

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF LAPTOP COMPUTERS FOR IDLO HONDURAS COUNTRY OFFICE**  
**RFQ NO. HN\_2024-000040**

Date: **June 28, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for computer equipment for **Honduras Country 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 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 [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. HN\_2024\_000040** 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: July 5, 2024**

**Time: 15:00 hours Rome, Italy local time.**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
IDLO, Honduras

**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: July 5, 2024</b> <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>  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"/> Not permitted
i. Place of Delivery	Services are to be delivered in Tegucigalpa. Honduras
j. Delivery Terms	Goods will be delivered within <b>30 days</b> after receipt of PO or contract from IDLO to <u>Edificio Solaire, 5to. piso, Boulevard Suyapa, Tegucigalpa. Honduras</u> in DDP incoterms.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	<b>Bids shall be quoted exclusively in Honduran Lempiras</b> <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <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"/> Honduras National Tributary Register for the Legal Representative (RTN, by its acronym in Spanish), National Tributary Register for the Provider (RTN, by its acronym in Spanish)
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of three (3) years for laptops and desktop computer and minimum two (2) year warranty for monitors.
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 m.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. 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) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. Liquidated Damages	<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. 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




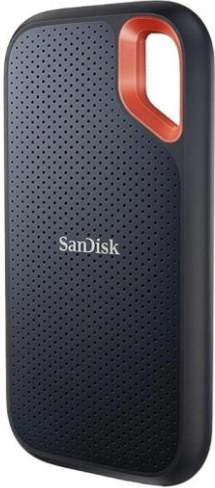

	<b>not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b>
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**ANNEX B**  
**MINIMUM TECHNICAL SPECIFICATIONS**  
**Laptop computers and Desktop computer**

**Specifications for Goods**

Lot	Item Name	Specification	Unit measure	Quantity
Lot 1	Laptops	<ul style="list-style-type: none"> <li>• Processor: 11th Generation Intel Core i5 or superior</li> <li>• Memory: 16 GB DDR4-3200 MHz RAM</li> <li>• Operating System: Windows 11 Pro</li> <li>• Screen: 14", Eye safe antiglare, antireflective, FHD (1920 x 1080), IPS, anti-glare, 250 nits, 45% NTSC, 720p HD IR privacy camera, dual-array microphones</li> <li>• No touch screen</li> <li>• Keyboard Internal, Spanish layout, spill-resistant, backlit keyboard, Clickpad with multi-touch gesture support, Numeric keypad</li> <li>• Internal storage: 512 GB PCIe NVMe M.2 SSD</li> <li>• Graphics: Intel® Graphics integrated</li> <li>• No Office, no antivirus</li> <li>• Ports: USB, USB-C, SD Card reader, HDMI, headphone jack</li> <li>• High-capacity battery</li> <li>• Intel® Wi-Fi 6 + Bluetooth 5.2 Wireless Card</li> <li>• 3 year warranty on-site</li> <li>• Max weight 2.5 kg</li> </ul>	Unit	3

Lot	Item Name	Specification	Unit measure	Quantity
Lot 2	Lightweight laptop backpack*	<ul style="list-style-type: none"> <li>• Backpack for up to 15.6" laptop</li> <li>• Water repellent</li> <li>• Front pocket</li> <li>• Two compartments inside</li> <li>• Black or gray</li> </ul> <p>*Image for reference</p> 	Unit	3
Lot 3	Desktop computer	<ul style="list-style-type: none"> <li>• Chassis: small factor</li> <li>• Processor: 12th generation Intel Core i7 processor.</li> <li>• 16 GB di RAM DDR4-3200 MHz or Superior</li> <li>• Operating System: Windows 11 Pro</li> <li>• Internal storage: 1 TB M.2 SSD.</li> <li>• Graphics : Intel</li> <li>• No Office, no antivirus</li> <li>• Ports: USB at least two, USB-C, SD Card reader, 2 HDMI, headphone jack, 1 x RJ-45.</li> <li>• Wi-Fi and Bluetooth capability.</li> <li>• Built-in audio/ speakers.</li> <li>• 3 years warranty on-site</li> </ul>	Unit	1
Lot 4	Monitor	<ul style="list-style-type: none"> <li>• Monitor: 27" widescreen flat-panel display, Eye safe, antireflective, FHD (1920 x 1080), IPS, anti-glare, 300 nits, 72% NTSC.</li> <li>• 2 year warranty</li> </ul>	Unit	2

