

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No. N_182-2024-UGA-ITB.

Date: **November 18, 2024**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **SUPPLY OF ICT EQUIPMENT**. 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_182-2024-UGA-ITB** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: December 3, 2024**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

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

**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 Uganda Shillings.</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: December 3, 2024 Time: 15:00 hours Rome, Italy local time. <i>De</i> <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 Delivery Duty Paid (DDP) Goods will be delivered within 3 weeks after receipt of PO or contract from IDLO to Plot 9 Saddler Lane Naguru, Kampala.</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"/> N/A</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	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation</p>

		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_182-2024-UGA-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	of	<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 initialled 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_182-2024-UGA-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"> 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 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"/> 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	<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 <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.</p> <p>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> <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</p>



	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.
37. Partial Bid	<input checked="" type="checkbox"/> 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
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
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	Authorized to conduct business in Uganda.	Trading Licence (2023) Issued by Kampala City Council Authority (KCCA)

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Provide documentation for at least 3 clients/companies where similar products have been supplied for the last 3 years. Provide evidence such as completion certificates, LPOs/Contracts or reference letters from these clients.	Copies of 3 LPOs, contract, certificate of completion or recommendation letters for similar services
Technical capacity	Submit proof of authorization from the equipment manufacturer allowing the supplier to sell the equipment.	Manufacturer's Authorization
	Provide product catalogues or technical material for the items being supplied to showcase their features and specifications matching conformity.	Technical Product Information
Financial Standing	<p>Minimum average annual turnover of EUR 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</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Audited Financial Statements between year 2020-2023-

ANNEX C
TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
SUPPLY OF ICT EQUIPMENT

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. Background

IDLO issues this ITB for the purpose of soliciting bids from service providers for supply of ICT equipment as per the schedule below.

C. Specifications

ICT SPECIFICATIONS:

Lot 1 Laptops

Lot 2 Multifunctional Tablet Specification (for field data collection)

Lot 3 All-in-One Desktops

Lot 4 LaserJet printer

Lot 5 Digital camera with accessories

Lot 6 All-in-one audio/videoconferencing bar

Lot 7 Notebook - Lenovo ThinkBook 14 Gen 7 Intel (14")

LOT 1: LAPTOPS	
Specification	Details
Operating system	Windows 11 Pro 64bit English pre-installed and activated
Processor family	11th Generation or higher with Intel® Core™ i5 processor
Processor Gen.	Intel® Core™ i5-1145G7 or higher
Form factor	Business Standard Laptop
Memory	16 GB DDR4-2400 SDRAM (1 x 16 GB)
Memory slots	2 SODIMM
Hard drive	1TB M.2 SSD
Display	13.3" diagonal FHD IPS anti-glare WLED-backlit, 250 nits, 45% NTSC (1920 x 1080)
Graphics	Intel® Iris® X ^e Graphics
Network	Wireless LAN, LAN
Audio	Stereo Speakers with integrated Mic
Ports	2 USB 3.1 Gen 1 (1 charging); 1 Thunderbolt™ (USB Type-C™ connector); 1 RJ-45; 1 headphone/microphone combo; 1 HDMI 1.4; 1 docking connector; 1 AC power
Camera	720p HD camera or higher
Touch Screen	No
Pointing device	Click pad with multi-touch gesture support
Keyboard	Premium Collaboration Keyboard, spill-resistant, backlit International English Standard language
Warranty	3-years on parts + Battery, labor and back to base (3/3/0).
	Warranty Next Business Day (NBD)
Power	Adapter 65w USB Type C
Software and other requirements	Office Productivity Software
	a) Office productivity Software suite key Features:
	· Word processing, spreadsheets, presentations, email, Calls, document collaboration tools etc.
	· Integrated email and calendar management
	· Compatibility with a wide range of document formats
	· Collaboration and sharing features, both online and offline
	· Security updates and support
	· License Type: Perpetual license (MAK Key) or similar
	b) Computer Security Software Key Features:
· Computer internet security solution	
· 1-year subscription or equivalent	

