INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID

Reference: **ITB No. N_280-2026-KEN**	**Date:** August 18, 2026

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **DESIGN AND PRINTING SERVICES.** The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annexes D, E and F.

Bids 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.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, 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 Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please use these as guidance in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before its Deadline for Submission, please contact IDLO on tenders@idlo.int and mention **Clarification ITB No. N_280-2026-KEN** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date:** **September 2, 2026**
Time: 15:00 hours Rome, Italy local time (UTC +2).

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Kenya Country Office

ANNEX A
INSTRUCTIONS TO BIDDERS

1. General Considerations	In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid. Bidders shall not benefit from any errors or omissions contained in the ITB. If a bidder identifies such errors or omissions, they must promptly notify IDLO.
2. Cost of the Bid	The Bidder shall bear all costs associated with the preparation and submission of the Bid. In no case shall IDLO be responsible or liable for the aforementioned costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Bid	Bids shall be nominated exclusively in **Kenya shillings**. *Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies*
4. Language of the Bid	The official language of the bidding process is English. Consequently, all correspondences, documents, and exchanges between the Bidder and IDLO shall be done in English.
5. Deadline for Submissions of Bid	The Bid shall be submitted to IDLO on or before **Date: September 2, 2026** **Time: 15:00 hours Rome, Italy** local time (UTC +2). Note: *Proposals 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.*
6. Delivery Term and Place	Services will be delivered within 5 days after receipt of PO or contract from IDLO to IDLO offices in Nairobi.
7. Customs clearance, if needed, shall be done by:	☒ N/A
8. Special Packing Requirement or Temperature Control	☒ N/A
9. Documents comprising the Bid	The Bid shall comprise the following documents: 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation

	Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	A prospective Bidder requiring any clarification on this ITB may contact IDLO by sending an email to tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids. Please mention **Clarification ITB No. N_280-2026-KEN** in the subject section of your email. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on the IDLO website. Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.
12. Amendments of solicitation documents	At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment. All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, IDLO may, at its discretion, extend the deadline for the submission of Bids.
13. Format, signing sealing, marking and submission of Bids	The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid. The Bid must be submitted using the format specifically detailed in Annexes D, E and F. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid. Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: **"Submission for ITB No. N_280-2026-KEN]"**

14. Joint Venture, Consortium, or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. After the Deadline for Submission of the Bid, the lead entity identified to represent the JV, Consortium, or Association shall not be altered without the prior written consent of IDLO. The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the tender, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO. A JV, Consortium or Association when presenting its track record and experience, should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. Previous contracts completed by individual experts, even if those experts were permanently or temporarily associated with any of the member firms, cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but can be claimed by the individual experts themselves in the presentation of their individual credentials. JVs, Consortia or Associations are encouraged for high value, multi-sectoral requirements where the necessary spectrum of expertise and resources may exceed the capacity of a single firm. The organizational description of the JV, Consortium or Association must clearly define the expected role of each entity in the joint venture, including how it will participate in delivering the requirements of the tender. This description must be explicit both in the Bid and the JV, Consortium or Association Agreement.

	All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.
15. Only One Bid	A Bidder. Including any individual member of a Joint Ventue, **shall submit only one Bid**, either individually or as part of a Joint Venture. The submission of Bids by two (2) or more Bidders shall result in rejection if any of the following prohibited relationships or conditions are identified: a) They have at least one controlling partner, director or shareholder in common; or b) Any one of them receive or have received any direct or indirect subsidy from the other/s; or c) They have the same legal representative for purposes of this tender; or d) They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this tender process; or e) They are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or f) Some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to the clause *Deadline for the submission of Bid,* will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received by IDLO due to issues in its internal mailing system.
17. Validity Period of Bids	All Bids will be valid for **90 days** from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall confirm the extension of the bid in writing, and that all other terms remain unchanged. The Bidders may choose not to extend the validity period of the Bid.
18. Modification and withdrawal of Bids	The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the modification/withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids. The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Deadline for Submission of Bids clause. No Bid may be modified nor withdrawn after the deadline for submission of Bids.

