

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF BRAILLE UNIT**  
**RFQ NO. 47\_2022/KEN**

Date: December 6, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for Braille Unit 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, 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 |

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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 **RFQ No. 47\_2022/KEN** 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 13, 2022**  
**Time: 15:00 hours Rome, Italy** Local time.

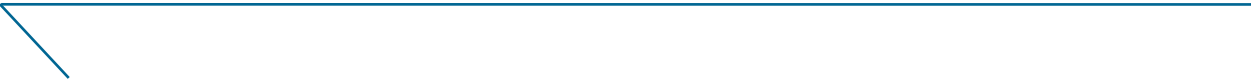
Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
Kenya 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<br><b>Date: December 13, 2022</b><br><b>Time: 15:00 hours Rome, Italy Local time.</b>   |
| 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><br><br>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:<br><a href="mailto:tenders@idlo.int">tenders@idlo.int</a>   |
| h. Partial Quotations   | <input checked="" type="checkbox"/> Not permitted<br><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  | IDLO Offices on Senteu Plaza 3rd floor, Nairobi, Kenya  |
| j. Delivery Terms   | <i>For items coming from internal/in-country please use</i><br><br>Goods/ services will be delivered within 4 weeks after receipt of PO or contract from IDLO to Senteu Plaza, 3 <sup>rd</sup> floor.   |
| k. Customs clearance, if needed, shall be done by:                | <input type="checkbox"/> IDLO<br><input checked="" type="checkbox"/> Supplier<br><input type="checkbox"/> N/A   |
| l. Currency of Quotation  | Kenya shillings   |

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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;<br><input checked="" type="checkbox"/> Business Registration Certificate/ Certificate of Incorporation;<br><input checked="" type="checkbox"/> Valid KRA tax compliance certificate;<br><input checked="" type="checkbox"/> Manufacturer’s authorization letter bearing tender number and bidders name confirming the supplier is a sales agent for all-in-one computer quoted<br><input checked="" type="checkbox"/> Manufacturer’s authorization letter bearing tender number and bidders name confirming the supplier is a sales agent for Duxbury braille translation software<br><input checked="" type="checkbox"/> Business license.<br><input checked="" type="checkbox"/> 2 Copies of same nature Procurement (IT equipments) PO/Contracts in the last 3-5 years. |
| n. Special Packing Requirement or Temperature Control | <input checked="" type="checkbox"/> N/A<br><input type="checkbox"/> Yes, <i>[specify]</i> ___   |
| o. After-sales services required, if applicable       | <input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of one (1) year<br><input checked="" type="checkbox"/> Technical Support – installation and customization of the software<br><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair<br><input type="checkbox"/> Others  |
| p. Evaluation of Quote                                | 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 o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>  |
| q. Contract Award                                     | Contract Award shall be granted according to: <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                                 | Within <b>five (5) calendar days</b> 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                                 | <input type="checkbox"/> N/A<br><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. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in</b>  |



|  |   |
|--|---|
|  | <p>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 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/ Services**

