

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No. N_142_2024/AFG/ITB

Date: **May 13, 2024**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Procurement of Office Supplies**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex 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 be guided by these 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 Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB NO. N_142_2024/AFG/ITB** in the subject section of your email.

Deadline for Submission of Proposals:

On or before **Date: May 28, 2024**

Time: 15:00 hours Rome, Italy local time. (17:30 hours Kabul local time)

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Afghanistan

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>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.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in US Dollars.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: May 28, 2024 Time: 15:00 hours Rome, Italy local time (17:30 hours Kabul local time).</p> <p><i>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.</i></p>
6. Delivery Term and Place	<p>Incoterms (DDP).</p> <p>Goods will be delivered within 3 days after receipt of Work Order under FA from IDLO to [The Baron Kabul, near KIAA/RS Abbey Gate, Hawa Shanasi Road, Khawaja Rawash, IDLO country office Kabul, Afghanistan any other designated place within Kabul city].</p>
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> Supplier</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> Yes The goods supplied should be properly packed and all necessary steps taken to keep the product/goods safe.</p>
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 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	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention Clarification ITB NO. N_142_2024/AFG/ITB in the subject section of your email.</p> <p>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 IDLO website.</p> <p>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.</p>
12. Amendments of solicitation documents	<p>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.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing, sealing, marking and submission of Bids	<p>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.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>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 initialed by the person or persons signing the Bid.</p> <p>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_142_2024/AFG/ITB”</p>

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 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 RFP, 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 in 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 working privately but who are permanently or were 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 should only be claimed by the individual experts themselves in their presentation of their individual credentials.

JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

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 RFP, 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	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this ITB; or 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 ITB process; 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 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 clause <i>Deadline for the submission of Bid</i> , 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 due to issues in IDLO 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 be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p>

	No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.
19. Amendment of the Bid	<p>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.</p> <p>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.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> 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	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; 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 final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> 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	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement

31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> 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	<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>
33. Debriefing	<p>In the event that 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 submission will not be discussed.</p>
34. Payment Terms	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>
35. General Terms and Conditions and Supplier Code of Conduct	<p>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.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
36. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>
37. Partial Bid	<p><input checked="" type="checkbox"/> Permitted: Partial bids are allowed for complete lot(s). Item(s) left without price in any lot will be considered as incomplete lot and will be rejected.</p>

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration/Business License
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Identification Number (copy of TIN letter)
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 22.	Self-Attestation Letter
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
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.	Self-Attestation Letter

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 5 years of relevant experience.	Provide copy of contracts or reference letters with IGOs, NGOs, or Embassies in the past 5 years.
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Provide copy of contracts or reference letters with IGOs, NGOs, or Ebassies in the past 3 years.
Financial Standing	<p>Minimum average annual turnover of USD 50,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Audited Financial Statements or Bank Statements for the past 3 years.

ANNEX C
TERMS OF REFERENCE/ TECHNICAL SPECIFICATIONS
Procurement of Office Supplies

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 37 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, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, 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 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.

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(s) 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.

This ITB is for **office supplies**.

C. Institutional Arrangement

For the implementation of the Contract, the contact point for the Contractor shall be introduced, and the contact point for IDLO shall be the IDLO employee holding the post of Logistics Associate and will be referred to as the “Co-ordinator”.

D. Technical Specification

Please refer to Annex F for the technical specification/ description of required goods.

**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 [Office Supplies] for [INSERT AMOUNT OF MONEY AND CURRENCY] 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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]		
Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]	<ul style="list-style-type: none"> ▪ Latest Business Registration Certificate/Business License ▪ Latest Internal Revenue Certificate / Tax Clearance. ▪ Previous Similar Experience: Provide at least 3 copies of similar contracts or reference letters with IGOs, NGOs, Embassies in the past 5 years. ▪ Provide contact details (Name, position, email address, and contact number) for minimum of three referees. ▪ Audited financial statements or bank statement (balance sheets, including all related notes, and income statements) for the last 3 years. ▪ Self-Attestation Letter on company letterhead for No Vendor Debarment, Bankruptcy and Litigation History ▪ Copy of valid passport and National Identification Card/Tazkira (E-Tazkira's both sides) for business license holder(s). ▪ Copy of Company's Corporate Bank account details 		





ANNEX F PRICE SCHEDULE






The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.





