

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE LAPTOPS
RFQ KE-2022-042

Date: February 22, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for Office Laptops 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. KE-2022-042** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: March 1, 2022**
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	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: March 1, 2022 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 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: KCOprocurement@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	Goods shall be delivered to IDLO Offices, Galana road, Senteu Plaza, 3 rd floor, Nairobi, Kenya
j. Delivery Terms	Incoterms DDP including Customs Clearance Goods will be delivered within 14 days after receipt of PO or contract from IDLO to Senteu Plaza, Galana road, 3rd floor, Nairobi, Kenya
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

<p>m. Preliminary Documents to be Submitted</p>	<p><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"/> A statement whether any import or export licences are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual nature of goods and disposition to end users; <input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates for the Goods (ISO); <input checked="" type="checkbox"/> Business Registration Certificate; <input checked="" type="checkbox"/> Valid Tax Compliance Certificate; <input checked="" type="checkbox"/> Product Catalogue / Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR provision of link to Manufacturer’s website showing Product Data Sheets; <input checked="" type="checkbox"/> Manufacturer’s Authorization Letter as proof of Company as a Sales Agent (if Supplier is not the Manufacturer); <input checked="" type="checkbox"/> Provision of Serial Number at Time of Shipment to be included in Contract and to be counterchecked by IDLO at the time of Delivery; <input checked="" type="checkbox"/> Valid Business License <input checked="" type="checkbox"/> Company profile</p>
<p>n. Special Packing Requirement or Temperature Control</p>	<p><input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes</p>
<p>o. After-sales services required, if applicable</p>	<p><input checked="" type="checkbox"/> Warranty - 3-year limited parts, labor (3/3/0) warranty Next Business Day (NBD) <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others</p>
<p>p. Evaluation of Quote</p>	<p>Evaluation will be done according to the following order of priorities:</p> <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
<p>q. Contract Award</p>	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
<p>r. Contract Signature</p>	<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</p>

	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 type="checkbox"/> N/A <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.

**ANNEX B
TECHNICAL SPECIFICATIONS**

Lots	Item Name	Specification		Unit Measure	Quantity
Lot 1	HP Elite Book 830 G8	Operating system	Windows 10 Pro 64bit English	EA	2 units
		Processor family	11 th 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	512 GB M.2 SSD		
		Display	13.3" diagonal FHD IPS anti-glare WLED-backlit, 250 nits, 45% NTSC (1920 x 1080)		
		Graphics	Intel® UHD Graphics 620 or better		
		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		
		Pointing device	Click pad with multi-touch gesture support		
		Keyboard	Premium Collaboration Keyboard, spill-resistant, backlit International English Standard language		
Warranty	3-year limited parts, labor (3/3/0) warranty Next Business Day (NBD)				
Power	Adapter 65w USB Type C				

**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 KE-2022-042**

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

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in Kenya shillings	Total amount in Kenya shillings inclusive of taxes
1.	HP Elite book 830 G8	Refer to annex B	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
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 a maximum of 14 calendar days from contract signature			
Minimum 3-year warranty, limited parts, labor (3/3/0) warranty Next Business Day (NBD)			



<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</p>
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ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

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

The documents are available on IDLO Procurement Website:

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

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

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