	<ul style="list-style-type: none"> Real-time protection against viruses, malware, spyware, and ransomware
	<ul style="list-style-type: none"> Web browsing protection, including anti-phishing and secure online transactions
	<ul style="list-style-type: none"> Firewall and network protection
	<ul style="list-style-type: none"> Parental controls and privacy protection
	<ul style="list-style-type: none"> Regular updates and support for new security threats
Accessories	Laptop Backpack Specification
	<ul style="list-style-type: none"> Material - Durable, water-resistant fabric (e.g., polyester, nylon, or equivalent). Reinforced stitching for enhanced durability.
	<ul style="list-style-type: none"> Laptop Compartment - Padded and shock-absorbing compartment to fit laptops up to e.g., 13.3" or 14".
	<ul style="list-style-type: none"> Additional Compartments - Separate compartments for accessories chargers, mouse, space for documents, notebooks, and other small items like pens, business cards, etc.
	<ul style="list-style-type: none"> Comfort and Ergonomics - Adjustable, padded shoulder straps for comfortable carrying and Lightweight for easy transport
	<ul style="list-style-type: none"> Security Features - Hidden or anti-theft zipper design for main compartment
	<ul style="list-style-type: none"> Durability and Protection - Scratch-resistant lining inside the backpack and Water-resistant or waterproof exterior for protection against rain or spills
	<ul style="list-style-type: none"> Color - Neutral or corporate-friendly colors black, grey, etc

LOT 2: MULTIFUNCTIONAL TABLET SPECIFICATION (FOR FIELD DATA COLLECTION)	
Specification	Details
Operating System	<ul style="list-style-type: none"> Latest Android, iOS, or Windows with vendor service life of 5 years or more. Compatible with custom or third-party field data collection apps/tools
Processor	<ul style="list-style-type: none"> Minimum Quad-core processor (2.0 GHz or higher). 64-bit architecture for enhanced processing power
RAM	<ul style="list-style-type: none"> Minimum 6GB RAM for multitasking and handling large datasets or applications
Storage	<ul style="list-style-type: none"> Minimum 128GB internal storage. Support for microSD card slot for expandable storage (up to 1TB) Secure data storage with encryption support
Display	<ul style="list-style-type: none"> Minimum 10-inch display with Full HD (1920x1080) resolution for clear visualization of data. Brightness of 400 nits or higher for readability in outdoor/field environs.

Connectivity	<ul style="list-style-type: none"> • 4G/LTE/5G capability. • Dual-band Wi-Fi (2.4GHz and 5GHz) • Bluetooth 4.2 or higher for pairing with external devices
GPS	<ul style="list-style-type: none"> • High-precision GPS with support for offline maps and real-time geolocation.
Battery	<ul style="list-style-type: none"> • Minimum 8,000mAh battery or equivalent, support at least 10 hrs. or more • Fast charging support
Camera	<ul style="list-style-type: none"> • Rear camera: Minimum 12MP with autofocus for capturing high-resolution images. • Front camera: Minimum 5MP Integrated. • AI support for document/image capture and recognition
Durability	<ul style="list-style-type: none"> • IP68 rating for dust and water resistance (or equivalent) • MIL-STD-810G or similar certification for shock resistance and rugged use in field environments
Input Methods	<ul style="list-style-type: none"> • Capacitive touchscreen with multi-touch support • Stylus or digital pen support for accurate data entry and drawing • External keyboard support Bluetooth or USB (optional)
Security Features	<ul style="list-style-type: none"> • Biometric authentication (fingerprint sensor or facial recognition) • Secure boot and encryption support for data protection • Remote wipe and device management capabilities (for lost or compromised devices)
Ports	<ul style="list-style-type: none"> • USB Type-C for fast data transfer and charging • 3.5mm audio jack or compatible USB-C to audio adapter • HDMI output (optional) for presentations or connecting to external monitors
Weight and Portability	<ul style="list-style-type: none"> • Maximum weight: 700 grams for portability • Lightweight yet durable design for ease of carrying.
Warranty	<ul style="list-style-type: none"> • Minimum 1-year warranty. • Extension support options for hardware and software
Accessories	<ul style="list-style-type: none"> • Fast charger • Device Manual • High speed Power + data cable <p>Optional Items</p> <ul style="list-style-type: none"> • Rugged case for additional protection • Screen protector (anti-glare, scratch-resistant) • Extra battery packs for extended field use • External keyboard and stylus for easier data entry

