TENDER DOCUMENT

TENDER TITLE: SUPPLY OF LAPTOP COMPUTERS FOR CARITAS RWANDA / PRM PAC PROJECT

TENDER REF: TN: 01/CARITAS RWANDA/PRM PAC PROJECT/OCT/2021

Procurement method: National open Competitive tender

Procuring entity: Caritas RWANDA

OCTOBER 2021
CHAPTER I: TENDER NOTICE

TENDER NOTICE NO: 01/CARITAS RWANDA /PRM PAC /OCT/2021
Caritas Rwanda through PRM/PAC PROJECT invites all qualified and eligible bidders to submit their bids for the following tenders:

<table>
<thead>
<tr>
<th>Tender reference</th>
<th>Tender Title</th>
<th>Submission date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TN: 01/CARITAS RWANDA /PRM PAC /OCT/2021</td>
<td>SUPPLY OF LAPTOP COMPUTERS FOR CARITAS RWANDA / PRM PAC PROJECT</td>
<td>Submission: Bids has to be submitted online though Caritas Rwanda email <a href="mailto:tenders@caritasrwanda.org">tenders@caritasrwanda.org</a> no later than Monday, 18th October 2021 by 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>HP 450 Probook G5, Core i5 Processor, 8GB RAM, 1TB Hard Disk Drive, 15.6&quot; Screen Size, Windows 10 Professional 64 Bit</td>
<td>Opening date and time: No public opening due to the Covid 19 Pandemic prevention measures</td>
</tr>
<tr>
<td></td>
<td>N.B: You can read more details (Specifications, quantity and other) into the tender document</td>
<td></td>
</tr>
</tbody>
</table>

Interested and eligible suppliers can download the tender document from the website of Caritas Rwanda https://caritasrwanda.org/tenders.

Done at Kigali on 4th October 2021

Father TWAGIRAYEZU Jean Marie Vianney
Secretary General
CHAPTER II: INSTRUCTIONS TO BIDDERS

A-GENERAL INFORMATION

Article 1 - Scope of Bid
Caritas RWANDA through PRM/PAC Project invites all eligible suppliers to submit their bids for the tender of supplying LAPTOP COMPUTERS for its Staff.

Article 2 - Source of Funds
The source of fund is USAID through PRM/PAC Project which is the program implemented by Caritas RWANDA.

Article 3 - Duration of supply
The bidder shall complete the supply within the delivery period which will be shown in his/her bid and it should be in calendar days. But this period can be negotiable between contracting parties.

Article 4 - Bidders eligible to compete
This tender is open on equal terms to companies that operate in Rwanda and meet the following evaluation criteria:

✓ Prices (Clearly showing VAT inclusive, exclusive or exempted);
✓ Presentation of all requested administrative documents;
✓ Experience in the same or related supply;
✓ Delivery period;
✓ Quality of presented samples (Samples will be requested).

Article 5 – Documents to be submitted
Bidders must demonstrate their ability to meet the terms and obligations of the Contract and to this end their offers must provide the required information in the following documents:

1. Bidding letter addressed to the Secretary General of Caritas Rwanda;
2. The prices (VAT inclusive, exclusive or exempted);
3. Registration Certificate issued by RDB;
4. RRA Registration certificate;
5. Valid (3 months) tax clearance issued by Rwanda Revenue Authority;
6. The proof of EBM Possession;
7. At least three (3) performance letters showing the experience in the supply of the same or related materials within the last 2 years;
8. To provide the bidding guarantee from a recognised bank or insurance equal to 122,400FRW (One hundred twenty two thousand four hundred Francs Rwandais).

NB.

1. Evaluation and selection method for those who will be allowed to pass to the evaluation and selection step is Quality-price-experience and delivery period.
2. Based on Price, delivery period and experience based method, Caritas Rwanda will ask for samples from 3 first bidders which will be selected so that the real evaluation and selection method can be done but Caritas Rwanda reserves the right of asking for samples the following ones (the 4th or the 5th, or the 6th etc.) in case the first three bidders does not comply with the needed quality.
3. Submission of all administrative documents listed above is mandatory and non-submission of one of said documents will cause the rejection of the offer.