| Lots                 | Item Name  | Specification   | Unit measure | Quantity |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|----------------------|--|---|--------------|----------|--|-------------------|------------------------|---|--------|---------------------------------|------------------|--------------------|-----------------------|----------------------------------|-----------|--|----------|------------|---------------|-------------------------|------------|--|-------|----------------------------|-----------------|-----------|-------------------|--------------------------------|----------|---|---------------|------------|--------------------|---|-------------------|--|-------|----------------------|--------------|----------|-------------------|-----------------------------|----------|--------------|----------------------|-----------|------------------|------------------|--------------------|--|
| <b>Lot 1</b>         | All in one computer  | <b>All in One System Specifications</b>   | EA           | 1 pc     |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | <table border="1"> <tr> <td><b>Product Form</b></td> <td><b>All-in-One</b></td> </tr> <tr> <td>Display Specifications</td> <td>21.5" diagonal FHD, anti-glare WLED-backlit (1920 x 1080)</td> </tr> <tr> <td>Memory</td> <td>8 GB DDR4-2400 SDRAM (1 x 8 GB)</td> </tr> <tr> <td>Internal Storage</td> <td>1 TB 7200 rpm SATA</td> </tr> <tr> <td>Processor Type/Family</td> <td>Intel Core i5 10th Gen or higher</td> </tr> <tr> <td>Processor</td> <td>Intel® Core™ i5-10500T (3.1 GHz base frequency, up to 3.7 GHz with Intel® Turbo Boost Technology, 6 MB cache, 4 cores) or higher</td> </tr> <tr> <td>Graphics</td> <td>Integrated</td> </tr> <tr> <td>Graphics Card</td> <td>Intel® UHD Graphics 630</td> </tr> <tr> <td>Web camera</td> <td>Wide Vision 720p FHD IR privacy camera with integrated dual array digital microphone</td> </tr> <tr> <td>Ports</td> <td>2 USB 2.0; 2 USB 3.1 Gen 1</td> </tr> <tr> <td>Expansion Slots</td> <td>M.2, SATA</td> </tr> <tr> <td>Network Interface</td> <td>Integrated 10/100/1000 GbE LAN</td> </tr> <tr> <td>Wireless</td> <td>Realtek 802.11b/g/n/a/ac (1x1) and Bluetooth® 4.2 combo</td> </tr> <tr> <td>Optical Drive</td> <td>DVD-Writer</td> </tr> <tr> <td>Memory Card Device</td> <td>3-in-1 memory card reader (Supports SD, SDHC, SDXC)</td> </tr> <tr> <td>Tilt/Stand Design</td> <td>Tilt Angle: -5° to 20°<br/>Stand Type: Wire stand</td> </tr> <tr> <td>Sound</td> <td>Stereo Audio Quality</td> </tr> <tr> <td>Connectivity</td> <td>HDMI out</td> </tr> <tr> <td>Power Supply Type</td> <td>90 W Smart AC power adapter</td> </tr> <tr> <td>Keyboard</td> <td>USB Keyboard</td> </tr> <tr> <td>Input Devices- Mouse</td> <td>USB Mouse</td> </tr> <tr> <td>Operating System</td> <td>Windows 10 Pro64</td> </tr> <tr> <td>Warranty &amp; Support</td> <td>1-year limited hardware warranty. Limited technical support - 90 days (from date of delivery) for software and initial setup</td> </tr> </table> |              |          | <b>Product Form</b>  | <b>All-in-One</b> | Display Specifications | 21.5" diagonal FHD, anti-glare WLED-backlit (1920 x 1080) | Memory | 8 GB DDR4-2400 SDRAM (1 x 8 GB) | Internal Storage | 1 TB 7200 rpm SATA | Processor Type/Family | Intel Core i5 10th Gen or higher | Processor | Intel® Core™ i5-10500T (3.1 GHz base frequency, up to 3.7 GHz with Intel® Turbo Boost Technology, 6 MB cache, 4 cores) or higher | Graphics | Integrated | Graphics Card | Intel® UHD Graphics 630 | Web camera | Wide Vision 720p FHD IR privacy camera with integrated dual array digital microphone | Ports | 2 USB 2.0; 2 USB 3.1 Gen 1 | Expansion Slots | M.2, SATA | Network Interface | Integrated 10/100/1000 GbE LAN | Wireless | Realtek 802.11b/g/n/a/ac (1x1) and Bluetooth® 4.2 combo | Optical Drive | DVD-Writer | Memory Card Device | 3-in-1 memory card reader (Supports SD, SDHC, SDXC) | Tilt/Stand Design | Tilt Angle: -5° to 20°<br>Stand Type: Wire stand | Sound | Stereo Audio Quality | Connectivity | HDMI out | Power Supply Type | 90 W Smart AC power adapter | Keyboard | USB Keyboard | Input Devices- Mouse | USB Mouse | Operating System | Windows 10 Pro64 | Warranty & Support | 1-year limited hardware warranty. Limited technical support - 90 days (from date of delivery) for software and initial setup |
|                      |  | <b>Product Form</b>   |              |          | <b>All-in-One</b>  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Display Specifications  |              |          | 21.5" diagonal FHD, anti-glare WLED-backlit (1920 x 1080)  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Memory  |              |          | 8 GB DDR4-2400 SDRAM (1 x 8 GB)  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Internal Storage  |              |          | 1 TB 7200 rpm SATA   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Processor Type/Family   |              |          | Intel Core i5 10th Gen or higher   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Processor   |              |          | Intel® Core™ i5-10500T (3.1 GHz base frequency, up to 3.7 GHz with Intel® Turbo Boost Technology, 6 MB cache, 4 cores) or higher |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Graphics  |              |          | Integrated   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Graphics Card   |              |          | Intel® UHD Graphics 630  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Web camera  |              |          | Wide Vision 720p FHD IR privacy camera with integrated dual array digital microphone   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Ports   |              |          | 2 USB 2.0; 2 USB 3.1 Gen 1   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Expansion Slots   |              |          | M.2, SATA  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Network Interface   |              |          | Integrated 10/100/1000 GbE LAN   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Wireless  |              |          | Realtek 802.11b/g/n/a/ac (1x1) and Bluetooth® 4.2 combo  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Optical Drive   |              |          | DVD-Writer   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Memory Card Device  |              |          | 3-in-1 memory card reader (Supports SD, SDHC, SDXC)  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Tilt/Stand Design   |              |          | Tilt Angle: -5° to 20°<br>Stand Type: Wire stand   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Sound   |              |          | Stereo Audio Quality   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
|                      |  | Connectivity  |              |          | HDMI out   |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
| Power Supply Type    | 90 W Smart AC power adapter  |   |              |          |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
| Keyboard             | USB Keyboard   |   |              |          |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
| Input Devices- Mouse | USB Mouse  |   |              |          |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
| Operating System     | Windows 10 Pro64   |   |              |          |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
| Warranty & Support   | 1-year limited hardware warranty. Limited technical support - 90 days (from date of delivery) for software and initial setup |   |              |          |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |
| <b>Lot 2</b>         | Duxbury braille translation software   | specifications for DBT 12.6<br>1. Supports translation of 170 languages<br>2. Compatible with windows 10, 11 and iOS<br>3. Converts documents from MicrosoftWord<br>4. Supports science and mathematical equations<br>5. Works with all embossers<br>6. Perpetual liscence (no expiry)  | EA           | 1        |  |                   |                        |   |        |                                 |                  |                    |                       |                                  |           |  |          |            |               |                         |            |  |       |                            |                 |           |                   |                                |          |   |               |            |                    |   |                   |  |       |                      |              |          |                   |                             |          |              |                      |           |                  |                  |                    |  |