19. Amendment of the Bid	At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders. If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
20. Bidders' conference	☒ N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: a) They are not included in any Sanctions lists maintained by the United Nations Security Council, the European Union, and the United States Department of the Treasury, Office of Foreign Assets Control; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, as detailed in Annex B of the ITB. c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required as provided in Annex B of the ITB. d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.

25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail, and the total price shall be corrected by IDLO. If the Bidder does not accept the new final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	IDLO shall undertake a due diligence exercise to verify the accuracy and validity of the information provided by the Bidder. This exercise is required and must be fully documented. It may include, but is not limited to, any or all of the following checks: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	IDLO will determine the substantial responsiveness of each Bid in relation to the ITB. For purposes of this Clause, a substantially responsive Bid is one which materially conforms to the requirements of the tender and the mandatory terms contained in the Solicitation Documents. IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.
29. Evaluation of Bid	All eligible Bids are evaluated for compliance, confirming whether they fail, meet or exceed the mandatory specifications outlined in the ITB.

30. Right to Vary Requirements at the time of the Award	☒ N/A for Framework Agreement
31. Contract Award	The Contract Award shall be granted according to: a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. 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. In such event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	If a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's own submission will not be discussed.
34. Bid Protest Mechanism	Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO. To initiate a protest, suppliers must complete the *IDLO Supplier Bid Protest Form* provided at the following link and submit it via email at bidprotest@idlo.int within ten (10) days after receiving a regret letter or email confirming that they were not successful. All protests will be handled confidentially and impartially.
35. Payment Terms	IDLO will make payment within **30 days** after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
36. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H. The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.

37. Liquidated Damages	☒ **Yes - For late delivery of <u>Goods,</u> 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 not relieve the Contractor of its obligations or liabilities pursuant to this Contract.** ☒ **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.** **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 of delay in the provision and completion of the Services.**
38. Partial Bid	☒ Not permitted (All or Nothing)

ANNEX B
PRELIMINARY SCREENING CRITERIA

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Valid Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid KRA Tax Compliance Certificate
	The Contractor acknowledges that IDLO benefits from **privileges, immunities and tax exemptions under the Host Country Agreement (HCA)** concluded with the Government of the Republic of Kenya, which entered into force on 12 September 2025, and Kenyan law, including The Privileges and Immunities Act and The VAT Act (2013). Accordingly, all goods and services supplied to IDLO under this Contract for its official use shall be **invoiced at a VAT rate of 0%.** The Contractor shall not charge or seek reimbursement from IDLO for any VAT in connection with this Contract.	**Participation in this tender implies bidder will comply with this requirement and not include VAT in their bid**
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21.	Self-Attestation Letter (Provided in Annex E)
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	
Business Licenses	Approved to operate business in Nairobi	Valid business license issued by Nairobi County Council
Company profile	Description of all related services offered.	Full company profile indicating detailed scope relating to design and printing services

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 3 contracts of similar nature implemented over the last 5 years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copies of three contracts/ LPOs / framework agreement or recommendation letters with contactable email addresses for verification
Financial Standing	Minimum average annual turnover of EUR 15,000 for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Audited reports for the past 3 years
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	
Production capacity	Possess in-house printing and binding equipment	Shall be determined by site Inspection assessment report.

ANNEX C
TERMS OF REFERENCE
DESIGN AND PRINTING SERVICES

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 39 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Burkina Faso, Honduras, Kenya, Jordan, Liberia, Mali, Moldova, Mongolia, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Condition of Contract and Expected Output

IDLO is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity.

Each Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) are provisional and are intended solely for the purposes of evaluation and comparison of Bids and to determine the upper ceiling limit in the Framework Agreement. The Service Providers cannot go beyond the upper ceiling price.

After entering into a Framework Agreement, IDLO shall place order on a "need basis".

IDLO shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

IDLO shall make award decision based on "lowest priced, most technically acceptable/compliant offer".

The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

C. General Information

This ITB is for **[DESIGN AND PRINTING SERVICES]** in Kenya. The award will result to multiple framework agreements and subsequently consider printing firms that have in-house printing press/ facilities:

1. Objective

In order to achieve cost efficiency from economies of scale whilst ensuring outstanding quality of service, IDLO seeks to enter into **Framework Agreement** with design and printing companies to serve all its printing needs within Kenya.

