

**INVITATION TO TENDER**

**FOR**

**SUPPLY AND DELIVERY OF LAPTOPS, PRINTER AND CARTRIDGE.**

**TO**

**ALIGHT – RWANDA PROGRAM**

**TENDER REFERENCE NUMBER: ALIGHT-RWA-KGL-2023-1187**

Kigali, Rwanda

### Invitation to Tender (ITT)

Dear Sir/Madam,

**Subject: Invitation to Tender for supply and delivery of Laptops, a printer and cartridge to Alight, Rwanda.**

The ALIGHT Rwanda would like to invite authorized and reputable companies to submit their bids for supply and delivery of Laptops and a printer to Alight Rwanda.

This tendering process will result into

- i. Awarding a contract or purchase order to a selected firm/company for supply and delivery of laptops, and a printer and cartridge.;
  - ii. Bidders that will be successful in providing required administrative documents may be included in Alight 'vendors database in the category of supply of ICT items materials and accessories
- a) To enable you to submit your proposal for this supply, the following are attached.
1. Timetable
  2. About ALIGHT
  3. Background for this supply.
  4. Instructions to Bidders
  5. Submission of Tenders
  6. Selection Criteria
  7. Information Required
  8. Payment Terms
  9. Conditions of Tender
  10. Bidders Signature
  11. Technical Specifications
- b) Your offer comprising of both technical and financial proposals in a **sealed envelope**, must be submitted to the following address no later **than 1 PM on Tuesday, February 21, 2023.**

**The Chairperson**  
**ALIGHT, Rwanda Tender Committee**  
**M&M Plaza KG 8 Avenue (Remera)**  
**P.O Box 2680, Kigali Rwanda**

Submission after the set deadlines shall not be accepted.

- c) A complete set of bidding documents can be obtained on Job in Rwanda
- d) Any additional information or clarification regarding this tender can be sought by email us at:  
[rw.procurement@WeAreAlight.org](mailto:rw.procurement@WeAreAlight.org)

Yours Sincerely

ALIGHT  
Rwanda Program



**1. TIMETABLE:**

Issue of Tender: Tuesday February 14, 2023.

Deadline for Reply: 1 PM on Tuesday, February 21, 2023.

**2. ABOUT ALIGHT:**

The ALIGHT is an international humanitarian agency working with refugees, displaced people, and those at risk to help them survive crises and rebuild lives of dignity, health, security and self-sufficiency.

Today, ALIGHT works in 12 countries around the world helping victims of war and civil conflict rebuild their lives. ALIGHT programs in Africa and Asia provide health care, clean water, shelter repair, legal aid, trauma counseling, microcredit, community development services, and repatriation assistance to two million people, annually. ALIGHT bases its relationship with uprooted peoples on mutual respect and a compassionate exchange of knowledge and values.

ALIGHT works with refugee and local communities to build programs that:

- Utilize the knowledge and experience of the people it serves.
- Improve the lives of people in the community.
- Train survivors and build the capacity of the community
- Sustain themselves years into the future

**3. BACKGROUND**

ALIGHT wishes to announce the tender for Supply and delivery of Laptops a printer and cartridge.

The proposed Technical Specifications for this tender are included within this tender document. The selected supplier shall supply and deliver laptops printer and cartridge to Alight Rwanda.

**4. INSTRUCTIONS TO BIDDERS**

1. Participation is open on equal conditions to all qualified entities specialized in the field.
2. By submitting a tender, the Bidder accepts in full the conditions of this tender, waiving his/her own conditions of sale.
3. Please read carefully all instructions and conditions. Please ensure that all relevant information and documentation is provided on time as failure to do so may result in rejection of your bid.
4. Order of requested documents in proposal:
  - a. Letter of Introduction
  - b. Quotation with proposed specifications for laptops, printer and cartridge including warranty period (Minimum 12 Months for the laptops and printer). The quotation should also include the delivery time.
  - c. RDB registration (minimum 3 years registered as a business)
  - d. Copy of recent valid tax clearance document (notarized not required)
  - e. References where you supplied similar items in the past, at least two
  - f. Signed Section 10 Bidder's Signature

