <p><b>Details:</b> Worktop depth at least 700mm; open table supports as per the layout to allow side seating</p>		Pcs.	2

<p><b>Lot 4</b></p>	<p>Reception Counter</p>	<p><b>Size:</b> 1,200x450x1,100h (irregular).</p> <p><b>Colour:</b> White, Blue (particular elements) (subject to client's approval)</p> <p><b>Details:</b> laminated particle board in combination with and/or metallic plastic, composite panels, MDF; width 1,100–1,300mm, worktop height 750mm, transaction counter height 1,100 mm</p>		<p>Pcs.</p>	<p>1</p>
<p><b>Lot 5</b></p>	<p>Storage Cabinet</p>	<p><b>Size:</b> 880x380x1,200h.</p> <p><b>Colour:</b> White, Blue (particular elements where applicable) (subject to client's approval)</p> <p><b>Details:</b> Particle board, fair width at least 330mm to ensure place for arch board files with documents</p>		<p>Pcs.</p>	<p>1</p>
<p><b>Lot 6</b></p>	<p>End Table</p>	<p><b>Size:</b> 800x800x390</p> <p><b>Colour:</b> Colour: White, Blue (particular elements where applicable) (subject to client's approval)</p> <p><b>Details:</b> 18–mm particle board, the dimensions shall be kept within the specified size with rough tolerance of 100mm. It can be replaced with a round one in similar dimensions.</p>		<p>Pcs.</p>	<p>1</p>

Lot 7	Wardrobe	<p><b>Size:</b> 880x600x2,000h.</p> <p><b>Colour:</b> White, Blue (particular elements where applicable) (subject to client's approval)</p> <p><b>Details:</b> Particle board, depth 600mm, width not more than 1,000mm. Includes: closet rod, shelves</p>		Pcs.	1
Lot 8	Wardrobe	<p><b>Size:</b> 750 (irregular size)x600x2,000h</p> <p><b>Colour:</b> Colour: White Blue (particular elements where applicable) (subject to client's approval)</p> <p><b>Details:</b> particle board, the section width NOT MORE THAN 750mm. It shall be installed abreast in a 1520-mm wide niche. It can be replaced with a customized solid cabinet (possibly with sliding doors) as per actual measurements. Includes: closet rod, shelves</p>		Pcs.	2
Lot 9	Coffee Table	<p><b>Size:</b> 400x550h</p> <p><b>Colour:</b> White, Blue (particular elements where applicable) (subject to client's approval)</p> <p><b>Details:</b> The dimensions as per the specified size with rough tolerance of 50mm, white metal table base.</p>		Pcs.	2
Lot 10	Pouf	<p><b>Size:</b> 620x620x420</p>			

		<p><b>Colour:</b> Dark grey (subject to client's approval)</p> <p><b>Details:</b> Wear-resistant fabric upholstery, wooden supports base</p>		Pcs.	4
Lot 11	Chair	<p><b>Size:</b> 560x530x820</p> <p><b>Colour:</b> White (subject to client's approval)</p> <p><b>Details:</b> Chair base made of high quality plastic</p>		Pcs.	4
Lot 12	Office Desk Chair	<p><b>Size:</b> 610x520x870–970h</p> <p><b>Colour:</b> Dark grey frame(subject to client's approval) Light grey upholstery (subject to client's approval)</p> <p><b>Details:</b> Chairback: mesh covered with perforated polyester, soft seat made of moulded foam, seat in fabric upholstery, fixed armrests, black polypropylene base with swivel wheels, lifting mechanism</p>		Pcs.	7
Lot 13	Customer Chair	<p><b>Size:</b> 610x520x870</p> <p><b>Colour:</b> Dark grey frame Light grey upholstery (subject to client's approval)</p> <p><b>Details:</b> Chairback: mesh covered with perforated polyester,</p>		Pcs.	6

		dark grey or black polypropylene base, soft seat made of moulded foam, seat in fabric upholstery, dark grey or black skirts			
Lot 14	Table with stools	<p><b>Size:</b> Stools: 250–300h Table: 900x600x450–500h</p> <p><b>Colour:</b> Natural oak</p> <p><b>Details:</b> Kids furniture</p>		Pcs.	1
Lot 15	Map of Ukraine	<p><b>Size:</b> 200X133 cm.</p> <p><b>Details:</b> Wooden map of Ukraine with backlighting of river and contours in a set with mounting materials, names of the regions engraved in full, wood colour: pale, backlight colour: light blue/blue, material: wood, transparent acrylic 3–5mm thick, plug-in type</p>		Pcs.	1
Lot 16	Detached Table	<p><b>Size:</b> 1,000x600xh750</p> <p><b>Colour:</b> Grey (subject to client's approval)</p> <p><b>Details:</b> Desk. 18–mm particle board. The dimensions shall be kept without deviations</p>		Pcs.	1
Lot 17	Racking Unit for 5 Boxes	<p><b>Size:</b> 470x450x426h with lockable fronts. 470x450x2,130h.</p> <p><b>Colour:</b></p>		Pcs.	1