2. General Requirements

- The Contractor shall provide design and printing services as described in this document when and as requested by IDLO.
- The Contractor shall at all times follow the instruction given by IDLO notwithstanding its obligation to advise IDLO on better options available.
- The Contractor shall not disclose or share IDLO data, documents and publications with unauthorized parties.

3. Payments

- Payments to the Contractor will be processed via bank transfer as applicable within thirty (30) days from the date of receipt of correct invoice **excluding VAT**.

4. Personnel

- The Contractor shall be fully responsible for all services performed by its employee and shall for this purpose employ qualified, competent and well-trained personnel to perform the services under the framework agreement.
- The Contractor shall take all reasonable measures to ensure that the personnel conform to the highest standards of professional, moral and ethical conduct.

5. Price Schedule

To be considered for award, bidders are required to quote for all items and all lots.

- The price shall be presented on annex F and exclusive of VAT
- Service provider must conduct market research, make proper projections and forecast Inflation to ensure the amount quoted will remain unchanged for a duration of 24 months.

NB: Bid must respond to all items within all lots. Incomplete lots will render the entire bid as invalid and hence disqualified.

6. **Flexibility**
The contracted design and printing company shall be expected to provide upon request draft designs for review as well as sample print outs for approval at no extra cost. The design phase of IDLO material shall involve multiple reviews and adjustments therefore flexibility and patience will be required.

7. **Key Performance Indicators and Service Levels Agreements**
The contracted design and printing company shall perform its services and deliver its products in accordance with IDLO prescribed minimum performance standards, which shall also serve as the basis of the annual performance review.

Category	Description	Focus	Standard/Service Level
1. Design work	Precision	Ability to easily comprehend proposed designs, graphics and Illustrations and present them as required.	Minimal corrections as a result of service provider not comprehending IDLO requirement
2. Printing work	Fit for purpose	Ability to meet IDLO technical specifications of print work but not limited to paper grammage, binding, font, graphics and color	Compliance with requesters technical specification
3. Complaints	Feedback on service	Ability to immediately handle and address any complaints that may arise from the quality of design or print	Immediately
4. Turnaround time	Responsiveness	Ability to provide IDLO with requested Information, design or print in a timely manner guided by specific case scenarios	Zero complaints relating to non-responsiveness of service provider

The **Design and Printing Services** shall be in line with the below specifications.

8. **Summary of Services Required:**

Lots	Description of service
Lot 1	Proof reading publications
Lot 2	Design and Layout – full color
Lot 3	Printing of publications: For example, but not limited to Annual reports, strategic plans, Policy documents, End of project reports etc - full color
	(a) Digital printing (below 500 copies)
	(b) Conventional printing (above 500 copies)

Lot 4	Printing (others): Fliers, Brochures, Pamphlets, Certificates, Posters, Folders, Business cards, Letter heads, banners and more - full color
Lot 5	Translation services – Translate written content from source language (English or Swahili) to target Kenyan/ Somali local dialects.

Detailed specifications:

Lots	Category of service	Description
Lot 1	Proof-reading publications	**<u>The proof-reader will:</u>** **1.** Correct superficial errors in spelling, grammar, syntax, punctuation, and formatting. **2.** Ensure that the numbering of tables and figures is correct and in line with the text; 3. The proofread reports shall be submitted in 2 formats- (i) Using tracked changes to allow the contracting party to identify the proposed changes and (ii) With the changes duly accepted, to enable the contracting party to understand the implications of the proposed changes. ~~4.~~ Proofing Language-English United Kingdom (or as may be advised) NB: Proofreading/editing services – rate shall be based per page of the original document submitted for editing, prior to any formatting or editorial changes.
Lot 2	Design and Layout	**<u>Design and layout:</u>** Align and format text, borders, tables of content, page numbering, convert text to illustrations where required to break monotony on document by including pictorials, graphs, pie charts, logos, theme colors, backgrounds and watermarks, adjust document spacing and font as guided. This will involve back and forth review and adjustments at no extra cost until a satisfactory draft, design or physical sample is approved for printing.
		<u>Design Publications: A4, B5 - full color</u>
		1-50 pages
		Above 50 to 100 pages
		Above 100 to 200 pages
		Above 200 to 300 pages
		Above 300 to 400 pages

