

Request for Quotation (RFQ)  
***Supply of Laptops***

Date: February 12, 2021

**Subject: Request for Quotations**

TechnoServe Inc. (TNS) – *Rwanda*, seeks service providers to submit competitive bids for **Supply of Laptops for the TNS office**.

**Introduction**

TechnoServe is an independent, non-governmental organization providing professional support to build competitive farms, businesses and industries. We are a non-profit organization that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that given the opportunity, hardworking men and women in even the poorest of places can generate income, jobs and wealth for their families and communities.

We recognize that maximizing the inclusive economic growth requires the full and unencumbered participation of women. This requires us to not only systematically integrate gender in our project participation, but also within all levels of our staffing. For more information, visit [www.technoserve.org](http://www.technoserve.org)

**BACKGROUND**

TechnoServe Rwanda seeks quotations from service providers to supply laptops and plans to issue a contract/LPO to one successful bidder through a full and open competition.

**GENERAL REQUIREMENTS**

Bidders are invited to submit quotations in accordance with requirements of the enclosed RFQ. Quotations must be received by TechnoServe no later than the date and local time stated in this RFQ. TechnoServe requires that proposals remain valid for a minimum of 30 calendar days after submission.

The bidders should read the entire solicitation, which includes all pertinent technical sections and the terms, conditions and instructions required for submitting a quotation. This solicitation in no way obligates TechnoServe to award a contract, nor does it commit TechnoServe to pay any cost incurred in the preparation and submission of a quotation in response hereto.

Furthermore, TechnoServe reserves the right to reject any and all bids, if such action is considered to be in the best interest of TechnoServe.

**HEADQUARTERS**

1777 N Kent Street | Suite 1100 | Arlington, VA 22209  
T +1 202 785 4515 | F +1 202 785 4544

**TECHNOSERVE RWANDA**

Umoja House, 2<sup>nd</sup> Floor | PLOT 0079/Nya/Muh African Union Boulevard, Kiyovu | P.O.BOX 7108, Kigali, Rwanda  
T +250 788 385957

## PRICE SCHEDULE

Total price must include all taxes and fees, in Rwandan Francs, and should be expressed in a per unit basis, based on the needs listed in the Charts below.

### Specifications for Laptops

#### 1. Specifications for Lot 1

Ref #	Description	Specification
1	Brand and Model	HP Probook
2	CPU	11 <sup>th</sup> Gen Intel® Core™ i7
3	RAM	8 GB
4	Screen	14 Inches
5	Storage	512 GB SSD HDD
6	HP Bag	Black
7	Color	2 black and 2 silver
8	Operating Systems	Licensed and activated Windows Pro
9	Warranty	1 year
10	Quantity	4 laptops

#### 1.1. Accessory

Ref #	Description	Specification
1	2 USB External DVD write/read drives	HP

*Required delivery time: within 1 week*

#### 2. Specifications for Lot 2

Ref #	Description	Specification
1	Brand and Model	HP Probook
2	CPU	10 <sup>th</sup> Gen Intel Core i5, Intel HD Graphics
3	RAM	4 GB
4	Screen	15.6 Inches
5	Storage	256GB SSD HDD
6	HP Bag	Black
7	Color	3 black and 2 silver
8	Operating Systems	Licensed and activated Windows Pro
9	Warranty	1 year
10	Quantity	5 laptops

*Required delivery time: within 1 week*

## Evaluation Criteria

The LPO will be awarded to the bidder that receives the highest score as set out in the criteria below.

<b>Selection Criteria</b>	<b>Score 100%</b>
<b>Technical</b>	<b>40</b>
Compliance to specifications	20
Delivery time (within 1 week)	10
Warranty period of 1 year	10
<b>Financial</b>	<b>40</b>
Price of items	60
<b>Total Score</b>	<b>100</b>

The currency of the bid will be in Rwanda Francs (Frw) and will be inclusive of all applicable Taxes.

It is anticipated that award will be made solely on the basis of these original quotations.

However, TechnoServe reserves the right to conduct any of the following:

- Conduct negotiations with and/or request clarifications from the bidder prior to award.
- While preference will be given to bidders who can address the full requirements of this RFQ, TechnoServe may issue a partial award or split the award among various suppliers, if in the best interest of TechnoServe.
- TechnoServe may cancel this RFQ at any time.

## TERMS AND CONDITIONS

1. The Request for Quotes is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
5. All procurement will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting RFQs for such rejection or cancellation of the procurement.
7. TNS reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. All information provided by TNS in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TNS is not

responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.

9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.

### **FORM/CONTENT OF RESPONSE**

All quotations shall:

1. Be in the *English* language.
2. Contain detailed cost in Rwandese Francs (Frw), with applicable Tax/Charges clearly identified, and provided against each of the categories of services described in Charts above.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFQ.
5. Provide at least 3 references for similar procurements with a description of the work done and the dates performed.
6. Include a contact name, email address, and telephone number to facilitate communication between TNS and the vendor.
7. A brief outline of the company and services offered, including:
  - Full legal name, jurisdiction of incorporation, and address of the company
  - Full legal name and country of citizenry of company's President and / or Chief Executive Officer and / or all other officers and senior managers of the company
  - Year business was established
8. Business registration certificate
9. Evidence of Tax registration and a valid RRA tax clearance certificate
10. Proof of using EBM

### **SCHEDULE OF EVENTS**

1. Questions regarding this request may be addressed to *Francine Kayitesi* at [fkayitesi@tns.org](mailto:fkayitesi@tns.org) and must be received no later than *February 18, 2021*. Responses to questions will be distributed to all interested parties no later than *February 22, 2021*.
2. Responses to the RFQ should be in a pdf format, addressed to the attention of *Country Programs Manager*, and sent to the email address [fkayitesi@tns.org](mailto:fkayitesi@tns.org) clearly indicating the subject line "Supply of Laptops" and no later than *March 2, 2021* at 5:00pm (**Due to the COVID-19 pandemic only soft copies are accepted**)

End of RFQ