

**BIDDING DOCUMENT FOR THE SUPPLY OF LAPTOP COMPUTERS
TO NGALI HOLDINGS LTD**

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| Tender Title | Tender for the supply of laptop computers |
| Tender Ref. N0 | OCB/02/04/NH/2022 |
| Procurement Method | Open Competitive Bidding |
| Date of issue of Tender | 20 /04/2022 |

Prepared by:

Approved by:

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Section 1: INSTRUCTION TO ALL BIDDERS

1. MANDATORY ADMINISTRATIVE DOCUMENTS THAT MUST BE SUBMITTED

- a) Copy of company registration certificate (Certificate of incorporation)
- b) Valid RSSB clearance
- c) Valid Rwanda Revenue Authority tax clearance
- d) A letter of commitment to provide services and within the agreed period
- e) proof of purchase of tender document payment to be made on account of NGALI HOLDINGS in Equity Bank **4003200206261** the cost is **10 000frw**.

Section 2: Technical specifications

Ngali Holdings wishes to hire a competent supplier to supply brand new laptop computers (**Non refurbished**) to Ngali Holdings Ltd.

- a. Number of laptop computers needed: **30 computers**
- b. Delivery period: **Seven (7) working days**

| SN0 | Component | Technical Specification |
|-----|-------------|--|
| 1 | Processor | Intel® Core™ i5-1135G7, 11 th generation chipsets (2.5 GHz base frequency, up to 3.9 GHz with Intel® turbo boost technologies, 16 MB L3 cache, 8 cores) |
| 2 | Memory | 8 GB DDR4 RAM built in from the manufacturer |
| 3 | Hard Drive | 1TB HDD 15.6 |
| 4 | Accessories | Wired mouse, HDMI cable, brand new bags |
| 5 | Graphic | Intel® UHD Graphics 750 |
| 6 | I/O ports | 1xGigabit Ethernet port, 20GB/s USB Type C / 10 Gb/s USB type A USB 3.0 Gen 1 Type A/ USB 2.0 Type A HDMI |
| 7 | Screen | 15 inches |
| 8 | OS | Windows 10 pro, 60 bit and office 2016 original from Microsoft |
| 9 | warrant | 1 year standard warrant |

2. ELIGIBLE BIDDERS

- a) Bidders black listed/debarred or suspended by the Rwandan Public Procurement Authority (RPPA) shall not be considered for technical evaluation.
- b) A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are associated, or has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Procuring Entity to provide consulting services for the preparation or supervision of the works, and any of its affiliates shall not be eligible.

3. COST OF BIDDING

The bidder shall bear all costs associated with the preparation, submission of his bid, appeal fee or any other expenses that she/he may incur during procurement proceedings, and Ngali Holdings shall in no case be responsible or liable for those costs. Ngali Holdings shall not be liable for any consequences related to the rejection of all bids or the cancellation of the procurement proceedings due to the reasons provided for by the company's procurement manual, unless it is proved that it was a consequence of its irresponsible conduct.

4. EVALUATION CRITERIA

This Section complements the Instructions to Bidders (**ITB 10.1**). It contains the criteria that the Procuring Entity may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Administrative Documents

The content of the administrative documents will be evaluated pursuant to the requirements described in this tender. If the administrative documents are evaluated as being fully-compliant, they will receive a "*pass*" score. If the contents of the administrative documents are determined as being non-compliant, they will receive a "*fail*" score and will not qualify for Technical evaluation and Financial Evaluation

5. CONTRACT AWARD

The Bidder with the lowest price bid and quality of the items will be invited for contract negotiations and signature upon mutual agreement.

Section: 3 INSTRUCTIONS TO BIDDERS, BID DATA SHEET (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

| ITB Clause Reference | A. General |
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| ITB 1.1 | The Procuring Entity is NGALI HOLDINGS LTD |
| ITB 1.2 | The name and identification number of the tender are: OCB/02/04/NH/2022 Tender for the supply of laptop computers to Ngali Holdings |
| ITB 1.3 | The Source of funds: Ngali holdings ltd |
| B. Contents of Bidding Documents | |
| ITB 2.1 | Financial Proposal to be submitted together with Technical Proposal: YES ✓ /NO _____ |
| ITB 2.2 | A pre-proposal conference will be held: YES__ /NO ✓ _ |
| Is there any pre-bid conference: NO | |
| ITB 2.3 | Proposals must remain valid 90 days after the submission date, |
| ITB 2.4 | Clarifications may be requested not later than 3 days before the submission date during working days. For Clarification of bid purposes only, the Procuring Entity’s address is: NGALI HOLDINGS Bodifa Mercy House, 7 th Floor, Kimihurua, Gasabo, Kigali - Rwanda Email: dan.ngoga@ngali.com |
| C. Preparation of Bids | |
| ITB 3.1 | The language of the bid is “English” <i>Bidders are permitted to submit their bids in ENGLISH. Bidders shall not submit bids in more than one language. The Contract to be signed with the winning Bidder shall be written in English, which will be the language that shall govern the contractual relations between the Procuring Entity and the winning Bidder.</i> |
| ITB 3.2 | The Bidder shall submit the following documents in its bid: <u>NB: As stated in Section 1</u> |
| ITB 3.3 | Alternative Bids shall not be considered and shall lead to the automatic rejection of the offer |
| ITB 4.1 | Training is a specific component of this assignment: YES _____/NO ___ ✓ ___ |

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|-----------------|--|
| ITB 5.1 | Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES ___✓___/NO _____ |
| ITB 5.2 | Supplier to state local cost in the national currency: YES_✓_/NO___/ Optional ___ |
| ITB 5.3 | In addition to the original of the bid, the number of copies are: 01 copies. |
| ITB 5.4 | Prices quoted for each article shall correspond at least to 100 % of the items specified for the Bidding Document. |
| ITB 7.1 | The Bidder is required to quote in Rwandan Francs VAT inclusive |
| ITB 8.1 | Bid shall include a Bid Security N/A |
| ITB 8.2 | The amount of the Bid Security: N/A |
| | A. Submission and Opening of Bids |
| ITB 9.2 | Bids shall be received at Ngali Holdings procurement office no later than Date:05/05/2022 Time: 10:00am The bid opening shall take place at the following address: NGALI HOLDINGS LTD Board Room Date 05/05/2022 Hour : 10:15 am |
| | A. Evaluation and Comparison of Bids |
| ITB 10.1 | Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF) The source of exchange rate shall be the National Bank of Rwanda The date for the exchange rate shall be the bids opening date. The evaluation committee shall base on their confidential budget relevant to the service to be provided and the lowest offer shall not be the only criteria to award the tender. |
| ITB 11.1 | Domestic preference: N/A |
| | B. Award of Contract |
| ITB 12.1 | The maximum percentage by which quantities or prices may be increased or decreased is 15% |

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of tender notice]*

Or Invitation for Bid No.: *[insert No of IFB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____ *[insert the number and issuing date of each Addenda];*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Services and Related Services _____ *[insert a brief description of the Services and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: _____ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:

Discounts: If our bid is accepted, the following discounts shall apply. _____ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

Methodology of Application of the Discounts: The discounts shall be applied using the following method: _____ *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 2.3, from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We have no conflict of interest.
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the RPPA, under Rwanda laws or official regulations.
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ *[insert signature and stamp of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*