The rates and prices include all necessary costs for all labour, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement.





Taxation: The contractor shall be personally and exclusively responsible for the payment to any and all applicable jurisdictions of taxes, charges or other levies, if any, with respect to compensation or other payments received from IDLO in connection with the framework agreement.





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





Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
1	Mobile Top-up Card (Roshan, Etisalat, MTN, AWCC, Salam) 150 AFN		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
2	Mobile Top-up Card (Roshan, Etisalat, MTN, AWCC, Salam) 250 AFN		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
3	Mobile Top-up Card (Roshan, Etisalat, MTN, AWCC, Salam) 500 AFN		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4	Mobile Top-up Card (Roshan, Etisalat, MTN, AWCC, Salam) 1000 AFN		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
5	White Sugar (1 kg Bags)		Kg	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
6	Tissue Paper (Alokozay) 200 x 2 ply white tissue paper. (Carton of 30 Boxes)		Carton	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
7	Nesscafe - GOLD 200gr -Bottle		Bottle	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
8	Coffee Mate (Coffee Cream) 400 gr Bottle		Bottle	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
9	Klim Calcium Milk Powder Full Cream Nestle 400g		Bottle	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	




Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
10	Green & Black Tea (Pack of 100 Tea Sachet) Alokozay		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11	Ceramic Tea Cups (Dozen of 6 pcs)		Dozen	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
12	200 ML Paper Disposable Glass (Pack of 50 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
13	225ml Disposable Kraft Paper glass for Hot and Cold Drinks, Triple Walled Ripple glass for Coffee, Tea and Other Drinks Hot and Cold Disposable Tableware Glass Set Water/Juice Glass (225 ml, Paper, Brown), (Pack of 50 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	




Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
14	Disposable Paper Plates (Size: 7", pack of 50 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
15	Disposable Paper Plates (Size: 9", pack of 50 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
16	Disposable Spoon 6", (Pack of 100 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
17	Disposable Fork 6", (Pack of 100 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	



Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
18	Disposable Knife 6", (Pack of 100 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
19	Original Samsung Charger for Galaxy A, J, S, & M Series, Note Series		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
20	Screen protector & Case for Galaxy A, J, S, & M Series, Note Series, Black Color		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
21	Latex Disposable Gloves Size: Large=105mm, (Pack of 100 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	


Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
22	Disposable Protective Mask Size: 170mmx95mm (Pack of 50 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
23	Hand Sanitizer 500ML		Bottle	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
24	Heavy Duty 5ply Corrugate box, Size:L27" x W13" x H14"		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
25	Plymor Heavy Duty Plastic Reclosable Zipper Bags, 4 Mil, Writable Design Transparent, W12" x H19" (Pack of 100 pcs)		Pack	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-1: Office Supplies





Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
26	Storage Trunk with Wheels, Gray, Lockable Storage Box, Airline Approved Sportsman Trunk, Hunting Gear and Ammunition Bin, Heavy-Duty Containers for CampingItem Dimensions L x W x H: 37.19 x 18 x 14.39 inchesItem Weight: 7.7 poundsWarranty Description: 1 year warrantyColor: GrayMaterial: Plastic		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
27	Fire blanket, Color 4 Pack/Red, Brand: DIBBATU or Equivalent, Style: Modern, Dimensions: 39"L x 39"W, Pattern: Solid		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
28	Fire Extinguisher, 6kg ABC dry powder fire extinguisher		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
29	Fire Extinguisher, 5KG CO2 Extinguisher		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
30	Refilling of 6kg ABC dry powder fire extinguisher		Kg	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
31	Refilling of 5KG CO2 Extinguisher		Kg	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	





Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
32	5 Ton Trolley Jack for Armoured Landcruiser Vehicle 5 Ton Trolley Jack/Floor Jack Height 135 mm (min), & 500 mm (max) Suitable for all type of Heavy Vehicles		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
33	Connection Cable for Battery High Power with 10 mm thickness of 100% copper wire, Length: 2 meter Suitable for all type of Heavy Vehicles (Armoured Landcruiser)		Pair	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-1: Office Supplies						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
34	Sony Sound Recorder ICD-PX470 Stereo Digital Voice Recorder with Built-in USB or Equivalent		Pcs	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
Lot- 1 Total Amount						






Lot-2: Office Furnishings (2A, Electrical Items)




Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
1	Name: Electrical water Boiler Voltage: 220V-240V 50/60Hz Power: 1600W Material: 201 stainless steel Capacity: 24 litre		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
2	Stabilizer 2000W (Best Quality, UNIVERSAL or Equivalent)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
3	Stabilizer 5000W (Best Quality, UNIVERSAL or Equivalent)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4	Stabilizer 7000W (Best Quality, UNIVERSAL or Equivalent)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	



Lot-2: Office Furnishings (2A, Electrical Items)




Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
5	Stabilizer 10000W (Best Quality)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
6	Electric Heater Oil Filled Radiant (convection and oil column) 1500 Watts (Best Quality)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
7	Wall Clock (Size: 40x40x4.5cm, Material: Iron, Shape: Square)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
8	Wall Clock (Size: 40x40x4.5cm, Material: Iron, Shape: Circle)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	



Lot-2: Office Furnishings (2A, Electrical Items)



Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
9	Sony SBP-32 32GB SxS pro memory card for PMW camcorder XDCAM EX EX1 EX3 F3 500		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
10	SD-16GB-Class 10 Memory Card		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11	SD-32GB-Class 10 Memory Card		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
12	Monopodal for PMW EX EX1 EX3 F3 500		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
13	Lamp, Desk Type		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	





Lot-2: Office Furnishings (2A, Electrical Items)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
14	Paper Shredder, 21-35 PAGES		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
15	Water Misc. Equipment, Cold & Hot		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
16	Power Source Extension Cord (Voltage:16-220V, Outlets: 9, Cable length: 4 meters)		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	




Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
1	Office Desk (Small) 120x60 cm (Best Quality) Table Shape & Colour: As per the picture Table Length: 120 cm Table Width: 60 cm Table Height: 75 cm Wood thickness for tabletop surface: 3 cm Wood thickness for table Stand: 3 cm. Material: Best Quality Oak Including delivery and assembly.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
2	Office Desk 140cm, Best quality Table Shape & Colour: As per the picture Table Length: 140 cm Table Width: 70 cm Table Height: 75 cm Wood thickness for tabletop surface: 3 cm Wood thickness for table Stand: 3 cm. Material: Best Quality Oak Including delivery and assembly.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