Article 6: Number of bids to be submitted
A bidder should submit the bids through email tenders@caritasrwanda.org. The bid has to be headed by the letter addressed to Caritas Rwanda Secretary General. Subcontracting is not allowed.

Article 7 - Clarification on Tender Documents
Any query related to this tender should be done in writing and addressed to Caritas Rwanda Secretary General not later than three (3) calendar days before the deadline for submission of bids. Caritas Rwanda will respond to the company that made the request and disseminates the same answer to all companies having received the Tender Dossier, without identifying the applicant. Communication through e-mail is allowed (use the e-mail mentioned in the Tender notice).
Article 8 - Amendments to Tender Documents
At least 3 calendar days before the date of submission of bids, Caritas Rwanda may, in particular following a request for clarification by a company, change the Tender Dossier with additions or removals.
These additions/removals will be part of the Tender Dossier and will be communicated through e-mail at least three (3) days before the deadline for submission of bids, to all companies that will have received the Tender Dossier.

Article 9 - Offer Price
Bidder shall indicate the unit price (in figures and words) clearly indicating VAT inclusive, Exclusive or Exempted.

Article 10 - Revision of prices
No revision of unit will be done by the bidder during the execution of the contract without the written justification and approval by Caritas Secretary General of Caritas Rwanda.

Article 11 - The currency
Unit prices that will be provided by the bidder will be entirely denominated in the national currency, the “Franc Rwandais”.

Article 12 - Period of validity of bids
The tender document shall remain valid and bidders remain committed to their bids for the period of 90 days from the deadline of submission of bids.
In exceptional circumstances, prior to the deadline of bid validity, Caritas RWANDA may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by e-mail.

Article 13 - Deadline for Submission of bids
13.1- Caritas Rwanda will receive bids through the email address indicated into the tender notice no later than Monday, 18th October 2021 at 5:00pm.
13.2- No bid will be received by Caritas Rwanda after the date and time limits.
Article 14- Description of Works
The work includes:
• Purchase of computers;
• Transport of computers to Caritas Rwanda’s store located at Kigali;
• Offloading and unloading computers at Caritas Rwanda’s store.

Cost of all the above mentioned works will be in charge of the supplier.

Article 15- Performance guaranty
Caritas Rwanda reserves the right to ask the winner of this tender to present the performance guaranty which will be equal to 5% of the total contract amount. The guaranty should be given by a well-recognized Bank or an insurance company operating in Rwanda within 2 working days after signing the contract. If this period is not respected with no justifying reasons, the contract will be automatically cancelled.

Article 16- Payment terms and conditions.

16.1- Payment terms:

Caritas Rwanda will pay the supplier using the payment order/electronic payment to the account opened in the name of the company (supplier) in this context, the supplier is required to provide the proforma invoice and invoice which clearly show the account number in the name of the supplier or the company.

Account Number: ...................................................

Open in ...................................................

Titled....................................................... (It is mandatory to be in the name of the company or the supplier as it is appearing in the contract.)
16.2- Payment conditions
Before being paid, the supplier should submit the following documents:

1. The delivery note signed by the representative of Caritas Rwanda,
2. The invoice signed and stamped showing the account number (EBM) and showing the TIN number of client.
3. The Original contract

16.3- Time for payment of installments
The payment must be done within (30) calendar days at the latest after the date of receiving all the above mentioned documents by Caritas Rwanda finance department.

16.4- Advance payment.
No advance payment will be paid to the supplier.

Article 17- Amendments to the Offer

17.1- The Bidder may modify or withdraw its bid after written notice received by Caritas Rwanda before the submission deadline specified above.

17.2- Bidders may offer a discount or change the bid price by submitting an offer amended by inserting it into the initial offer.

17.3- No tender may be modified after the deadline for submission of bids.

