

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF LAPTOPS AND ACCESSORIES**  
**RFQ NO. UG-2022-033**

**Date: April 14, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Laptops and Accessories** as 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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. UG-2022-033** 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: April 21, 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  
Uganda 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 <b>Date: April 21, 2022</b> <b>Time: 15:00 hours Rome, Italy</b> 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	<b>90 days</b>  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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> <del>Permitted</del>
i. Place of Delivery	IDLO Offices, Plot 9 Saddler Lane, Naguru
j. Delivery Terms	Goods and services shall be delivered by 30 April 2022 after receipt of PO or Contract from IDLO to Plot 9 Saddler Lane, Naguru Kampala, Uganda.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> <del>IDLO</del> <input checked="" type="checkbox"/> <b>Supplier</b> <input type="checkbox"/> <del>N/A</del>
l. Currency of Quotation	<b>Uganda Shillings</b> <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> <b>Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;</b> <input checked="" type="checkbox"/> <b>Business Registration Certificate</b> <input checked="" type="checkbox"/> <b>Uganda Revenue Authority Certificate / Tax Clearance.</b> <input checked="" type="checkbox"/> <b>Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</b> <input checked="" type="checkbox"/> <b>Quality Certificates for the Goods (ISO)</b> <input checked="" type="checkbox"/> <b>Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR link to Manufacturer’s website showing Product Data Sheet</b> <input checked="" type="checkbox"/> <b>Provision of Serial Number at the time of Shipment to be included in the Contract and to be counterchecked by IDLO at the time of Delivery</b> <input checked="" type="checkbox"/> <b>Minimum 2 Contracts or POs of similar value and nature as proof of supplying similar products to at least 3 UN Agencies, INGOs, Embassies or Government State Agencies.</b>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <del>Yes</del>
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> <b>Warranty on Parts and Labour for minimum period of 3 years</b> <input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del> <input type="checkbox"/> <del>Others</del>
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
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 type="checkbox"/> <del>N/A</del> <input checked="" type="checkbox"/> <b>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.</b>



	<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>
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Goods**

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	HPElite Book 830 G7	<b>Operating system:</b> Windows 10 Pro 64bit English <b>Processor family:</b> 11th Generation or higher with Intel® Core™ i5 processor <b>Processor Gen.:</b> Intel® Core™ i5-1145G7 or higher <b>Form factor:</b> Business Standard laptop <b>Memory:</b> 16 GB DDR4-2400 SDRAM (1 x 16 GB) <b>Memory slots:</b> 2 SODIMM <b>Hard drive:</b> 512 GB M.2 SSD <b>Display:</b> 13.3" diagonal FHD IPS anti-glare WLED-backlit, 250 nits, 45% NTSC (1920 x 1080) <b>Graphics:</b> Intel® UHD Graphics 620 or better <b>Network:</b> Wireless LAN, LAN <b>Audio:</b> Stereo Speakers with integrated Mic <b>Ports:</b> 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 <b>Camera:</b> 720p HD camera or higher <b>Pointing device:</b> Click pad with multi-touch gesture support <b>Keyboard:</b> Premium Collaboration Keyboard, spill-resistant, backlit International English Standard language <b>Warranty:</b> 3-year limited parts + Battery back to base, labour (3/3/0). Warranty Next Business Day (NBD) <b>Power Adapter:</b> 65w USB Type C	UNIT(S)	2
Lot 2	Laptop Bag	Laptop backpack (Black)	PIECE(S)	2
Lot 3	USB Mouse	Logitech M171 Wireless Mouse	PIECE(S)	2
Lot 4	Laptop Lock	Combination Cable Lock	PIECE(S)	2
Lot 5	USB Headset	Logitech H540 USB Computer Headset	PIECE(S)	2

**ANNEX C**

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**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\_UG-2022-033**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

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

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
1.	HPElite Book 830 G8	Refer to Annex B	UNIT(S)	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Laptop Bag	Refer to Annex B	PIECE(S)	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	USB Mouse	Refer to Annex B	PIECE(S)	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Laptop Lock	Refer to Annex B	PIECE(S)	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	USB Headset	Refer to Annex B	PIECE(S)	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (specify)</b>							



Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
<b>Taxes/ VAT (18%) (if applicable)</b>							
<b>Grand Total</b>							

**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 by 30 April 2022			
Warranty and After-Sales Requirements			
a) Minimum three (3) years warranty on both parts and labour for Laptops			

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

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

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