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|  |  | 7. 1 year warranty with software support for installation and customization of the software. |  |  |
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**Specifications for After-Sale Service for [Goods / Services]**

1. Warranty for all-in-one computer - 1-year limited hardware warranty; Limited technical support - 90 days (from date of delivery) for software and initial setup.
2. Warranty for Duxbury software - 1 year warranty with software support for installation and customization of the software

**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\_47-2022/KEN**

|                             |  |
|-----------------------------|--|
| <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 / 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 Kenya shillings | Total amount in Kenya shillings |
|---|--------------------------|---|-----------------|----------|---|------------------------------|---------------------------------|
| 1.  | All-in-one computer      | All-in-one desktop core i5/8GB/1TB/21.5" win10Pro | EA              | 1        | <input type="checkbox"/> Comply<br><input type="checkbox"/> Not Comply. Alternative specification offered (please attach) |                              |                                 |
| 2.  | Duxbury software license | Duxbury braille translation software              | EA              | 1        | <input type="checkbox"/> Comply<br><input type="checkbox"/> Not Comply. Alternative specification offered (please attach) |                              |                                 |
| <b>Total Cost of Goods</b>                |                          |   |                 |          |   |                              |                                 |
| <b>Freight (if applicable)</b>            |                          |   |                 |          |   |                              |                                 |
| <b>Insurance (if applicable)</b>          |                          |   |                 |          |   |                              |                                 |
| <b>Customs Clearance (if applicable)</b>  |                          |   |                 |          |   |                              |                                 |
| <b>Other Charges (please specify)</b>     |                          |   |                 |          |   |                              |                                 |
| <b>Taxes/ VAT ( __ %) (if applicable)</b> |                          |   |                 |          |   |                              |                                 |
| <b>Grand Total</b>                        |                          |   |                 |          |   |                              |                                 |

[If applicable]

**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> |
| Delivery Lead Time of 4 weeks   |                            |                             |   |
| Country/ies Of Origin:  |                            |                             |   |
| Warranty and After-Sales Requirements   |                            |                             |   |
| a) Warranty for all-in-one computer - 1-year limited hardware warranty; Limited technical support - 90 days (from date of delivery) for software and initial setup. |                            |                             |   |
| b) Warranty for Duxbury software - 1 year warranty with software support for installation and customization of the software   |                            |                             |   |
| Other requirements <i>[pls. specify]</i>  |                            |                             |   |

|  |                       |
|--|-----------------------|
| <b>Name, position and signature of the Bidder</b><br><br><hr/> <i>Duly authorised to sign this Bid</i><br><br><b>Date:</b> | <b>Bidder's Stamp</b> |
|--|-----------------------|



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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_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/general_terms_and_conditions_for_services_feb_2022.pdf)

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