Article 18 - Withdrawal of the Offer
The withdrawal of an offer is made before the deadline for submission of bids or after the expiration of the bid validity specified above (in case the contract is not issued).
Article 19. Opening and evaluation of bids

19.1- Bid Opening
During this period of COVID 19 pandemic, the public opening will not be done.

19.2- Bids evaluation
The evaluation of bids will be done by the Caritas Rwanda tender committee members.

Article 20- Clarification to bring offerings
To assist in the examination, evaluation and comparison of bids, Caritas Rwanda may ask any Bidder for clarifications of his Bid, including breakdowns of unit prices. The request for clarification and the response made on it are made through the letter or e-mail, but no change in the amount or content of the submission is sought, offered or permitted except as required to confirm this correction of arithmetic errors discovered by the Caritas Rwanda during the evaluation of bids.

Article 21 - Examination of Bids and Determination of Compliance
Prior to the detailed evaluation of bids, Caritas Rwanda will check that each bid:
(i) has been duly signed and
(ii) Fulfills all evaluation criteria as described above.

Article 22 - Confidentiality of proceedings
No bidder will contact Caritas Rwanda on any subject relating to its bid from the time of bid submission to the time the contract is awarded. Any attempt by a bidder to influence the Caritas Rwanda or the Client's Representative in reviewing bids or award decisions may result in rejection of its bid.
Article 23- Contract Model

CONTRACT OF SUPPLYING LAPTOP COMPUTERS FOR CARITAS RWANDA/PRM

PAC PROJECT

Between the undersigned

CARITAS RWANDA, represented by Father ....................... Secretary General, Telephone: 0252 574295, refer to as the client,

And

.......................................................... represented by Mr ...................., Managing
Director, located in ....................District, .................... Sector. Tel: 078 ................../072 ........................................ refer to as the supplier,

Both parties agreed on the following:

Article 1: Object of the contract
The present contract has the Objective of allowing (Name of the company) to supply the following supplies:

<table>
<thead>
<tr>
<th>SN</th>
<th>TECHNICAL SPECIFICATIONS</th>
<th>QTY</th>
<th>RWF (Per Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Article 2: Validity of the contract
The present contract is valid since the day on which it is signed by both parties till the delivery and the payment are done or until when it is terminated between the contracting parties before the completion date.
Article 3: The amount of the contract
The agreed amount for the supply of the above mentioned computers is ............ Rwf (Amount in words) “francs rwandais” VAT inclusive/Exempted. No advance will be issued.
The identification of the supplier is the TIN: 10.............

Article 4: Obligation of the supplier
1. The supplier agrees to supply all the above mentioned computers in good conditions as agreed up on.
2. The supplier accepts to be in charge of all transport and offloading (Gupakurura) charges of all computers to the store of Caritas Rwanda located in Kigali.
3. The supplier agrees to supply all computers and the partial supply will cause the cancelation of the contract.

Article 5: Obligations of the client
The client accepts to pay the agreed amount as stated in the contract and no advance payment will be issued.
The payment will be done through the payment order or electronically within (30) Calendar days and it will be deposited on the account No (Insert the account number) lodged at (Insert the name of the Bank) in the name of: (Insert the name of the company).
The client reserves the right to refuse supplied damaged computers or in bad conditions

Article 6: Cancellation of the contract and penalties
The client has the right to cancel the contract in the following cases:
✓ If the supplied computers are different from the stated technical specifications and approved samples.
✓ If the supplier delays to supply for 1 calendar day, 1/1000 of the total amount will be deducted per day and if the delay goes beyond 3 days without any justifiable reasons, the contract will be automatically terminated.
Article 7: Disputes resolution
Any contentious issues arising out of the interpretation and/or application of this Contract shall be settled amicably. Where the matter persists, either party shall be at liberty to seek recourse from a competent tribunal within the Rwandan territory.

For Caritas Rwanda

(Client representative),
Position name: ...........

Date: __________________

For (Insert the company name)

(Company representative)
Position name: ...........

