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**INVITATION TO TENDER #: EDC/INVITATION TO TENDER /21/ 13**

**PURCHASE OF LAPTOP**

**For**

**EDUCATION DEVELOPMENT CENTER, Inc**

**Date of Issuance:**

**March 29th, 2021**

**About EDC:**

Education Development Center (EDC) is one of the world’s leading nonprofit research and development firms. Established in 1958, EDC designs, delivers and evaluates innovative programs to address some of the world’s most urgent challenges in education, health, and economic opportunity. Our services include research, training, educational materials, and strategy, with activities ranging from seed projects to large-scale national and international initiatives.

**Project Background:** EDC currently implements 3 projects in Rwanda. *USAID Huguka Dukore Akazi Kanoze (HDAK)*, a project that over the course of five years, has been preparing Rwandan youth workforce to meet the needs of an evolving knowledge-based economy that requires 21st century capabilities. It aims to provide 40,000 vulnerable youth with employability skills by scaling up proven successful interventions across 20 of 30 districts countrywide. *USAID Umurimo Kuri Bose (UKB)* is a 2-year project that aims to increase employability skills of youth with disabilities in 12 districts, while fostering an enabling environment for youth with disabilities to be able to access and succeed in employment and self-employment. *Mastercard Foundation Building Resilience in TVET through E-learning (BRITE)* is a 2-year project that will support and work closely with Rwanda Polytechnic to help strengthen existing e-learning initiatives by focusing on transferable employability skills, trade-based technical skills, as well as remote support to students during their internships and/or apprenticeships.

# 1. Purpose and Eligibility

## 1.1 Purpose

The purpose of this Invitation to Tender is to invite legally registered Companies, having their offices in Kigali-Rwanda to submit their bids of supplying 11 laptop computers for EDC Staff in Kigali Rwanda.

## 1.2 Eligibility

This procurement is open to offers from companies, which are incorporated or legally organized under the laws of any country, which is not sanctioned by the US Government. Offers from organizations which are incorporated or legally organized under the laws of any country which is sanctioned by the US Government shall not be considered.

# 2. General Information

## 2.1 Original INVITATION TO TENDER Document

EDC shall retain the INVITATION TO TENDER , and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror’s submission or subsequent contract, is grounds for immediate disqualification.

## 2.2 INVITATION TO TENDER Provisions

1. All information provided by EDC in this INVITATION TO TENDER is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. This INVITATION TO TENDER does not under any circumstances commit EDC to pay any costs incurred by the offeror in the submission of a quotation. This is the offeror’s responsibility.
3. All materials submitted in response to this INVITATION TO TENDER shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.
5. All quotations in response to this INVITATION TO TENDER and other communications related must be done in English.

## 2.3 Schedule of Events

The following schedule may change in accordance with EDC’s needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the INVITATION TO TENDER and will be posted at [www.jobinrwanda.com](http://www.jobinrwanda.com) .

|  |  |  |
| --- | --- | --- |
| TIME | DATE | ACTION |
| 5 PM local time. | Tuesday, March 1st 2021 | Deadline for request for any clarifications from EDC. Questions must be submitted in writing via email to [ryp@edc.org](mailto:ryp@edc.org) |
| 5PM local time | Wednesday, April 5th 2021 | Estimated date for issuance of any clarifications. |
| 2PM local time | Friday, April 06nd , April, 2021 | Deadline for submission of documents. |
| 2pm local time | Monday, April 7th, 2021 | Estimated date for notification to offerors on bid/quotation status and sign an LPO. |

## 3.1 Offeror’s Understanding of the INVITATION TO TENDER

In responding to this INVITATION TO TENDER , the Offeror fully understands the INVITATION TO TENDER in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted to potential offerors—in writing—by **Tuesday, March 30th 2021 at 4PM Local Time.** Responses will be in writing. EDC reserves the right to disqualify at its sole discretion any offeror who submits a quotation that is not responsive or that demonstrates less than such understanding. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

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## 3.2 Communication

Verbal communication shall not be effective unless formally confirmed in writing by the EDC contact person in charge of managing this INVITATION TO TENDER process. In no case shall verbal communication govern over Invitation to Tender communications.