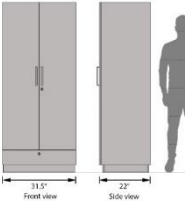


Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
3	Office Desk (Medium) 160x76cm (Best Quality) Table Shape & Colour: As per the picture Table Length: 160 cm Table Width: 76 cm Table Height: 75 cm Wood thickness for tabletop surface: 3 cm Wood thickness for table Stand: 3 cm. Material: Best Quality Oak Colour: As per the picture Including delivery and assembly.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4	Office Desk (Large) 180cm (Best Quality) Table Shape & Colour: As per the picture Table Length: 180 cm Table Width: 76 cm Table Height: 75 cm Table both end width: Wood thickness for tabletop surface: 3 cm Wood thickness for table Stand: 3 cm. Material: Best Quality Oak Colour: As per the picture Including delivery and assembly.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
5	Folding tables for office, Size: L63" x W31.5" Color: Black Material: MDF Board plus metal stand		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
6	Folding tables for office, Size: L47" x W24" Color: Black Material: MDF Board plus metal stand		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
7	Folding tables for office, Size: L47" x W15.5" Color: Black Material: MDF Board plus metal stand		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
8	<p>Revolving Office Chair (High Back Mesh Chair, Black, New) - Model EH-HAM (with headrest & three gears)</p> <p>Features.</p> <ul style="list-style-type: none"> Tilt Tension Control, Tilt Lock, Back Angle Adjustment, Synchro-Tilt, and Seat Height Adjustment, Seat Height Ranges from 18.1 to 22.9. The chair must be brand new, original & best quality with 3 gears. <p>Normal Size as per the attached picture (Please provide your picture for the offered chair)</p>		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
9	<p>Lockable File Cabinet (Metal, 2 Drawers)</p> <p>Size: Height: 65 Cm Width: 48 Cm Depth: 57 Cm</p>		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
10	Lockable File Cabinet (Metal, 3 Drawers) Size: Height 95 Cm Width: 48 Cm Depth: 57 Cm		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11	Lockable File Cabinet (Metal, 4 Drawers) Size: Height 130 Cm Width: 48 Cm Depth: 57 Cm		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
12	Metal stand Visitor Chair without ArmRest, best quality Color: Black Matrial: Foam, Leather, metal stand.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
13	Metal stand Visitor Chair with ArmRest, best quality Color: Black Matrial: Foam, Leather, metal stand.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
14	Metal stand Visitor Chair, Folding Chair, best quality. Size 47x47x77 cm Color: Black Material: Foam, Leather, metal stand.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
15	TV Wall Mount Bracket Full Motion Dual Swivel Articulating Arms Extension Tilt Rotation, Fits Most 26-55 Inch LED, LCD, OLED Flat&Curved TVs, Max VESA 400x400mm and Holds up to 99lbs		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
16	Wooden Stand Visitor Chair, best quality Size 47x47x77 cm Color: As per the picture.		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot-2: Office Furnishings (2B, Furniture)						
Lot	Item Description	Picture	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]
17	Wooden 2 Door Wardrobe, size: 72.5"H x 31.5" W x 22" D, best quality Color: Gray as per the picture Material: MDF board		Each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
18	Carpet or Mocket any color any brand		Sqm	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
19	Soft fabric (Malmal) cloth for Car Cleaning (Width-100 cm)		Meter	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
Lot 2 (2A,2B) Total Amount						
Grand Total in USD (B+C)						

Note. The bidder is required to attach the following supporting documents as per Annex B- Preliminary Screening Criteria with their bid & complete the below checklist:

Checklist			
No	Is the required document attached ?	Yes	No
1	Latest Business Registration Certificate/Business License	<input type="checkbox"/>	<input type="checkbox"/>
2	Latest Internal Revenue Certificate / Tax Clearance.	<input type="checkbox"/>	<input type="checkbox"/>
3	Previous Similar Experience: Provide at least copies of 3 similar contracts or reference letters with IGOs, NGOs, Embassies in the past 5 years.	<input type="checkbox"/>	<input type="checkbox"/>
4	Provide contact details (Name, position, email address, and contact number) for minimum of three referees for reference check.	<input type="checkbox"/>	<input type="checkbox"/>
5	Audited financial statements or bank statement (balance sheets, including all related notes, and income statements) for the last 3 years.	<input type="checkbox"/>	<input type="checkbox"/>
6	Self-Attestation Letter on company letterhead for No Vendor Debarment, Bankruptcy and Litigation History.	<input type="checkbox"/>	<input type="checkbox"/>
7	Copy of Company's Corporate Bank Account Details	<input type="checkbox"/>	<input type="checkbox"/>
8	Copy of valid passport and National Identification Card/Tazkira (E-Tazkira's both sides) for business license holder(s).	<input type="checkbox"/>	<input type="checkbox"/>

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. 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.

Place of delivery	The Baron Kabul, near KIAA/RS Abbey Gate, Hawa Shanasi Road, Khawaja Rawash, Kabul, Afghanistan or any other designated place within Kabul city.
Delivery date	The framework agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services/ goods provided by the Contractor. IDLO will review the quality of goods and deliverables after 12 months of provision of goods. Subject to satisfactory performance and agreement by both parties the 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 provision of goods and upon receipt of the complete and correct invoice by the vendor.

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

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods 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/idlo-supplier-code-of-conduct.pdf>