Date: ________________
B. TECHNICAL REQUIREMENTS

The table below contains the products specifications and their respective provisional quantities.

<table>
<thead>
<tr>
<th>HP ProBook 450 G5</th>
<th>Provisional Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Information</strong></td>
<td></td>
</tr>
<tr>
<td>Brand</td>
<td>HP</td>
</tr>
<tr>
<td>Model</td>
<td>450 G5 (3EB77PA)</td>
</tr>
<tr>
<td>Color</td>
<td>Silver</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10 Professional (Licensed)</td>
</tr>
<tr>
<td>Operating System Architecture</td>
<td>64-bit</td>
</tr>
<tr>
<td><strong>Display Details</strong></td>
<td></td>
</tr>
<tr>
<td>Display Size</td>
<td>15.6 Inches (39.62 cm)</td>
</tr>
<tr>
<td>Display Type</td>
<td>LED</td>
</tr>
<tr>
<td>Display Features</td>
<td>Anti-Glare</td>
</tr>
<tr>
<td><strong>Performance</strong></td>
<td></td>
</tr>
<tr>
<td>Processor</td>
<td>Intel Core i5-8250U (8th Gen)</td>
</tr>
<tr>
<td>Clock-speed</td>
<td>1.6 Ghz</td>
</tr>
<tr>
<td>Graphics: Memory</td>
<td>2 GB</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td></td>
</tr>
<tr>
<td>Capacity</td>
<td>8 GB</td>
</tr>
<tr>
<td>RAM type</td>
<td>DDR4</td>
</tr>
<tr>
<td>RAM speed</td>
<td>2400 Mhz</td>
</tr>
<tr>
<td><strong>Storage</strong></td>
<td></td>
</tr>
<tr>
<td>HDD Capacity</td>
<td>1 TB</td>
</tr>
<tr>
<td>HDD type</td>
<td>SATA</td>
</tr>
<tr>
<td><strong>Networking</strong></td>
<td></td>
</tr>
<tr>
<td>Wired LAN</td>
<td></td>
</tr>
<tr>
<td>Wireless LAN</td>
<td></td>
</tr>
<tr>
<td>Bluetooth</td>
<td></td>
</tr>
<tr>
<td><strong>Ports</strong></td>
<td></td>
</tr>
<tr>
<td>USB 3.0 slots (2)</td>
<td></td>
</tr>
<tr>
<td>SD Card Reader</td>
<td></td>
</tr>
<tr>
<td>Headphone Jack</td>
<td></td>
</tr>
<tr>
<td>Microphone Jack</td>
<td></td>
</tr>
<tr>
<td>VGA, HDMI, RJ-45</td>
<td></td>
</tr>
<tr>
<td><strong>Multimedia</strong></td>
<td></td>
</tr>
<tr>
<td>Web-cam</td>
<td></td>
</tr>
<tr>
<td>Speakers</td>
<td>Stereo Speakers</td>
</tr>
<tr>
<td>In-built Microphone</td>
<td></td>
</tr>
<tr>
<td><strong>Others:</strong></td>
<td>9</td>
</tr>
<tr>
<td>Optical driver</td>
<td>9</td>
</tr>
<tr>
<td>AC adapter</td>
<td>9</td>
</tr>
<tr>
<td>Laptop Backpack</td>
<td>9</td>
</tr>
<tr>
<td>MS Office (activated),</td>
<td>9</td>
</tr>
<tr>
<td>1 year warranty</td>
<td></td>
</tr>
</tbody>
</table>
N.B
1. Please indicate the delivery period in calendar days (Very important).
2. Caritas Rwanda reserves the right to increase or decrease the needed quantity means that the provided quantities are provisional.
3. Samples will be requested at the evaluation stage.

Done at Kigali on 4th October 2021

Prepared by: RWIZIHIRWA Jean Pierre  
Procurement Officer

Approved by: Father TWAGIRAYEZU Jean Marie Vianney  
Secretary General