Offerors’ inquiries, questions, and requests for clarification related to this INVITATION TO TENDER must be directed in writing in English to:

**Education Development Center,**

**Attention: Operations Coordinator**

**E-mail:** [ryp@edc.org](mailto:ryp@edc.org)

## 3.3 Proposals Submission

All proposals must include a cover letter provided on the offeror’s letterhead and be signed in writing by the Authorized Officer of the offeror. It is not acceptable to only provide the typed name of the Offeror’s representative. Proposals submitted without a written signature will not be considered. The Authorized Officer of the offeror who signs the cover letter must also sign all other components of the proposal which require a signature. All submitted proposal shall be delivered to the EDC email address provided, by the deadline date and time, **Friday, April 5st , 2021 5PM Local Time.**

Bids must be submitted to: **ryp@edc.org**

It is the responsibility of the offeror to ensure that the bid documents are received by EDC, before the deadline.

### *3.4.2 Past Performance*

Offerors may be disqualified if a check of past performance demonstrates that the offeror has not been able deliver similar service and similar or larger quantities on time and in a satisfactory manner. The Bidder should have the experience of at least ever worked with 3 organizations in delivering Computers and IT related services.

**3.5 Evaluation Criteria**

EDC shall evaluate all complete quotations based on

The Price

The specifications of Computers and time delivery

Additional benefits/after sales services if any

## 3.6 Selection

EDC may award the contract resulting from this INVITATION TO TENDER to the offeror whose bid conforming to this INVITATION TO TENDER offers the greatest value. EDC may also (a) reject any or all bids; (b) accept other than the lowest quotation. EDC, at its sole discretion, may waive informalities and minor irregularities in quotations received.

EDC may award a contract/LPO without discussions with offerors. As such, offerors are strongly encouraged to submit their best bid with their original submissions. EDC reserves the right to conduct site visits and/or to conduct discussions, which may result in revisions to bid, with one or more than one or all offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the offeror.

# 4. Requirements

* 1. **Requirement**

As our potential Vendors, we would like to request bids of supplying for 11 laptop Computers for EDC staff of 11 pieces as per following specifications:

(1) 11 Laptop Computers

|  |  |  |  |
| --- | --- | --- | --- |
| **N0** | **Description** | **Size** | **Quantity** |
| 1 | Laptop Computer with CD room , back bags and mouse. | * HP Elite Book 830 * i7 Processor * 16 GB Ram * 1 TB HDD | 11 pieces |

**Other INVITATION TO TENDER Requirements:** Offerors must also include:

1. Completed Annex A
2. Specify delivery and payment terms and all after sales benefits.
3. share the specifications for computer in details
4. A price guarantee that the quotation price remains valid for 120 calendar days.

**Contract Type and Payment: *LPO***  may be awarded in response to this INVITATION TO TENDER .

*4.1.1 Quantities*

Supply of 11 Laptop computers for EDC staff.

### *4.1.2 GUARANTEE*

All offerors must expressly warrant that:

* Respond in a timely manner to and offered LPO.

# 4.2 Deliverables

* Deliver all products as per LPO /Contract specifications.

# Price Quotation Requirements

The price quotation must be in Rwandan Francs. All offerors must provide a price guarantee that the quotation price remains valid for 120 days.

Please complete the following form and submit with your formal quotation.

|  |  |
| --- | --- |
| Full Legal Name of Company |  |

|  |  |
| --- | --- |
| Contact Person’s full name and phone number | Name:  Number: |

|  |  |
| --- | --- |
| Quotation Pricing Validity in Days | Number of Days: |

|  |  |
| --- | --- |
| Authorized Signature: | Date: |

**ANNEX A – To be completed by the Offeror**

**The Offeror must ensure that this form is duly completed and correctly executed by an authorized officer of the Offeror’s company.**