Lots	Category of service	Description
		Design Awareness items - art paper 150gsm full color
		A5 fliers with text, images and logos- Double sided
		A5 fliers with text, images and logos- Single sided
		A3 posters single sided with text, images and logos
		A4 pamphlets with text, images and logos
		A4 brochures with text, images and logos
		Design Recognition items – embossed 300 gsm full color
		Design A4 certificates to include seal, logos, gold ink borders if required, signature with names printed on them
		Design Visibility items – full color
		Satin X banner one-sided 600mm x 1600mm
		PVC Street banner single sided 8.5m x 1.5 m
		PVC Street banner double sided 8.5m x 1.5 m
		PVC Roll up banner with broad metallic base one-sided 850mm x 2000mm
		Satin Roll up banner with broad metallic base one-sided 850mm x 2000mm
		Tear drop banner -flag material 4.5 ft (indoor)- with stand
		Tear drop banner -flag material 3.5 ft (indoor)- with stand
		Tear drop banner -flag material 4.5 ft (outdoor)- with pin
		Tear drop banner -flag material 3.5 ft (outdoor)- with pin
		Telescopic banner -flag material 4.5 ft (indoor)- with stand
		Telescopic banner -flag material 3.5 ft (indoor)- with stand
		Telescopic banner -flag material 4.5 ft (outdoor)- with pin
		Telescopic banner -flag material 3.5 ft (outdoor)- with pin
		PVC Media banner- 3 meters by 2.25m with verocrol stand

Lots	Category of service	Description
		PVC Media banner- 2.5 by 2.5m with verocrol stand
		Dummies 1.18meters x 84 cm
		Coffee Mug with logo and text
		Round neck t- shirt with logo and text
		Polo t shirt with logo and text
		Black laptop backpack with logo and text (to fit 15" laptop)
		Ankara bag with shoulder strap, text and logo (to fit 15" laptop)
		Design Stationery –full color
		A4 Pocket folders with logo and color themes with logo and text - conservation paper 300gsm
		Business cards 85mm x 55mm with logo and text- ivory board 300gsm
		Peel and seal branded envelopes C4 with logo and text
		Peel and seal branded envelopes C5 with logo and text
		IDLO letter head in A4 full color conqueror 100gsm
		Executive pen with logo and text- full color
		Ball point pen with logo and text- full color
		Pin type pen with logo and text- full color
Lot 3	Printing of publications:	Not limited to annual reports, strategic plans, policy documents, end of project reports and more – **all full color** NB: • Matt art paper to be used if documents include a lot of pictorials and color • Glossy art paper to be quoted for if majority of document is text
	a) Digital printing	Extent: 8-32 pages Cover: Artboard 250 gsm, matt or glossy laminated Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/ B5

Lots	Category of service	Description
	(b) Conventional printing	Extent: 8-32 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/B5
	a) Digital printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5
	(b) Conventional printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5
	a) Digital printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	(b) Conventional printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	a) Digital printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	(b) Conventional printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	a) Digital printing	Extent: Above 300 to 400 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5

Lots	Category of service	Description
	(b) Conventional printing	Extent: Above 300 to 400 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
Lot 4	Printing (others):	**Not limited to:** **Awareness items – art paper 150gsm full color**
		A5 fliers with text, images and logos- Double sided- full color
		A5 fliers with text, images and logos- Single sided- full color
		A3 posters single sided with text, images and logos- full color
		A4 pamphlets with text, images and logos- full color
		A4 brochures with text, images and logos- full color
		Recognition items – embossed 300 gsm full color
		A4 certificates to include seal, logos, signatures, gold ink borders if required, with names printed on them
		Visibility items: all full color
		Satin X banner one-sided 600mm x 1600mm
		PVC Street banner single sided 8.5m x 1.5 m – with eyelets and rope
		PVC Street banner double sided 8.5m x 1.5 m – with eyelets and rope
		PVC Roll up banner with broad metallic base one-sided 850mm x 2000mm
		Satin Roll up banner with broad metallic base one-sided 850mm x 2000mm
		Tear drop banner -flag material 4.5 ft (indoor)- with stand
		Tear drop banner -flag material 3.5 ft (indoor)- with stand
		Tear drop banner -flag material 4.5 ft (outdoor)- with pin
		Tear drop banner -flag material 3.5 ft (outdoor)- with pin
		Telescopic banner -flag material 4.5 ft (indoor)- with stand
		Telescopic banner -flag material 3.5 ft (indoor)- with stand
		Telescopic banner -flag material 4.5 ft (outdoor)- with pin