LOT 3 ALL-IN-ONE DESKTOPS

Specification	Details
<ul style="list-style-type: none"> • Operating System 	<ul style="list-style-type: none"> • Windows 11 Professional pre-installed

• Size	• 23.8 - inch diagonal
• Panel Type	• IPS or equivalent
• Display	• 60.5 cm (23.8") diagonal, FHD (1920 x1080), IPS, anti-glare, Low Blue Light, 250 nits, 72%NTSC
• Touch Screen	• No
• Processor Family	• 11th Generation Intel®Core™i5 processor or higher
• Available Processors	• Intel®Core™i5-12600 with Intel® UHD Graphics (3.3 GHz base frequency, up to 4.8 GHz with Intel® Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads), supports Intel® vPro®
• Memory	• 16GB DDR4 - 3200
• Memory Slots	• 2 SODIMM
• Form Factor	• All-in-one
• Internal Storage	• 512 GB PCIe®NVMe™M.2 SSD or higher
• Display Color Gamut	• 72% NTSC
• Available Graphics	• Integrated: Intel® UHD Graphics 750 or better
• Audio	• High performance integrated stereo speakers
• Expansion slots	• 1. M.2 2230/2280; 2 M.2 2280 (1 PCIeM.2 2230/2280 slot for WLAN or Storage and 2 PCIeM.2 2280 slot for storage.)
• Ports and Connectors	• Left side: 1 headphone/microphone combo; Right side: 1 SuperSpeed USB Type-C®10Gbps signaling rate(charging); 1 SuperSpeed USB Type-A 10Gbps signaling rate; Rear: 1 RJ-45; 1 HDMI2.0a; 2 SuperSpeed USB Type-A 10Gbps signaling rate; 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 Dual-ModeDisplayPort™1.4; 1 SuperSpeed USB Type-C® 20Gbps signaling rate
• Input devices	• Wired USB High speed premium Keyboard and Mouse
• Communications	• LAN: Intel®I219-LMPCIe®GbE NIC, vPro®; Intel®Wi-Fi6E AX211 (2x2) and Bluetooth®5.3 wireless card, vPro®; RealtekWi-Fi6 RTL8852BE 802.11a/b/g/n/ax(2x2) and Bluetooth®5.3 wireless card
• Camera	• 5 MP Swivel camera with integrated dual array digital microphones
• Environmental	• Operating temperature: 10 to 35°C; Operating humidity: 10 to 90%RH
• Security management	• Trusted Platform ModuleTPM2.0 Embedded Security Chip shipped with Windows 10or higher with other vendor security enhancement support utilities
• Power	• 240 W internal power supply, support for high efficiency, active PFC.
• Energy star certified	• ENERGY STAR® certified
• Manufacturer Warranty	• 3/3/0
• Office Productivity and Security	• a) Office productivity Software suite key Features: • Word processing, spreadsheets, presentations, email, Calls, document collaboration tools etc.

	<ul style="list-style-type: none"> • Integrated email and calendar management
	<ul style="list-style-type: none"> • Compatibility with a wide range of document formats
	<ul style="list-style-type: none"> • Collaboration and sharing features, both online and offline
	<ul style="list-style-type: none"> • Security updates and support
	<ul style="list-style-type: none"> • License Type: Perpetual license (MAK Key) or similar
	<ul style="list-style-type: none"> • b) Computer Security Software Key Features:
	<ul style="list-style-type: none"> • Computer internet security solution
	<ul style="list-style-type: none"> • 1-year subscription or equivalent
	<ul style="list-style-type: none"> • Real-time protection against viruses, malware, spyware, and ransomware
	<ul style="list-style-type: none"> • Web browsing protection, including anti-phishing and secure online transactions
	<ul style="list-style-type: none"> • Firewall and network protection
	Parental controls and privacy protection