**A1. Organizational Information**

**Full legal name of the Offeror’s company:**

**Year the Offeror’s company was established:**

**Contact information regarding the quotation:**

* + - * 1. **Individual’s full name and title:**
        2. **Full office address:**
        3. **Telephone number:**
        4. **Fax number:**
        5. **Email address:**

**A2. References**

**Names, email addresses, telephone numbers and contact people at three organizations (preferably in Rwanda) to which the Offeror has provided Service of a similar type and in similar or larger quantities during the last 24 months, whom EDC can call on as references. It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by EDC.**

***Reference #1:***

**Organization Name:**

**Contact Person:**

**Email Address:**

**Telephone Number:**

**Type of Computer Provided:**

**Value of the Computer Provided:**

**Month and Year in which the Computer were provided:**

***Reference #2:***

**Organization Name:**

**Contact Person:**

**Email Address:**

**Telephone Number:**

**Type of Computer Provided:**

**Value of the Computer Provided:**

**Month and Year in which the computer were provided:**

***Reference #3:***

**Organization Name:**

**Contact Person:**

**Email Address:**

**Telephone Number:**

**Type of computer Provided:**

**Value of the computer Provided:**

**Month and Year in which the computer was provided:**

**A3. Incorporation, Registration, and Litigation**

**The following documents must be included in your quotation.**

**Documentation showing the Offeror’s current legal incorporation in the country in which it is incorporated:**

**Attached**

**A copy of the Offeror’s currently active registration in Mali, demonstrating that the organization can legally operate in Rwanda, *if the Offeror will complete any work under a contract resulting from this INVITATION TO TENDER in Rwanda.***

**Attached**

**Offeror certifies that it will not complete any work under a contract resulting from this INVITATION TO TENDER in Rwanda and further certifies that it can legally operate in the country(ies) in which all work under a contract resulting from this INVITATION TO TENDER will take place.**

**Information regarding any current lawsuits, legal proceedings, court cases, or other litigation in which the Offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.**

**Attached**

**Offeror certifies that it is not currently involved in any lawsuits, legal proceedings, court cases, or other litigation.**

**A4. Key Individuals**

**The names and titles of the Offeror’s key individuals are:**

**(a) the principal officers of the organization’s governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees):**

**(b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president):**

**(c) the program manager(s) for the proposed contract:**

**(d) any other person who will have significant responsibilities for administration of the US Government-financed activities or resources under the proposed delivery of the services:**

**A5. Awareness and Agreement to the Content of this INVITATION TO TENDER**

**By signing this form, the Offeror attests to its awareness and agreement to the content of this INVITATION TO TENDER and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms in Section 6.**

**A6. Compliance with Applicable Laws and Regulations**

**By signing this form, the Offeror agrees to comply with all applicable U.S. federal laws and regulations including those governing affirmative action, E-Verify, equal employment opportunity, use of human participants in research, disabilities, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of the contract resulting from this INVITATION TO TENDER is $10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Party 471, Appendix A to Subpart A. Offeror hereby certifies that it is not delinquent on any State or Federal tax. Offeror will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed by EDC by the sponsor(s) of this project.**

**A7. Debarment and Suspension**

**The Offeror further certifies that their firm (check one):**

**IS**

**IS NOT**

**currently debarred, suspended, or proposed for debarment by any United States federal entity. The undersigned agree to notify EDC of any change in this status, should one occur, until such time as an award has been made under this procurement action.**

**A8. Quotation Validity**

**This quotation is submitteded in response to an INVITATION TO TENDER issued by EDC. The undersigned is a duly authorized officer and hereby certifies that:**

**Offeror’s Name**

**Agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced INVITATION TO TENDER . The Quotation shall remain in effect for a period of 120 calendar days as of the Due Date of the INVITATION TO TENDER .**

**A9. Authorized Negotiators**

**Person[s] authorized to negotiate on behalf of this firm for purposes of this INVITATION TO TENDER are:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |  |
| **Signature:** |  | **Date:** |  |
| **Name:** |  | **Title:** |  |
| **Signature:** |  | **Date:** |  |

**A10. Signature**

***Signature of Authorized Officer:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |  |
| **Signature:** |  | **Date:** |  |