

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF ICT EQUIPMENT AND ACCESSORIES**  
**RFQ NO. N\_140\_2024\_KEN**

Date: **April 17, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **ICT Equipment and accessories** 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 and/or 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

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@ldo.int](mailto:tenders@ldo.int) and mention **Clarifications RFQ NO. N\_140\_2024\_KEN** 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 24, 2024**

**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 <b>Date: April 24, 2024</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
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@ldlo.int">Tenders@ldlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	<b>IDLO Offices in Nairobi, Kenya</b>
j. Delivery Terms	Goods will be delivered within 15 days after receipt of PO or contract from IDLO to IDLO offices In Nairobi, Kenya.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
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"/> Certificate of Registration/ Certificate of Incorporation; <input checked="" type="checkbox"/> Valid KRA Tax Compliance certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization - Submit proof of authorization from the equipment manufacturer allowing the supplier to sell the equipment <input checked="" type="checkbox"/> Business License <input checked="" type="checkbox"/> Copies of 3 LPOs as proof of supplying similar goods to any of your previous clients <input checked="" type="checkbox"/> ID or passport copy (bio page) of Director or account manager <input checked="" type="checkbox"/> <b>Technical Product Information</b> - Provide brochures and technical material for the items being supplied to showcase conformity to tender specifications.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty - as stated on annex B
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, point n.)</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 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> 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



	<p><b>by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b></p>
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

**LOT 1: Alternative Justice System (AJS) Equipments**

*Table 1: All in Ones (AiO) Computer Desktop – 2 units*

NO.	ITEM	DETAILS	COMPLIANCE
1.	Form Factor	All-in-One 22" PC	
2.	Operating System	Windows 11 Professional 64 bit	
3.	Motherboard	Cottage	
4.	Memory	16 GB DDR4-3200 MHz RAM (2 x 8 GB)	
5.	Internal Storage	512 GB PCIe® NVMe™ M.2 SSD	
6.	Processor	Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads)	
7.	Graphics Card	Intel® Iris® Xe Graphics	
8.	Ports	1 USB Type-A 5Gbps signaling rate; 2 USB 2.0 Type-A; 1 headphone/microphone combo; 1 RJ-45	
9.	Expansion Slots	2 M.2 (1 for SSD, 1 for WLAN)	
10.	Network Interface	Integrated 10/100/1000 GbE LAN	
11.	Wireless	Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 wireless card	
12.	Power Supply Type	65 W Smart AC power adapter	
13.	Input devices.	USB White Wired Keyboard USB White Wired Mouse (Input devices should be the same brand as the AiO)	
14.	Camera	True Vision 720p HD privacy camera with integrated dual array digital microphones	
15.	Warranty Information	Registered with manufacturer and 3 years on parts and labour.	

*Table 2: AiO Desktop Software – Microsoft Windows – 2 units*

1.	Software	Microsoft Windows 11 Pro x64- Full/Perpetual license	
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*Table 3: AiO Desktop Software – Microsoft Office – 2 units*

1.	Software	Microsoft Office Professional 2021 (Perpetual license MAK)	
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*Table 4: AiO Desktop Software – Anti-virus – 2 units*

1.	Software	Anti-Virus (1 year license key that can provide protection against Malware, Browser Security and Spyware etc.)	
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**LOT 2: ICT Equipment and accessories for Small Claims Courts (SCC)**

*Table 1: Multifunctional printer technical specifications – 2 units*

S/No.	ITEM/DESCRIPTION	MINIMUM SPECIFICATIONS	BIDDER COMPLIANCE
1.	<b>Technology</b>	Laser (Black and White)	
2.	<b>Memory</b>	512 MB -	
3.	<b>Duty cycle</b>	50,000 Pages Per Month	
4.	<b>Engine Speed</b>	Up to 40 Pages A4 Per Minute	
5.	<b>CPU Speed</b>	800 MHz	
6.	<b>Standard Interface</b>	<ul style="list-style-type: none"> <li>➤ USB 2.0</li> <li>➤ Gigabit Ethernet (10/100/1000) Base Tx</li> </ul>	
7.	<b>Paper Handling</b>	<ul style="list-style-type: none"> <li>➤ Input capacity 100 sheets multi-purpose tray</li> <li>➤ A4, A5, B5, B6, Letter</li> <li>➤ Duplex Functionality – Double sided Printing</li> </ul>	
8.	<b>Print Functions</b>	<ul style="list-style-type: none"> <li>➤ Operating Systems – All current Windows/Mac OS Version 10.5 higher/Linux/Unix</li> </ul>	
9.	<b>Copy Function</b>	<ul style="list-style-type: none"> <li>➤ Max. original size A4</li> <li>➤ Features – Scan -once -copy many, 2 in 1, 4-in-1, ID copy, continuous scan</li> </ul>	

10.	<b>Scan functions</b>	<ul style="list-style-type: none"> <li>➤ Scan-Email (SMTP), Scan-FTP, Scan-SMBv3, Scan-USB, Twain Scan &amp; WSD Scan</li> <li>➤ Scan File format - TIFF/PDF/JPEG</li> </ul>	
11.	<b>Accessories</b>	<ul style="list-style-type: none"> <li>➤ Printer USB Data bus cable</li> <li>➤ 3 Pin power cable</li> </ul>	
12.	<b>Warranty</b>	1 Year warranty	

*Table 2 : Portable mi-fi router technical specifications – 3 units*

S/No.	ITEM/DESCRIPTION	MINIMUM SPECIFICATIONS	BIDDER COMPLIANCE
1.	<b>Communication</b>	Standard LTE	
2.	<b>Transmission</b>	4G above	
3.	<b>Applicable Network</b>	LTE/UMTS	
4.	<b>Transmission rate</b>	150Mbps	
5.	<b>WIFI Freq.</b>	Band 2.4GHz	
6.	<b>Connectivity</b>	Min. of 5 Wi-Fi Devices and above	
7.	<b>Battery</b>	3.8V/1500mAh	

*Table 3: Toners technical specifications – 12 units*

S/No.	ITEM/DESCRIPTION	MINIMUM SPECIFICATIONS	BIDDER COMPLIANCE
1.	<b>Consumable- toner cartridge</b>	<ul style="list-style-type: none"> <li>➤ Black color</li> <li>➤ High Yield.</li> <li>➤ Toner cartridges must be from the Original Equipment Manufacturer (OEM) for the Multi-functional printer supplied under Item No. 1.</li> </ul>	



**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\_140\_2024\_KEN**.

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Submit ID or passport copy of director or account manager</b>	
<b>Telephone number</b>	
<b>Email address</b>	

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

No.	Item	Unit of measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in Kenya shillings	Total in Kenya shillings
<b>LOT 1: AJS Equipment and softwares</b>						
<b>Table 1:</b>	All-in-Ones (AiO) Computer Desktop	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Table 2:</b>	AiO Desktop Software - Microsoft Windows	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Table 3:</b>	AiO Desktop Software - Microsoft Office	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Table 4:</b>	AiO Desktop Software - Anti-virus	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>LOT 2: SCC equipment and accessories</b>						
<b>Table 1:</b>	Multifunctional printer	EA	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Table 2:</b>	Portable mi-fi router	EA	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Table 3:</b>	Toners	EA	12	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>						
<b>Freight (if applicable)</b>						
<b>Customs Clearance (if applicable)</b>						

Taxes/ VAT (16 %) (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 - 15 days from date of contract signature			
Warranty and After-Sales Requirements			
A) Warranty – Refer to annex B			

<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\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

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