

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE FURNITURE AND PRINTING PRODUCTS
RFQ NO. UA-2025-000001/02

Date: **January 13, 2025**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Procurement of Office Furniture and Printing Products** 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 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

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. UA-2025-000001/02** 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: January 21, 2025**

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 Date: January 21, 2025 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/Services 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/Services 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"/> Permitted <ul style="list-style-type: none"> - Specifications for Goods (Part 1) or; - Specifications for Goods (Part 2) or; - Specifications for Goods (Part 1) and (Part 2)
i. Place of Delivery	Kyiv, Ukraine. The details on the location will be provided at the contracting stage.
j. Delivery Terms	Goods and Services will be delivered within 15 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"/> Supplier
l. Currency of Quotation	UAH (Ukrainian hryvnia) <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m.	The Bid is submitted in English and Ukrainian. In case of discrepancies, the English version shall prevail.



	The Bidder may choose to apply for the tender in Ukrainian, but correspondence, documents and the IDLO contract relating to the tender must be in English.
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 checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.) if applicable; <input checked="" type="checkbox"/> Latest Business Registration Certificate, the company should be officially registered with the relevant authorities in Ukraine as a legal entity; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <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.
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 12 months.
q. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <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
r. Contract Award	Contract Award shall be granted according to: <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;
s. 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.





t. 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> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
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ANNEX B TECHNICAL SPECIFICATIONS

Specifications for Goods – Furniture Items (Part 1)

Lots	Name of unit	CharacteristicsF	Visual example	Unit of measurement	Quantity
Lot 1	Flowerpot	Size: 450x450x700h. Colour: grey		Psc	2
Lot 2	Conference table	Size: 2750x900x750h Table top: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey. Edgings at least 2 mm thick Metal frame: powder coated; colour: white		Psc	1
Lot 3	Corner desk with a cabinet (right-side cabinet)	Size: 1370x1500x750h. Table top: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey. Edgings at least 2 mm thick Metal frame: powder coated; colour: white. Details: Right-side cabinet. Overall width (length) of a cabinet: 400 mm. Overall depth of a cabinet: 450 mm. A cabinet with 3 drawers. Cable duct for equipment wiring.		Psc	2
Lot 4	Corner desk with a cabinet (left-side cabinet)	Size: 1370x1500x750h. Table top: Egger laminated particle board: at least		Psc	

		<p>18 mm thick; colour: U963 dark grey. Edgings at least 2 mm thick</p> <p>Metal frame: powder coated; colour: white</p> <p>Details: Left-side cabinet. Overall width (length) of a cabinet: 400 mm. Overall depth of a cabinet: 450 mm. A cabinet with 3 drawers. Cable duct for equipment wiring.</p>			2
Lot 5	Detached Table	<p>Size: 1,370x750x750h.</p> <p>Table top: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey. Edgings at least 2 mm thick</p> <p>Metal frame: powder coated; colour: white.</p> <p>Details: Office Equipment Table Cable duct for equipment wiring.</p>		Psc	1
Lot 6	Reception Counter	<p>Size: 1,200x450x1,100h (irregular).</p> <p>Material: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey, combined with a blue insert element. Edgings at least 2 mm thick</p> <p>Details: Metaril laminated particle board in combination with and/or metallic plastic, worktop</p>		Psc	1

		height 750 mm, transaction counter height 1,100 mm			
Lot 7	Wardrobe	<p>Size: 880x600x2,000h.</p> <p>Material: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey, combined with a blue insert element. Edgings at least 2 mm thick</p> <p>Details: Includes: closet rod, shelves</p>		Psc	1
Lot 8	Coffee Table	<p>Size: 400dx550h</p> <p>Table top: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey. Edgings at least 2 mm thick</p> <p>White metal table base</p> <p>Details: The dimensions as per the specified size with rough tolerance of 50mm.</p>		Psc	2
Lot 9	Pouf	<p>Size: 620x620x420</p> <p>Colour: dark grey</p> <p>Details: Wear-resistant fabric upholstery, wooden supports base</p>		Psc	2
Lot 10	Modular sofa, curved back, left corner	<p>Size: 1,000wx820d</p> <p>Colour: blue</p> <p>Details: Wear-resistant fabric upholstery</p>		Psc	1


Lot 11	Modular sofa, curved back, right corner	Size: 1,000wx820d Colour: blue Details: Wear-resistant fabric upholstery		Psc	1
Lot 12	Office Desk Chair	Size: 610x520x870–970h Colour: Dark grey frame (subject to client's approval) Light grey upholstery (subject to client's approval) Details: 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		Psc	7
Lot 13	Customer Chair	Size: 610x520x870 Colour: Dark grey frame Light grey upholstery (subject to client's approval) Details: Chairback: mesh covered with perforated polyester, dark grey or black polypropylene base, soft seat made of moulded foam, seat in fabric upholstery, dark grey or black skids		Psc	10
Lot 14	Niche-located coffee machine table	Size: 900x560 Table top: Egger laminated particle board: at least 18 mm thick; colour: U963 dark grey. Edgings at least 2 mm thick		Psc	1

		Metal frame: powder coated; colour: white			
Lot 15	Document storage cabinet with sliding doors	Size: 2,500x600x2,770h Details: <i>Egger</i> laminated particle board; colour: W980 SM (white). Edgings at least 2 mm thick		Psc	1
Lot 16	Furniture delivery	Delivery to the site	N/A	Service	1
Lot 17	Furniture (as indicated in the table) assembly	Assembly 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	Name of unit	Characteristics	Visual example	Unit of measurement	Quantity
Lot 1	Operator display	Dimensions 200mm x 200mm, made of acrylic 4 mm. with a transparent base, Arial numerals font, numeral height 120 mm., numeral color blue RAL 5005, frame rim color blue RAL 5005, rim width 8 mm.		pcs.	5 pcs (Numerals 1,2,2,3,4)
Lot 2	Delivery of the above listed items (as per table)	Delivery on-site		Service	1

**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-2025-000001/02**

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**».

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

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] without VAT	Total amount in [UAH] without VAT
Lot 1	Flowerpot	<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 2	Conference 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 3	Corner desk with a cabinet (right-side cabinet)	<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	Corner desk with a cabinet (left-side cabinet)	<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 5	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	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [UAH] without VAT	Total amount in [UAH] without VAT
Lot 6	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 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	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 9	Pouf	<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	Modular sofa, curved back, left corner	<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 11	Modular sofa, curved back, right corner	<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 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] without VAT	Total amount in [UAH] without VAT
Lot 13	Customer Chair	<i>As per Annex B (Part 1) Technical Specifications</i>	Pcs.	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 14	Niche-located coffee machine 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 15	Document storage cabinet with sliding doors	<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	Furniture delivery	<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 17	Furniture (as indicated in the table) assembly	<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)		
Total Cost of Goods							
Other Charges, if any (please specify)							
Grand Total							

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>

Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date:	Bidder's Stamp
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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] without VAT	Total amount in [UAH] without VAT
Lot 1	<i>Operator display</i>	<i>As per Annex B (Part 1) Specifications</i>	Pcs.	<i>5 pcs (Numerals 1,2,2,3,4)</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	Delivery of the above listed items (as per 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)		
Total Cost of Goods							
Other Charges, if any (please specify)							
Grand Total							

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 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_feb_2022.pdf

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