Lots	Category of service	Description
		Telescopic banner -flag material 3.5 ft (outdoor)- with pin
		PVC Media banner- 3 meters by 2.25m with verocrol stand
		PVC Media banner- 2.5 by 2.5m with verocrol stand
		Dummies 1.18meters x 84 cm
		Coffee Mug with logo and text- UV printing
		Round neck t- shirt with logo and text- screen printing
		Polo t shirt with logo and text- screen printing
		Black laptop backpack with logo and text (to fit 15" laptop)
		Ankara bag with shoulder strap, text and logo (to fit 15" laptop)
		Stationery – full color
		A4 Pocket folders with logo, text and color themes – conservation paper 300gsm
		Business cards 85mm x 55mm with logo and text – ivory board 300gsm
		Peel and seal branded envelopes C4 with logo and text- full color
		Peel and seal branded envelopes C5 with logo and text- full color
		IDLO letter head in A4 full color conqueror 100gsm
		Executive pen with logo and text- full color
		Ball point pen with logo and text- full color
		Pin type pen with logo and text- full color
Lot 5	Translation services:	Translate written content from source language (English or Swahili) to target Kenyan/ Somali local dialect: • Translation shall turn written content from source language to correct and understandable version of target Kenyan / Somali dialect without losing the suggestion of the source language. • Translation shall be conducted with accuracy, precision, clarity, readability and localization. • The translator must have an understanding of both the source language and target Kenyan/ Somali dialect as well as any relevant cultural nuances. NB: Quote shall be based on translation rate per page of the original document submitted for translation, prior to any changes - (A4 size, font

Lots	Category of service	Description
		12 times new roman). Main languages envisioned are English, Swahili and Somali.

NOTE*

1. Printing material shall not be limited to the above listed. In case of printing/ design requirements outside the above scope, a separate request for quote will be shared with awarded bidders.

2. Please note that prices/amounts shall be quoted in Kenya shillings, per item/ service in each lot as the case may be and MUST be exclusive of VAT.

3. Partial bids will not be accepted

ANNEX D
BID SUBMISSION FORM

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide [**Goods/ Services**] for [DESIGN AND PRINTING SERVICES] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We 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 understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____
Name: _____
Title: _____
Date: Select date
Signature: _____
Duly authorized to sign this Bid

ANNEX E
BIDDER INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB ref number]		

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you an IDLO vendor?	☐ Yes ☐ No If yes, [insert IDLO vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
As per Annex B – Mandatory Eligibility. **Please attach all required documents listed as follows:**	▪ Certificate of Incorporation/ Business Registration ▪ Valid tax compliance certificate ▪ Self-Attestation Letter - (Provided in Annex E) ▪ Valid single business license ▪ Company profile ▪ Copies of three contracts/ LPOs / framework agreement or recommendation letters with contactable email addresses for verification ▪ Audited reports for the past 3 years

SELF-ATTESTATION FORM
Reference: ITB No. N_280-2026-KEN

I, undersigned, hereby attest that the Bidder is not suspended, nor debarred, nor otherwise declared ineligible by any UN Organization, the World Bank Group, or any other international organization, in accordance with ITB Annex A, Section 23.

I, undersigned, hereby attest that there has been no consistent history of court or arbitral award decisions against the Bidder for the last three years.

I, undersigned, hereby attest that the Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder that could impair its operations in the foreseeable future.

I confirm that we have no conflict of interest in relation to this procurement process.