LOT 4: LASERJET PRINTER	
Specification	Details
Printing Technology	Laser
Connectivity	Ports: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port, Dual band 802.11n 2.4/5GHz
USB, LAN, WiFi	Built-in Dual band 802.11n 2.4/5GHz; authentication via WEP, WPA/WPA2, or 802.11x; encryption via AES or TKIP; WPS; Wi-Fi Direct
CPU	800Mhz or better
Memory	Standard: 512 MB NAND Flash, 512 MB DRAM
Control Panel	2.2" (or more) inches color touchscreen
MFP Capabilities	Printing, Copy and Scan
Print Speeds	Black (A4, normal): Up to 27 ppm
	Color (A4, normal): Up to 27 ppm
	Duplex Mode: Automatic, 22 ppm
Print Resolution	Black (best): Up to 600 x 600 dpi
Monthly Duty Cycle	Duty Cycle up to 50,000 pages (A4)
	Recommended monthly page volume: 750 to 4,000
Duplex Printing	Automatic
Mobile printing services	Apple AirPrint certified; Wireless Direct Printing; Mobile Apps
Copy speed	Black (A4): Up to 27 cpm;
Copier specifications	Reduce/Enlarge; Lighter/Darker; Optimise; Paper; Multi-page copy; Collation; Draft Mode; Image Adjustment
Maximum number of copies	Up to 999 copies
Copy resolution	Up to 600 x 600 dpi; Reduce/Enlarge: 25 to 400%
Scan	Automatic 2-sided single scanning

	Scanning resolution: 600 x 600 DPI or better
	Scanner type: Flatbed & ADF
	Scan to: E-mail, FTP, Network folder, SMB, USB
	Image formats supported: PDF, JPEG, TIFF, searchable PDF, TxT, BMP, PNG, RTF, JPG2000;
	Colour Scanning - YES
	Scan speed (normal, A4) Up to 29 ppm/46 ipm (b&w), up to 20 ppm/35 ipm (color)
	Document formats supported: Compressed Multi-page, PDF
Input & Output	Trays: Standard No. 2
Capacity	Tray 1: all media types
	Tray 2: A4, Maximum: Up to 250 sheets
	ADF: A4, Standard, 50 sheets
	Output - 100 sheets
Security Management	Secure Firmware Integrity, password protected, secure browsing via SSL/TLS 1.0, TLS 1.1, TLS 1.2; IPP over TLS; HTTP Basic Access Authentication, LDAP authentication and authorization; administrator settings, access control, 802.1x authentication (EAP-TLS, and PEAP), authentication via WEP, WPA/WPA2 Personal, WPA2-enterprise; encryption via AES or TKIP; Encrypted data storage; Automatic firmware updates; Secure Encrypted Print.
Paper Handling and Supported Media Types	Paper (coloured, glossy, heavy, letterhead, light, photo, plain, recycled), transparencies, labels, envelopes, cardstock
Compatibility	All Microsoft Windows versions, MacOS, Linux
Power	Power Supply AC 220-240V, 50 to 60Hz
Consumables	Starter Kit included
Warranty	2 years Manufacturer's warranty

LOT 5: DIGITAL CAMERA WITH ACCESSORIES	
Specification	Details
Type of camera	Single-lens reflex digital camera (DSLR)
Lens	AF-FX VR Zoom 24-120mm F/3.5-5.6G IF-ED VR Zoom Lens with UV filters and Lens hoods
Lens Mount	F- mount with AF coupling and AF contact
Affective angle of view	Full frame FX format with Astrophotography
Effective pixels	16.2 million
Image sensor	23.6 x 15.6 mm CMOS sensor; total pixels: 16.9 million
Image sensor type	35.9 mm x 24 mm, CMOS with 51 auto Focus points or better
Image size (pixels)	4,928 x 3,264 [L], 3,696 x 2,448 [M], 2,464 x 1,632 [S] or better

