

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. N_103_B-HQ_21

Date: February 22, 2021

Dear Sir / Madam,

You are kindly requested to submit your quotation for Procurement of ICT Equipment in Tanzania 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 Goods and Services, 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 tenders@idlo.int and mention **Clarifications RFQ N_103_B-HQ_21** in the subject section of your email no later than 48 hours prior to the deadline for submission.

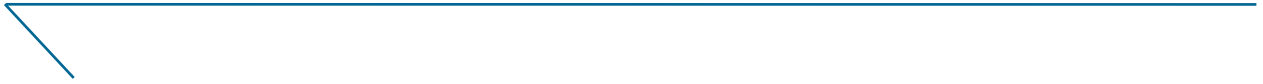
Thank you and we look forward to receiving your quotation.

Sincerely yours,
International Development Law Organization | IDLO

Annex A
Instructions to Bidders

a. Description of requested Goods and Services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: March 1, 2021 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 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 and Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 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 Bidders are to provide Quotations for Option A, B, C or D as specified under Lot 1 <input type="checkbox"/> Permitted
i. Place of Delivery	Goods are to be delivered to Muhimbili National Hospital, Makuti B Area, Near Diabetic Clinic, P.O Box 65201, Dar Es Salaam, Tanzania
j. Delivery Terms	Incoterms Delivery Duty Paid (DDP) Goods to be delivered within 30 days after receipt of Purchase Order/Contract from IDLO to location stated in <i>i. Place of Delivery</i> .
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	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. 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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including 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, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Copy of Product Catalogues/Brochures attesting compliance to Technical Specifications and provision of Serial Numbers <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Refer to Annex B on Warranty on Parts and Labour <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	<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 p, if applicable. 4. Earliest Delivery Date 5. Lowest price
r. 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**

Specifications for ICT Equipment

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Laptops	<p>Option A: Lenovo, ThinkPad X390, Intel-Core i7, 16BG Intel-Core i7 256GB SSD 13.3" Display Keyboard, UK English Win 10 Pro genuine 64-bit pre-installed (English) Integrated UHD Graphics Integrated HD 720p Webcam, Microphone, Speakers Integrated Wireless and Bluetooth module Keyboard (UK English) Internal QWERTY Dual-Pointing Backlit, touchpad mouse AC Adapter + Internal laptop Battery 4 years Onsite Warranty Support 3 years Battery Warranty</p> <p style="text-align: center;">Or</p> <p>Option B: Lenovo, ThinkPad X390, Intel-Core i7, 8BG 256GB SSD 13.3" Display Keyboard, UK English Win 10 Pro genuine 64-bit pre-installed (English) Integrated UHD Graphics Integrated HD 720p Webcam, Microphone, Speakers Integrated Wireless and Bluetooth module Keyboard (UK English) Internal QWERTY Dual-Pointing Backlit, touchpad mouse AC Adapter + Internal laptop Battery 4 years Onsite Warranty Support 3 years Battery Warranty</p> <p style="text-align: center;">Or</p> <p>Option C: Lenovo, ThinkPad X390, Intel-Core i5, 8BG 256GB SSD 13.3" Display Keyboard, UK English Win 10 Pro genuine 64-bit pre-installed (English) Integrated UHD Graphics Integrated HD 720p Webcam, Microphone, Speakers Integrated Wireless and Bluetooth module Keyboard (UK English) Internal QWERTY Dual-Pointing Backlit, touchpad mouse AC Adapter + Internal laptop Battery</p>	Unit	2

Lots	Item Name	Specification	Unit measure	Quantity
		4 years Onsite Warranty Support 3 years Battery Warranty Or Option D: Laptop HP, Intel-Core i5 Operating System: Windows 10 Pro 64bit ENG (genuine) CPU: Intel® Core™ i5 (9th Generation) Video Card: Integrated Intel® HD Graphics RAM: 16GB DDR4 Memory, 2400 Mhz Hard Disk: 256GB M.2 SATA Class Solid State Drive Screen:13.3 inchesNon-Touch (1920 x 1080) LED LCD w/ HD Cam (WLAN) with integrated camera/mic and privacy shutter Keyboard: Dual Point Keyboard with backlight (Eng layout) Network/WiFi: LAN RJ45; 802.11ac Dual Band Wireless Adapter, Bluetooth 4.1 Battery: Li-Po Battery Software: Microsoft Office 2019 Pro (genuine); No antivirus Hardware interface: DVI, HDMI, VGA, display port (DP) 3-Years Warranty onsite		

General Notes:

- ICT Hardware must come in their Original/Genuine standard Packaging. For proof of authenticity, Bidders must provide Item Serial Numbers at the time of tender.
- The successful Bidder must re-validate the Serial Numbers prior to award of Contract.
- IDLO must be informed of any changes to the Serial Numbers prior to the delivery of the items.
- At time of delivery, IDLO reserves the right to check Serial Numbers against delivered items. Items with non-matching Serial Numbers will be rejected.

Specifications for After-Sale Service for Goods and Services per Lot

Lots	Description
Lot 1	Warranty as per Specifications in Annex B



**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. N_103_B-HQ_21**

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

Lot	Item	Description	Unit of Measure	Quantity	Bidder's offer (Option A, B, C or D)	Unit Price in USD	Total Price in USD
Lot 1	Laptops	Refer to Annex B	Unit	2			
Sub-total							
Taxes (if applicable)							
Total amount including taxes							

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

	Responses
--	------------------

Lots:	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Lot 1: Warranty as per Specifications in Annex B			

**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>