All information and documentation provided with our bid/proposal is complete, true and accurate. We acknowledge that any false statements or failure to disclose relevant information may result in disqualification or contract termination.

This self-attestation is made on behalf of (Bidder Name) and duly signed by the authorized representative.

Company/Organization _____

Name: (Full Name) _____

Title: (position) _____

Company address: _____

Email address: _____

Date: _____

Signature: _____

Company seal/stamp (if available) _____

ANNEX F
PRICE SCHEDULE

The Price Schedule must provide unit price in Kenya Shilling excluding VAT. All items must be quoted to render the bid as valid. Partial bids will not be accepted.

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
Lot 1	Proof-reading publications	Refer to annex C	Rate per page		
Lot 2	Design and layout	**Design Publications: A4, B5- full color**			
		1-50 pages	EA		
		Above 50 to 100 pages	EA		
		Above 100 to 200 pages	EA		
		Above 200 to 300 pages	EA		
		Above 300 to 400 pages	EA		
		Design Awareness items: art paper 150gsm full color			
		A5 fliers with text, images and logos- Double sided	EA		
		A5 fliers with text, images and logos- Single sided	EA		
		A3 posters single sided with text, images and logos	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
		A4 pamphlets with text, images and logos	EA		
		A4 brochures with text, images and logos	EA		
		Design Recognition items: embossed 300 gsm full color			
		Design A4 certificates to include seal, logos, signatures, gold ink borders if required, with names printed on them	EA		
		Design Visibility items: full color			
		Satin X banner one sided	EA		
		PVC Street banner single sided to include provision for eyelets	EA		
		PVC Street banner double-sided to include provision for eyelets	EA		
		PVC Roll up banner	EA		
		Satin Roll up banner	EA		
		Tear drop banner -flag material 4.5 ft (indoor)	EA		
		Tear drop banner -flag material 3.5 ft (indoor)	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
		Tear drop banner -flag material 4.5 ft (outdoor)	EA		
		Tear drop banner -flag material 3.5 ft (outdoor)	EA		
		Telescopic banner -flag material 4.5 ft (indoor)	EA		
		Telescopic banner -flag material 3.5 ft (indoor)	EA		
		Telescopic banner -flag material 4.5 ft (outdoor)	EA		
		Telescopic banner -flag material 3.5 ft (outdoor)	EA		
		PVC Media banner- 3 meters by 2.25m	EA		
		PVC Media banner- 2.5 by 2.5m	EA		
		Dummy book 1.18meters x 84 cm	EA		
		Coffee Mug with logo and text	EA		
		Round neck t- shirt with logo and text	EA		
		Polo T-shirt with logo and text	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
		Black laptop backpack with logo and text (to fit 15" laptop)	EA		
		Ankara bag with shoulder strap, text and logo (to fit 15" laptop)	EA		
		Design Stationery: full color			
		A4 Pocket folders with logo and color themes - conservation paper 300gsm	EA		
		Business cards 85mm x 55mm with logo and text – ivory board 300 gsm	EA		
		Peel and seal branded envelopes C4 with logo and text	EA		
		Peel and seal branded envelopes C5 with logo and text	EA		
		IDLO letter head in A4 full color 100gsm	EA		
		Executive pen with logo and text	EA		
		Ball point pen with logo and text	EA		
		Pin type pen with logo and text	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
Lot 3	Printing of publications:	Not limited to annual reports, strategic plans, policy documents, end of project reports and more – full color NB: • Matt art paper to be used if documents include a lot of pictorials and color • Glossy art paper to be quoted for if majority of document is text			
	a) Digital printing	Extent: 8-32 pages Cover: Artboard 250 gsm, matt or glossy laminated Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/ B5 Quantity: Below 500 copies	EA		
	(b) Conventional printing	Extent: 8-32 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/B5 Quantity: Above 500 copies	EA		
	a) Digital printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5 Quantity: Below 500 copies	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
	(b) Conventional printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5 Quantity: Above 500 copies	EA		
	a) Digital printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Below 500 copies	EA		
	(b) Conventional printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Above 500 copies	EA		