File format	<ul style="list-style-type: none"> • NEF (RAW): 12 or 14 bit, lossless compressed or compressed • JPEG: JPEG-Baseline compliant with fine (approx. 1:4), normal (approx. 1:8) or basic (approx. 1:16) compression (Size priority); Optimal quality compression available • NEF (RAW) + JPEG: Single photograph recorded in both NEF (RAW) and JPEG formats
Picture Control	System Standard, Neutral, Vivid, Monochrome, Portrait, Landscape; selected Picture Control can be modified; storage for custom Picture Controls
Storage media	SD (Secure Digital), SDHC and SDXC memory cards
File system Support	DCF (Design Rule for Camera File System) 2.0, DPOF (Digital Print Order Format), Exif 2.3 (Exchangeable Image File Format for Digital Still Cameras), PictBridge
Viewfinder	Eye-level pentaprism single-lens reflex viewfinder
Frame coverage	Approx. 100% horizontal and 100% vertical
Shutter type	Electronically-controlled vertical-travel focal-plane shutter
Shutter speed	Manual Mode Added 1/8000 to, 30s, in steps of 1/3, 1/2 or 1 EV, Bulb, Time, X250 M(*) mode: 4, 5, 8, 10, 15, 20, 30, 60, 120, 180, 240, 300, 600 or 900 seconds shutter speed, and bulb and time settings are available Long Exposure or better preferred
Flash synchronizing speed	1/250s to 1/320s or better preferred
ISO sensitivity	ISO 100 to 6400 in steps of 1/3 or 1/2 EV; can also be set to approx. 0.3, 0.5, 0.7, 1 or 2 EV (ISO 25600 equivalent) above ISO 6400; auto ISO sensitivity control available
Built in flash	Manual pop up with button release
White balance	Auto and manual - Auto (2 types), Incandescent, Fluorescent (7 types), Direct Sunlight, Flash, Cloudy, Shade, preset manual (up to 5 values can be stored), choose colour temperature (2,500 K to 10,000 K), all with fine tuning; white balance bracketing
Frame size (pixels) and frame rate	1920 x 1080, 60p (Progressive) H.264/MPEG-4 Advanced Video Coding or better preferred
Monitor Size	LCD / LED 8 cm or above
File format	MOV
Card slot	1 CompactFlash (CF) card and 1 Secure Digital (SD) card, Either card can be used for primary or backup storage or for separate storage of NEF (RAW) and JPEG images; pictures can be copied between cards
Battery	Two rechargeable battery with original Battery Charger (compatible with this camera)

Accessories to be supplied	USB Cable, Camera Strap, Body Cap, Eyepiece, USB Cable Clip, HDMI Cable Clip, Monitor Cover. All should be compatible with this camera, Camera carrying bag professional Backpack for SLR/DSLR Cameras and Accessories, One Hot Shoe Mount LED Dimmable Ultra High Power Panel Digital Camera / Camcorder Video Light. 64 GB Compact Flash (CF) Extreme Pro 160/s card and 64 GB Secure Digital (SD) Extreme Pro card class 10, 95 Mb/s card.
ISO sensitivity	ISO 200 - 12800 (expandable to 100-51200) or above
Tripod socket	1/4-in. (ISO 1222)
Warranty	2 years

LOT 6: ALL-IN-ONE AUDIO/VIDEOCONFERENCING BAR.

Suitable Room Size: Small Meeting Room (5-8pp)

Connects to: With PC/Laptop, Without PC/Laptop. Plug & Play solution

Specification	Details
Camera Features:	20 MP Camera
	Camera resolution: 4K Video Output
	Auto Framing and Auto Tracking
	Presenter Mode
	Camera field of view: 120°
	Horizontal Field of View: 113°
	Vertical Field of View: 80°
	Digital pan: ±48° at 4x zoom
	Digital Tilt: ±32° at 4x zoom
	Zoom: 4X HD digital zoom
Privacy Shutter	
Microphones:	Frequency Response: 90Hz - 16kHz
	Sensitivity: >-36dBFS +/-1dB @ 1Pa
	Microphone Data Rate Output: 48 kHz
	Voice Pickup Range: 7 m
	Beamforming Elements: 6-8 MEMS microphone arrays
	Audio Processing: AEC (Acoustic Echo Cancellation), VAD (Voice Activity Detector)
	Noise Suppression
Audio Output:	Single speaker
	Power Handling (RMS) 3W

