

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID

Reference: **ITB No. 004-SER-BF-2026**

Date: **August 31, 2026**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for the **Printing and delivery of the registers of investigations and remedies, and the record of hearing summaries registers**. 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. 004-SER-BF-2026** in the subject section of your email.

Deadline for Submission of Proposals:

On or before **Date: September 18, 2026**

Time: 15:00 hours Rome, Italy local time (14:00 hours Ouagadougou, Burkina-Faso local time).

Thank you and we look forward to receiving your Bid.

Sincerely yours,

International Development Law Organization | IDLO

Burkina Faso 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. 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.
2. Cost of the Bid	The Bidder shall bear all costs associated with the preparation and submission of the Bid. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Bid	Bids shall be nominated exclusively in XOF. <i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i>
4. Language of the Bid	The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.
5. Deadline for Submissions of Bid	The Bid shall be addressed to IDLO on or before Date: September 18, 2026 Time: 15:00 hours Rome, Italy local time (14:00 hours Ouagadougou, Burkina-Faso local time). <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>
6. Delivery Term and Place	Goods will be delivered within 45 calendar days after receipt of PO or contract from IDLO Office in Ouagadougou.
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 components: 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 email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids. Please mention Clarification ITB No. 004-SER-BF-2026 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 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, the procuring IDLO entity 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 Annex 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. 004-SER-BF-2026"
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: - Those that were undertaken together by the JV, Consortium or Association; and - 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	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

	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 ITB; 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 ITB process; 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; f) 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 60 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	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. 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>. No Bid may be modified nor withdrawn after the deadline for submission of Bids. 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	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 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	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: 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 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. 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 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	☒ Yes At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
31. Contract Award	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, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.

33. Debriefing	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.
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 <i>IDLO Supplier Bid Protest Form</i> 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: https://www.idlo.int/procurement/contact-feedback 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 these liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.
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.	Certificate of Incorporation/Registration (RCCM)
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate (IFU & ASF)
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
Certificates and Licenses	- Legal existence documents - Others mandatory documentation	- Professional Trader's Card (CPC) or Craftsman's Card; - CNSS (National Social Security Fund) registration notification; - Location sheet endorsed by the tax authorities; - The company profile indicating the scope relating to design and printing services

B. QUALIFICATION CRITERIA

QUALIFICATION	Criteria	Document Submission Requirement
Previous Experience	3 copies of contracts or PO of similar, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	3 copies of PO or contracts of similar nature and complexity implemented over the last 5 years with email addresses and phone number for verification
Financial Standing	Minimum average annual turnover of XOF 5 000 000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> 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>	Audited Financial Statements for the last 3 years (2025-2024-2023) or Bank Statements
Financial Standing	Minimum of 3 copies of PO or contracts carried out over the last 3 years and whose average value is equal to 50% of the price of his offer; <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Provide 3 copies of PO or contracts whose average value is equal to 50% of the price of this offer

ANNEX C TECHNICAL SPECIFICATIONS

1. THE REGISTERS OF INVESTIGATIONS AND REMEDIES

Spécification techniques minimum de IDLO	
Format du registre	35 x 27.5 cm
Number of pages	300 pages/register
Paper weight	80 g/m ² white offset paper Squared paper
Cover details	Rigid or reinforced cardboard (minimum 300 g/m ²) with matte or glossy lamination or covered with fabric to protect the register from frequent handling
Binding	Sewn and glued (binding similar to accounting ledgers)
Front page	Title of the register ("Register of Investigations and remedies")
Numbered folios	Page number visible at the top of each page
Field table	Section number
	Date of receipt
	Requester's identity
	Subject of the request/reference of the decision being appealed
	Address
Finishing	Signature
	Printing: Black ink (monochrome), crisp and regular grid lines Final binding: Pages securely fastened to prevent slippage
Footer on each page	COMPLETION GUIDE RECORD NO.: Registration number of the complaint, request, or appeal; DATE OF RECEIPT: Day, month, and year the application or appeal was received; APPLICANT'S IDENTITY: Applicant's full name(s); SUMMARY OF THE APPLICATION / REFERENCE OF THE CHALLENGED DECISION: Description of the issue or claim (if it is an application instituting proceedings) or date and record number (if applicable, an appeal against a decision of a lower court); ADDRESS: Telephone, address, or other means of contacting the applicant; SIGNATURE: Requester's fingerprint or badge.
Quantity	1 312

