

REQUEST FOR QUOTATION
PROCUREMENT OF VEHICLE TRACKING SYSTEM
RFQ NO. UG-2022-0118

Date: November 2, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Supply, Install, Test, maintain, Train and monitor comprehensive vehicle tracking system** for 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

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. UG-** 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: November 8, 2022**
Time: 15:00 hours Kampala, Uganda 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 Date: November 8, 2022 Time: 15:00 hours Kampala, Uganda 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: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	IDLO Offices, Plot 9 Saddler Lane, Naguru
j. Delivery Terms	Goods and services shall be delivered in 5 days after receipt of PO or Contract from IDLO to Plot 9 Saddler Lane, Naguru Kampala, Uganda. Incoterms Delivery Duty Paid (DDP)
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	Uganda Shillings <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"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Business Registration Certificate <input checked="" type="checkbox"/> Uganda Latest Revenue Authority 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"/> Quality Certificates for the Goods (ISO) <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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. <input type="checkbox"/>
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, The goods supplied should be properly packed and all necessary steps taken to keep the product/goods safe.
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 2 years <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Others, Technical Support within the warranty period. <input checked="" type="checkbox"/> New product replacement if purchased item is beyond repair.
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) 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 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. <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. 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.

ANNEX B
**TECHNICAL SPECIFICATIONS Of REQUIREMENT Including Installation, Test, Maintain,
Training and monitor comprehensive Vehicle Tracking System**

Specifications for Goods

RFQ to supply, install, Test, maintain, and monitor comprehensive vehicle tracking system for IDLO Uganda Country Office (UCO) Community Justice Programme Vehicles.

System Installation, Management, Monitoring and Maintenance Requirements

1. Provide a real-time integrated, safe and reliable - 24/7 service - vehicle tracking system capable of Operation in remote locations with poor or intermittent internet connectivity and that is available throughout without any interruptions.
2. Supply and install hardware and associated software in all project vehicles located in Uganda respectively.
3. The tracking system should have the following features.
 - a) Allow selected IDLO users to view and access real-time location information from virtually anywhere in Uganda.
 - b) provide geofencing and restrict drivers from operating in areas that are out-of-bounds.
 - c) provide theft deterrence by preventing unauthorized drivers from using the vehicle including tamper reports.
 - d) prevent unauthorized use with real-time out of hours movement alerts.
 - e) track vehicle mileage, fuel consumption and excessive idling. Fuel consumption shall be monitored by installing an appropriate Fuel Flow Sensor (Meter) for the vehicle engine from which consumption shall be tracked and fuel usage data provided whenever required.
 - f) provide notifications to selected IDLO users when there is a security alarm, drivers overspeed or vehicles veer off course through different channels including telephone calls, text messages, email alerts etc.
4. Provide warranty for the vehicle tracking devices and software.
5. Train IDLO personnel on how to use and manage the tracking system.
6. Continuously provide timely support to IDLO personnel when needed via telephone, email or in person as the case may demand within the warranty period.
7. Generate and share reports related to the vehicle fleet status, mileage, fuel consumption by mileage, over speeding, vehicles operating out of hours or in areas that are out-of-bounds etc.
8. Regular monitoring and Maintenance of the system is required.

The Vehicle Tracking Services shall be provided for a period of 12 months with a possibility of extension subject to satisfactory performance and the agreement of both parties, the contract may be extended for another 12 months at the same rates, terms and conditions.

Technical specifications for Goods/services and Comparative Data Table:

Item No	IDLO minimum technical requirements	Is quotation compliant? Bidder to complete	Details of goods/services offered. Bidder to complete Indicate Manufacturer/ Brand Name/ Model #. For hardware/ equipment, software etc
1	<p>A. Real-time integrated, safe and reliable - 24/7 service - vehicle tracking system capable of Operation in remote locations with poor or intermittent internet</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
2	<p>B. System features and capacity</p> <ol style="list-style-type: none"> 1. Allow selected IDLO users to view and access real-time location information from virtually anywhere in Uganda. 2. Provide geofencing and restrict drivers from operating in areas that are out-of-bounds. 3. Provide theft deterrence by preventing unauthorised drivers from using the vehicle including tamper reports. 4. Prevent unauthorized use with real-time out of hours movement alerts. 5. Track vehicle mileage, fuel consumption and excessive idling and fuel consumption through Fuel Flow Sensor (Meter) 6. Provide notifications to selected IDLO users when there is a security alarm, drivers overspeed or vehicles veer off course through different 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

	channels including telephone calls, text messages, email alerts etc. 7. Generate and share reports related to the vehicle fleet status, mileage, fuel consumption by mileage, over speeding, vehicles operating out of hours or in areas that are out-of-bounds etc.		
3	C. Installation, Testing, Commissioning and Training of users	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	D. Two (2) years System Warranty	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Delivery requirements and Comparative Data Table:

IDLO Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete (Insert details)
Delivery time	The goods shall be provided within a period of 5 days after contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Warranty	2 Years Warranty	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Item Repair and Replacement	2 Year	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical Support	2 Years	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**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-UG-2022-0118**

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 Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
1.	Real-time integrated, safe and reliable - 24/7 service - vehicle tracking system	Refer to Annex B	UNIT(S)	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Installation, Testing, Commissioning and Training of users	Refer to Annex B	PIECE(S)	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Maintenance fees	Refer to Annex B	PIECE(S)	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (specify)							
Taxes/ VAT (18%) (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 5 days			
Warranty and After-Sales Requirements			
a) Minimum three (2) years warranty on both parts and labour for Laptops			
b) Service Unit to be provided when the purchased unit is under Repair.			
c) Provision of Technical Support			
d) Training on operations and Maintenance			

<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%20terms%20and%20conditions%20for%20goods%20august%202020.pdf)

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