	Power Handling (MAX) 5W
	Sensitivity 80dB
Interfaces:	2 x HDMI Out up to 1080p
	1 x HDMI In
	USB 3.0: 2x Type A, 1x Type C
	Network: 10/100/1G Ethernet
	Wi-Fi: 802.11a/b/g/n/ac
	Bluetooth
	External Mic Input
Security:	Media Encryption (H.323, SIP): AES-128, AES-256
	H.235.6 support
	Local account password policy configuration
	Authenticated access to admin menus, web interface, and APIs
Other Features:	Power supply with UK plugs
	Remote Control Included
	Expansion Microphones
	Plug & Share Device for wireless content sharing
	Cable management & retention system
	VESA and wall mount kit
	Stand
	Multi-mount
	Interoperability: Support for native 3rd party applications includes Zoom, Microsoft Teams, Blue Jeans, GoogleMeet, BYOD
Warranty: 2 years	

LOT 7: NOTEBOOK: LENOVO THINKBOOK 14 GEN 7 INTEL (14")

Specification	Details
Processor	13th Generation Intel® Core™ i7-1355U Processor (E-cores up to 3.70 GHz P- cores up to 5.00 GHz)
Operating System	Win11 Pro 64 bit

Microsoft Productivity Software	None
Graphic Card	Integrated Intel® Iris® Xe Graphics
Memory	16 GB DDR5-5200MHz (SODIMM) (1x16 GB)
Storage	512 GB SSD M.2 2242 PCIe Gen4 TLC
Display	14" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch, 45%NTSC, 300 nits, 60Hz
Camera	1080P FHD with Dual Microphone and Privacy Shutter
Fingerprint Reader	Yes
Keyboard	Backlit, Storm Grey - English (US)
WLAN	Wi-Fi 6 2x2 AX & Bluetooth® 5.1 or above
Ethernet	100/1000M Ethernet
Battery	4 Cell Li-Polymer 60Wh
AC Adapter / Power Supply	CA Slim USB-C 100 W 3 pin UK
Warranty	4 Years Premier Support Plus
	4 Years Tech Install CRU (Add-On)

**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 **ICT EQUIPMENT** 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:	Certificate of Incorporation/Registration		
	Valid Tax Compliance Certificate		
	Self Attestation Letter		
	Valid Trading License		
	Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant		
	Copies of 3 LPOs for similar services: Attach documentation of clients/companies where similar products were supplied such as completion certificates, LPOs/Contracts or reference letters from these clients.		
	Manufacturer's Authorization: Submit proof of authorization from the equipment and software manufacturer allowing the supplier to sell its products (Hardware & Software) – Manufacturer Authorization		
	Technical Product Information: Provide product catalogues and technical material (Hardware and Software) for the items being supplied to showcase their features and specifications matching conformity.		





Audited Financial Statements for any three years

**ANNEX F
PRICE SCHEDULE**

Please complete price schedule below for 7 LOTS. Bidders are not permitted to submit partial bids.
Quote for All or Nothing.

Name of Company	
Physical location of Building	
Name and title of contract signatory if awarded	
Telephone Number	
Email Address	

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

#	Item Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
Lot 1	Laptops	Piece	47	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	Multifunctional Tablets	Piece	100	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 3	All-in-One Desktops	Piece	28	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 4	Laserjet Printer	Piece	28	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 5	Digital camera with accessories	Piece	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 6	All-in-one audio/videoconferencing bar	Unit	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 7	Notebook - Lenovo ThinkBook 14 Gen 7 Intel (14")	Piece	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods						
Freight						
Insurance						
Customs Clearance						

#	Item Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
Other Charges (please specify)						
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 of 3 weeks from date of contract signature			
Warranty and After-Sales Requirements			
Lot 1: Laptops <ul style="list-style-type: none"> 3-years on parts + Battery, labor and back to base (3/3/0) 			
Lot 2 Multifunctional Tablets <ul style="list-style-type: none"> Minimum 2 - year warranty. Extension support options for hardware and software 			
Lot 3 All-in-One Desktops <ul style="list-style-type: none"> 3/3/0 			
Lot 4 Laserjet Printer <ul style="list-style-type: none"> 2 years Manufacturer's warranty 			
Lot 5 Digital camera with accessories <ul style="list-style-type: none"> 2 years warranty 			
Lot 6 All-in-one audio/videoconferencing bar			

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	Plot 9 Saddler Lane, Naguru Kampala, Uganda
Delivery date	3 weeks from contract signature
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

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

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

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

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

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