		White (subject to client's approval)  <b>Details:</b> Boxes for temporary storage of personal belongings made of 18-mm particle board			
<b>Lot 18</b>	Delivery of furniture	Delivery on site	N/A	Service	1
<b>Lot 19</b>	Installation of all (as mentioned in the table) furniture pieces	Installation on site	N/A	Service	1

**Specifications for After-Sale Services and Other Conditions (Part 1)**

Description
Manufacture's warranty: 12 months after sale

## Specifications for Goods – Printing products (Part 2)

Lots	Item Name	Specification	Sample	Unit measure
Lot 1	Л-2.1 Coat of arms, logo	Coat of arms: 323x391h mm, graphics as per the corporate design vector layout (provided) RAL 9003 white, 10-mm acrylic	<i>psc</i>	1
Lot 2	Л-2.1 Logo: text	Contents: ОФІС ГЕНЕРАЛЬНОГО ПРОКУРОРА Font: as per the corporate design vector layout (provided), all uppercase letters (h=60mm) RAL 9003 white, 10-mm acrylic	<i>psc</i>	1
Lot 3	Б-3.1.1, Б-4.1 Text logo	Contents: Повага. Допомога. Справедливість" Font: Arial Black, uppercase letters (h=150mm), lowercase letters (h=110mm) RAL 5005 blue, 10-mm acrylic	<i>psc</i>	2
Lot 4	Б-3.1.2, Б-4.2 Text logo	Contents: Respect. Support. Justice Font: Arial, uppercase letters (h=141mm), lowercase letters (h=103mm) RAL 5005 blue, 10-mm acrylic	<i>psc</i>	2
Lot 5	Б-3.2.1 Text logo	Contents: Повага. Допомога. Справедливість" Font: Arial Black, uppercase letters (h=90mm), lowercase letters (h=66mm) RAL 9003 white, 10-mm acrylic	<i>psc</i>	1
Lot 6	Б-3.2.2 Text logo	Contents: Respect. Support. Justice Font: Arial, uppercase letters (h=141mm), lowercase letters (h=103mm) RAL 9003 white, 10-mm acrylic	<i>psc</i>	1
Lot 7	Operator's display	Size 200mm x 200mm, made of 4-mm acrylic with a transparent base, digit's font: Arial, digit's height: 120mm, digit's colour: RAL9004 black, colour of the display frame rim: RAL9004 black, rim width: 8mm.	<i>psc</i>	5 (digits from 1 to 5)
Lot 8	Delivery of the items (as mentioned in this table)	Delivery on site	<i>Service</i>	1

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**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-2023-000055/56]**

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**».

<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>	

**Table 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements (Part 1)**

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	Desk with the Cabinet and Display	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	Detached Table	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 3	Side Table	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 4	Reception Counter	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 5	Storage Cabinet	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UAH]	Total amount in [UAH]
Lot 6	End Table	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 7	Wardrobe	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 8	Wardrobe	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 9	Coffee Table	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 10	Pouf	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 11	Chair	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 12	Office Desk Chair	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	7	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UAH]	Total amount in [UAH]
Lot 13	Customer Chair	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 14	Table with stools	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 15	Map of Ukraine	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 16	Detached Table	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 17	Racking Unit for 5 Boxes	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 18	Delivery of furniture	<i>As per Annex B (Part 1) Technical Specifications</i>	Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UAH]	Total amount in [UAH]
Lot 19	Installation of all (as mentioned in the table) furniture pieces	<i>As per Annex B (Part 1) Technical Specifications</i>	Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Other Charges, if any (please specify)</b>							
<b>Grand Total</b>							

<p><b>Name, position and signature of the Bidder</b></p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**Offer for After-Sale Services and Other Conditions**

Description	Responses	
Manufacture's warranty: 12 months after sale	<input type="checkbox"/> <i>Yes, we will comply</i>	<input type="checkbox"/> <i>No, we cannot comply</i>

**Table 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements (Part 2)**

**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	Л-2.1 Coat of arms, logo	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	Л-2.1 Logo: text	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 3	Б-3.1.1, Б-4.1 Text logo	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 4	Б-3.1.2, Б-4.2 Text logo	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 5	Б-3.2.1 Text logo	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UAH]	Total amount in [UAH]
Lot 6	Б-3.2.2 Text logo	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 7	Operator's display	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 8	Delivery of the items (as mentioned in this table)	<i>As per Annex B (Part 1) Specifications</i>	Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Other Charges, if any (please specify)</b>							
<b>Grand Total</b>							

<p><b>Name, position and signature of the Bidder</b></p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></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\\_and\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_and_services_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_february\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf)

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