

**REQUEST FOR QUOTATION
FOR THE RENTAL OF A GENERATOR SET
REGIONAL OFFICE AND COUNTRY MALI
REF.: RFQ/001/G/ML/2024**

Date: **March 4, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for for the rental of a generator set for Mali Office 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 ser by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D



For any questions/clarifications related to this RFQ please contact IDLO on Global tender email address tenders@idlo.int and mention **Clarifications RFQ NO. 001/G/ML/2024**; 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: March 11, 2024**
Time: 15:00 hours Rome local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
PROCUREMENT TEAM FOR THE SAHEL
BAMAKO, MALI

Annex A
Instructions to Bidders

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: March 11, 2024 Time: 15:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Language of the offer	This offer is executed in English and French. In the event of any discrepancy, the English version shall prevail. Although the bidder may choose to respond to the bid in French, correspondence, documents and the IDLO contract relating to the bid must be written in English.
f. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
g. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
h. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
i. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
j. Place of Delivery	IDLO REGIONAL AND COUNTRY PROGRAMME OFFICE Magnabougou, Faso Kanou près de l'hôtel Baobab, Bamako, Mali
k. Delivery Terms	Upon acceptance and signature of the contract, the generator should delivered, Installed and ready to work 05 days after the signing of the contract by the vendor (the goods delivery date).
l. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
m. Currency of Quotation	CFA <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> References (O3) of satisfied previous vendors; <input checked="" type="checkbox"/> Authorization of the company's manufacturer as a sales agent (if the supplier is not the manufacturer); <input checked="" type="checkbox"/> Banking details of the supplier;
o. Special Packaging Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty demonstration on the rented unit <input checked="" type="checkbox"/> Technical support through the training of at least one IDLO staff on the operation of the power generator <input checked="" type="checkbox"/> Provision of technicians for maintenance and repair in the event of a breakdown <input checked="" type="checkbox"/> Handling service (installation and removal)
q. Evaluation criteria	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Complete submission of preliminary documents (as per Appendix A) 2. Human and professional capacity to provide the service 3. Immediate availability. 4. Price of the service
r. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
s. Signing of contract	<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>
t. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>

**APPENDIX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

Lot	Name	Specification	Unit	Quantity
Lot 1	Generator	<ul style="list-style-type: none"> ▪ Power Requirement: The generator set must have a minimum capacity of 50 KVA to 60 KVA to meet the energy needs of the office. ▪ Fuel: The generator should run on diesel. ▪ Range: The generator should be able to run continuously for at least 08 hours without the need for refueling. ▪ Feature: Have an auto-start system. 	Unity	01
Lot 2	Installation, testing, commissioning and end-user training	<ul style="list-style-type: none"> ▪ The generator set will be set to auto-start mode, ensuring a smooth transition in the event of a power outage. It will be able to take care of all the equipment on the site, (with the exception of air conditioners), thus guaranteeing the continuity of operations even during periods of load shedding. ▪ At least one staff member will be trained by the supplier for the proper use of the generator. This training will aim to ensure safe and efficient handling of the system, including start-up, shutdown, and monitoring procedures. It will also prepare staff to respond quickly when needed, minimizing potential disruptions to operations in the event of a power outage. 		
Lot3	Maintenance Services	<ul style="list-style-type: none"> ▪ Maintenance: The supplier must perform regular maintenance on 	periodicity to be defined by the vendor	



		<p>the generator set to ensure that it is working properly throughout the rental period.</p> <ul style="list-style-type: none">▪ Define the interval for periodic interviews		
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**ANNEX C
SUPPLIER QUOTE**

(This form must be submitted to using the supplier's official letterhead/paper in the format specified below)

We, the undersigned, hereby agree to IDLO's Terms and Conditions in full and the Policy of Payment within 30 days of delivery of the Goods upon presentation of a full and correct invoice. We hereby offer to supply the items listed below in accordance with IDLO's specifications and requirements in accordance with **tender RFQ NO. 001/G/ML/2024**

Company Name	
Full address of the company	
Date	
Signature	
Stamp	
Focal Point No.	
Telephone number	
E-mail address	

Table 1: Offer to supply goods that comply with technical specifications and requirements

Lot	Hardware Name	Description	Unit of Measurement	Qty	Compliance with the technical specifications of Annex B	Unit rate in XOF	Total amount in XOF
1.	GENERATOR SET RENTAL FOR 05 MONTHS (FROM APRIL 08th, 2024 to AUGUST 31st 2024)	Refer to Appendix B	Per unit	5	<input type="checkbox"/> Conform <input type="checkbox"/> Not complying. Proposed Alternative Specification (please attach)		
2.	DELIVERY & SET-UP	Refer to Appendix B	By Service	1	<input type="checkbox"/> Conform <input type="checkbox"/> Not complying. Proposed Alternative Specification (please attach)		
3.	WARRANTY/TRAINING	Refer to Appendix B	By Service	1 month	<input type="checkbox"/> Conform <input type="checkbox"/> Not complying. Proposed Alternative Specification (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs clearance							
Other fees (please specify)							
Taxes/VAT (___%) (if applicable)							
Total Amount							

Table 2: After-sales service offer and other conditions

Other information	Answers		
	Yes, we will comply	No, we cannot comply with them	If you cannot comply, please indicate the counter-proposal
Delivery time 05 days after signing of contract			
Delivery of fairly new power generator of at least 50 KVA			
End-user training provided to at least one staff member on the operation of the Generator			
Maintenance Services if needed			
warranty on parts and labor during the rental period			

<p>Name, Position and Signature of Bidder</p> <hr/> <p><i>Duly authorized to sign this Offer</i></p> <p>Date:</p>	<p>Supplier's stamp</p>
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ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_and_services_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

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