2. HEARING SUMMARIES REGISTERS

Spécification techniques minimum de IDLO	
Format du registre	35 x 27.5 cm
Number of pages	300 pages/register
Paper weight	80 g/m ² white offset paper Squared paper
Cover details	Rigid or reinforced cardboard (minimum 300 g/m ²) with matte or glossy lamination or covered with fabric to protect the register from frequent handling
Binding	Sewn and glued (binding similar to accounting ledgers)
Front page	Title of the register ("Audience register")
Numbered folios	Page number visible at the top of each page
Field table	Date of audience
	Identity of the parties
	Summary of discussions and measures taken
Finishing	Printing: Black ink (monochrome), crisp and regular grid lines

	Final binding: Pages securely fastened to prevent slippage
Footer on each page	COMPLETION GUIDE HEARING DATE: Day, month, and year the hearing was held; IDENTITY OF PARTIES: Full name(s) of the applicant and respondent; SUMMARY OF PROCEEDINGS: Key points discussed at the hearing and actions taken
Quantity	1 312

Others requirement: production capacity requirement:

Before signing the contract with a qualified supplier, a site visit will be organized by IDLO staff to:

- Verify the supplier's ability to produce and/or reproduce complex documents combining text, large, folded sheets (A3/A2), and significant volumes;
- Verify their experience in producing registers or other documents with similar requirements.

Illustration image in the appendix:

- Appendix 1: Register of Requests and Appeals
- Appendix 2: Register of Hearing Summaries
- Appendix 3: Cover Page and Binding



**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 and Services** 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:

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

Delete before submission - Note: This is a sample, please edit as appropriate to context

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB No. 004-SER-BF-2026		
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]		
Please attach the following documents:	• Certificate of Incorporation/Registration (RCCM); • Valid Tax Compliance Certificate (IFU & ASF); • Self-Attestation Letter; • Professional Trader's Card (CPC) or Craftsman's Card; • CNSS (National Social Security Fund) registration notification; • Location sheet endorsed by the tax authorities; • The company profile indicating the scope relating to design and printing services; • 3 copies of PO or contracts of similar nature and complexity implemented over the last 5 years with email addresses and phone number for verification; • Audited Financial Statements for the last 3 years (2025-2024-2023) or Bank Statements; • Provide 3 copies of PO or contracts whose average value is equal to 50% of the price of this offer.		

**ANNEX F
PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

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.

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

1. THE REGISTERS OF INVESTIGATIONS AND REMEDIES

N°	Description	Unit of Measure	Qty	Compliance with Technical Specifications in Annex B	Unit rate in XOF	Total amount in XOF
1.	Registers of investigations and remedies	Unit	1312	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods						
Taxes/ VAT (__ %) (if applicable)						
Grand Total						

2. HEARING SUMMARIES REGISTERS

N°	Description	Unit of Measure	Qty	Compliance with Technical Specifications in Annex B	Unit rate in XOF	Total amount in XOF
2.	Hearing summaries registers	Unit	1312	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods						
Taxes/ VAT (__ %) (if applicable)						
Grand Total						

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: 45 calendar days after receipt of PO			
Delivery address: DDP IDLO Office in Ouagadougou			

Name, position and signature of the Bidder <i>Duly authorised to sign this Bid</i> Date:	Bidder's Stamp
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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 and services february 2020.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20goods%20and%20services%20february%202020.pdf)

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for services february 2022.pdf](https://www.idlo.int/sites/default/files/documents/general%20terms%20and%20conditions%20for%20services%20february%202022.pdf)

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