	a) Digital printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Below 500 copies	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
	(b) Conventional printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Above 500 copies	EA		
	a) Digital printing	Extent: Above 300 to 400 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Below 500 copies	EA		
	(b) Conventional printing	Extent: Above 300 to 400 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Above 500 copies	EA		
Lot 4	Printing (others):	**Not limited to:** **Awareness items: art paper 150 gsm full color**			
		A5 fliers with text, images and logos- Double sided Quantity: Below 500 copies	EA		
		A5 fliers with text, images and logos- Double sided Quantity: Above 500 copies	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
		A5 fliers with text, images and logos- Single sided Quantity: Below 500 copies	EA		
		A5 fliers with text, images and logos- Single sided Quantity: Above 500 copies	EA		
		A3 posters single sided with text, images and logos Quantity: Below 500 copies	EA		
		A3 posters single sided with text, images and logos Quantity: Above 500 copies	EA		
		A4 pamphlets with text, images and logos Quantity: Below 500 copies	EA		
		A4 pamphlets with text, images and logos Quantity: Above 500 copies	EA		
		A4 brochures with text, images and logos Quantity: Below 500 copies	EA		
		A4 brochures with text, images and logos Quantity: Above 500 copies	EA		
		Printing Recognition items: embossed 300 gsm full color			
		A4 certificates to include seal, logos, signatures, gold ink borders if required, with names printed on them	EA		
		Printing Visibility items: full color			
		Satin X banner one-sided 600mm x 1600mm	EA		
		PVC Street banner single sided 8.5m x 1.5 m with eyelets and rope	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
		PVC Street banner double sided 8.5m x 1.5 m with eyelets and rope	EA		
		PVC Roll up banner with broad metallic base one-sided 850mm x 2000mm	EA		
		Satin Roll up banner with broad metallic base one-sided 850mm x 2000mm	EA		
		Tear drop banner -flag material 4.5 ft (indoor)- with stand	EA		
		Tear drop banner -flag material 3.5 ft (indoor)- with stand	EA		
		Tear drop banner -flag material 4.5 ft (outdoor)- with pin	EA		
		Tear drop banner -flag material 3.5 ft (outdoor)- with pin	EA		
		Telescopic banner -flag material 4.5 ft (indoor)- with stand	EA		
		Telescopic banner -flag material 3.5 ft (indoor)- with stand	EA		
		Telescopic banner -flag material 4.5 ft (outdoor)- with pin	EA		
		Telescopic banner -flag material 3.5 ft (outdoor)- with pin	EA		
		PVC Media banner- 3 meters by 2.25m with verocrol stand	EA		
		PVC Media banner- 2.5 by 2.5m with verocrol stand	EA		
		Dummies 1.18meters x 84 cm	EA		
		Coffee Mug with logo and text- UV printing	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
		Round neck t- shirt with logo and text- screen printing	EA		
		Polo t shirt with logo and text- screen printing	EA		
		Black laptop backpack (to fit 15" laptop)	EA		
		Ankara bag with shoulder strap, text and logo (to fit 15" laptop)	EA		
		Stationery: full color			
		A4 Pocket folders with logo and color themes – conservation paper 300 gsm	EA		
		Business cards 85mm x 55mm – ivory board 300 gsm	EA		
		Peel and seal branded envelopes C4	EA		
		Peel and seal branded envelopes C5	EA		
		IDLO letter head in A4 full color – conqueror 100gsm	EA		
		Executive pen with logo and text- full color	EA		
		Ball point pen with logo and text- full color	EA		
		Pin type pen with logo and text- full color	EA		

				Unit price in Kenya Shillings exclusive of taxes	
Lots	**Category of service**	**Description**	**Unit of measure**	**Lower limit**	**Upper limit**
Lot 5	Translation services:	Translate written content from source language (English or Swahili) to target Kenyan/ Somali local dialect: Refer to annex C	Rate per A4 page, font 12 times new roman		

Name, position and signature of the Bidder	**Bidder's Stamp**
Duly authorised to sign this Bid **Date:**	

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of [**Goods/Services**]. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of [**Goods/Services**].

Place of delivery	**[Kenya]**
Delivery date	For Framework Agreement please include: The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor. IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal 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