

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO.101-2023/KEN/RFQ

Date: **October 12, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Office ICT Equipment** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of 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.

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

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

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

For any questions/clarifications related to this RFQ please contact IDLO on KCOprocurement@Idlo.Int and mention **Clarifications RFQ NO.101-2023/KEN/RFQ** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: October 20, 2023**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

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

Annex A
Instructions to Bidders

a. Description of requested [goods/services]	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: October 20, 2023 Time: 15:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of [Goods/Services] and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]
i. Place of Delivery	IDLO Kenya Country Office
j. Delivery Terms	Goods will be delivered within 30 days after receipt of PO or contract from IDLO to IDLO Kenya Country Office.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	Kenya Shillings

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Business Registration Certificate/ Certificate of Incorporation; <input checked="" type="checkbox"/> Valid KRA tax compliance certificate; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Valid single permit business license <input checked="" type="checkbox"/> Product data sheet <input checked="" type="checkbox"/> 3 copies of LPOs proving supply of similar goods within the last 5 years.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, <i>[specify]</i> ___
o. After-sales services required, if applicable	
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. 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.
s. Liquidated Damages	<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><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
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TECHNICAL SPECIFICATIONS

SPECIFICATIONS:

The specifications are divided into 3 lots.

Lot 1: HP Elitebook 830 G9

Lot 2: LCD monitor

Lot 3: Headphones (*Equivalent to Logitech H390*)

Lot 1: HP ELITEBOOK 830 G9

SN	SPECIFICATION	DETAILS
1.	Laptop Types	Business laptop
2.	Operating system	Genuine Microsoft Windows® 11 Pro 64-bit
3.	Processor Generation	Intel® Core™ i5 – 12th Gen or higher
4.	Graphics	Intel Iris Xe Graphics
5.	CPU Speeds	Base Freq. 1.2 GHz or better
6.	System Memory	16 GB DDR5-2400 SDRAM (1 x 16 GB)
	Memory Slots	2 SODIMM
7.	Storage subsystem	SSD - 512GB
8.	Keyboard and pointing devices	Enhanced keyboard, backlight, spill resistant
9.	Audio	Stereo audio system combo
10.	Microphone in/audio out	Yes
11.	Integrated fingerprint reader	Yes
12.	Display size	Max. 14" Inch
13.	Display	13.3" diagonal FHD IPS anti-glare WLED-backlit, 250 nits, 45% NTSC (1920 x 1080)
14.	Front Camera	720p HD camera or higher
15.	Pointing device	Click pad with multi-touch gesture support
16.	Communication interface	10/100/1000Mbps Gigabit Ethernet
		802.11 a/g/n; BT
17.	I/O interface ports	USB 3.0 ports
		HDMI Port
		USB Type C Port
18.	Power	Power sub-system (3 pin plug)
19.	Warranty	Three (3) years Registered with Manufacturer

Lot 2: LCD MONITOR

SN	SPECIFICATION	DETAILS
1.	Display Type	IPS
2.	Display size	27"
3.	Display features	On-screen controls; Anti-glare; Height Adjust/Tilt/Swivel/Pivot
4.	Native resolution	QHD (2560 x 1440)
5.	Resolutions supported	640 x 480; 720 x 400; 800 x 600; 1024 x 768; 1280 x 720; 1280 x 800; 1280 x 1024; 1440 x 900; 1600 x 900; 1600 x 1200; 1680 x 1050; 1920 x 1080; 1920 x 1200; 2560 x 1440
6.	Contrast ratio	1000:1
7.	Brightness	350 nits
8.	Response time	5ms GtG (with overdrive)
9.	Display Ports	DisplayPort™ 1.2: 1 HDMI Port: 1 HDMI 1.4
10.	Power supply	100 - 240 VAC 50/60 Hz
11.	Warranty	1 year or higher
12.	Connectivity	HDMI, DisplayPort
13.	Accessories	DisplayPort™ cable; HDMI cable; Warranty card; Quick Setup Poster; AC power cord

Lot 3: HEADPHONES SPECIFICATIONS (Equivalent to Logitech H390)

SN	SPECIFICATION	DETAILS
1.	Microphone Type	Bi-directional
2.	Input Impedance	32 Ohm
3.	Sensitivity (headphone)	94 dBV/Pa +/- 3 dB
4.	Sensitivity (microphone)	-17 dBV/Pa +/- 4 dB
5.	Frequency response (Headset)	20 Hz - 20 kHz
6.	Frequency response (Microphone)	100 Hz - 10 KHz
7.	Compatibility	Windows®, macOS®, or ChromeOS™ and popular calling platforms.
8.	Control In-line digital control	(vol+, vol-, mute)
9.	USB port - 1	Type A port or adapter
10.	Features/Accessories	<ul style="list-style-type: none"> • Digital stereo sound • Noise-cancelling mic • In-line controls • Padded comfort
11.	Warranty	1 year or higher
12.	Colour	Black

Table 2: Aftersale Support

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- within Four (4) weeks from the date of contract signing			
Warranty and After-Sales Requirements			
a) Minimum three (3) year warranty on Lot 1			
b) Minimum one (1) year warranty on Lot 2 & Lot 3			

c) Technical support within the warranty periods.			
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**ANNEX C
SUPPLIER'S QUOTATION**

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

We, the undersigned, 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 hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO.101-2023/KEN/RFQ**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	



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

SN	Item	Qty	Compliance with Technical Specifications in Annex B	Unit Cost	Total Cost
1	HP Elitebook 830 G9	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2	27" desktop LCD monitor	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3	Headphones (equivalent to Logitech H390)	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
	Total Cost of Goods				
	Freight (if applicable)				
	Insurance (if applicable)				
	Customs Clearance (if applicable)				
	Other Charges (please specify)				
	Taxes/ VAT (__ %) (if applicable)				
	Grand Total inclusive all costs and taxes				

Table 2: Aftersale Support

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- within four (4) weeks from the date of contract signing			
Warranty and After-Sales Requirements			
a) Minimum three (3) year warranty on Lot 1			
b) Minimum one (1) year warranty on Lot 2 and Lot 3			
c) Technical Support within the warranty periods.			
Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date:			Bidder's Stamp

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

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

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_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>