Lot	Item Name	Specification	Unit measure	Quantity
Lot 5	SanDisk NVME Extreme - 1 TB Portable Solid-State Drive*	<ul style="list-style-type: none"> <li>• Digital Storage Capacity: 1 TB</li> <li>• Hard Drive Interface: USB 3.2</li> <li>• Connectivity Technology: USB</li> <li>• Special Features: Portable</li> <li>• Hard Drive Form Factor: 2.5 Inches</li> <li>• Hard Drive Description: SSD (Solid State Drive)</li> <li>• Compatible Devices: Laptop</li> <li>• Installation Type: External Hard Drive</li> <li>• Color: Black</li> </ul> <p>*Image for reference</p> 	Unit	1
Lot 6	Computer cleaning kit*	<ul style="list-style-type: none"> <li>• Screen Spray cleaner</li> <li>• Microfiber cloth</li> <li>• Keyboard brush</li> </ul> <p>*Image for reference</p> 	Unit	4
Lot 7	Optical Mouse USB external	<ul style="list-style-type: none"> <li>• Optical Mouse USB external.</li> </ul>	Unit	4



Lot	Item Name	Specification	Unit measure	Quantity
Lot 8	USB external Webcam, 5 MP	<ul style="list-style-type: none"> <li>• USB external Webcam, Full HD 1080p, adjustable view/ angle</li> </ul>	Unit	1
Lot 9	USB Keyboard	<ul style="list-style-type: none"> <li>• USB Keyboard, Spanish layout, numeric Keypad</li> </ul>	Unit	1
Lot 10	Laptop riser/ stand	<ul style="list-style-type: none"> <li>• Raises the laptop for better viewing and helps prevent tension in the neck and shoulders.</li> <li>• Holds a laptop up to 17" with front stops to prevent the laptop from falling.</li> <li>• Open design: The open stand allows for ventilation, preventing the equipment from overheating.</li> <li>• Foldable and portable: Lightweight and easy to carry in its bag, making it convenient to take everywhere in your backpack</li> <li>• Ergonomic design: 7 adjustable height settings elevate the device to eye level.</li> </ul>	Unit	3

### Specifications for After-Sale Service for Goods

Description
<p>Warranty:</p> <p>All three laptops, one desktop computer come with a minimum three-years warranty, as well as two monitors which come with a minimum of a two-year warranty, ensuring that they are free from defects in materials and workmanship. This warranty guarantees that during the specified period, any necessary repairs or replacements due to manufacturing faults will be covered by the supplier at no additional cost to the customer. The warranty provides peace of mind to the buyer, assuring them of the quality and reliability of the product for at least one year from the date of purchase.</p>

**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. HN\_2024\_000040**

<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 [HNL]	Total amount in [HNL]
1.	Laptops	Refer to Annex B	Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Lightweight laptop backpack	Refer to Annex B	Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Desktop computer	Refer to Annex B	Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Monitor	Refer to Annex B	Unit	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	SanDisk NVME Extreme - 1 TB Portable Solid-State Drive	Refer to Annex B	Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
6.	Computer cleaning kit	Refer to Annex B	Unit	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Optical Mouse USB external	Refer to Annex B	Unit	4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	USB external Webcam, 5 MP	Refer to Annex B	Unit	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 [HNL]	Total amount in [HNL]
9.	USB Keyboard	Refer to Annex B	Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
10.	Laptop riser/ stand	Refer to Annex B	Unit	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT (___ %) (if applicable)</b>							
<b>Grand Total</b>							

**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			
Country/ ies Of Origin:			
Warranty and After-Sales Requirements			
a) Minimum three (3) year warranty for three laptops			
b) Minimum three (3) year warranty for one desktop computer			
c) Minimum two (2) year warranty for two monitors			
Other requirements <i>[pls. specify]</i>			

<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\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

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