**5. SUBMISSION OF TENDERS**

The submission must be in one envelop bearing the;  
Tender Reference Number: **ALLIGHT- RWA-KGL-2023-1187**

**Activity: Supply and delivery of laptops, printer and cartridge**

The tender must be submitted to the address below before the Deadline of **1 PM on Tuesday, February 21, 2023.**

**The Chairperson of Tender Committee**  
**ALIGHT, Rwanda.**

**Main office: M&M Plaza, KG 8 Avenue (Remera)**  
**P. O. Box 2680, Kigali – Rwanda**

**6. EVALUATION OF QUOTATIONS:**

When analyzing the Bids, ALIGHT will take into account the following:

**a. Administrative evaluation:**

Alight will first evaluate compliance with the requested administrative requirements. Companies compliant will proceed to the next level of evaluation.

**b. Technical evaluation:**

Alight will evaluate compliance with the technical specifications with reference to the specifications indicated in this tender document. Compliant companies will proceed to the next level of financial evaluation.

**c. Financial evaluation:**

Alight will evaluate the submitted financial quotations to select the least quote for award.

**7. INFORMATION REQUIRED**

All sections below must be completed and included in the Bid.

**A. SPECIFICATION OF ITEMS**

Please read carefully the administrative and technical specifications being offered for guidance in bidding.

**B. PRICING:**

1. Prices must be expressed only in **Rwandan francs**;
2. Any VAT or other taxes.

**C. LEAD AND DELIVERY DETAILS**

1. Please provide a detailed proposed responsiveness and appointment of account manager. This information will be contained in the contract/purchase order with the successful bidders.
2. The tools used during provision of services must be free from objectionable matter and any substances that would represent a hazard to health.

**8. PAYMENT TERMS**

1. Payment shall be made by check or bank transfer within 30 days from receipt by ALIGHT of the certificate of phase completed documentation and an associated invoice, in accordance with the contract and lead-time.
2. No advance payments will be processed offered in this tender.
3. Failure to adhere to the agreed delivery schedule may result in penalties of up to 1/1000 of the total value of the contract for each day of delay. This includes materials rejected due incorrect specifications or damages.

#### **9. CONDITIONS OF THE TENDER**

1. Submit a complete quotation including administrative and technical requirements
2. ALIGHT reserves the right to select and deal with any Bidder(s) necessary to provide ALIGHT with the best value for money.
3. This request for quotations is not a contract or an offer into a contract, but a request for expression of Interest for the services indicated in this document.
4. Bidders are bound by their offer for a period of 30 Days from the date of submission.
5. ALIGHT is not responsible for any costs associated with preparing the tender response.
6. ALIGHT reserves the right to alter the dates of the timetable.
7. Canvassing of ALIGHT staff in relation to this tender will result in disqualification of that Bidder.
8. ALIGHT will inform each Bidder of the outcome of the selection as it relates to their specific submission.
9. ALIGHT does not do business with companies or individuals that are public offenders as per the following criteria:
  - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
  - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
  - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
  - Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

Queries regarding this tender must be addressed in writing via email to:  
[rw.procurement@WeAreAlight.org](mailto:rw.procurement@WeAreAlight.org)

Eunice Mwende  
Country Director



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**10. BID SUBMISSION FORM**

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This bid is submitted in response to the tender published by Alight Rwanda on  
\_\_\_\_/\_\_\_\_/\_\_\_\_

If this Bid is successful, please make out the award to

Name of Company

Address

We acknowledge that we have read and understood and do hereby accept the terms and conditions contained in this tender document and I agree to all of the terms.

Name                      of  
Representative

Title/Position

Telephone Number

Email Address:

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date: DD / MM / YYYY

# 11. TECHNICAL SPECIFICATION FOR LAPTOPS AND PRINTER.

| Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Unit | Quantity |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| <b>Laptop (Dell Latitude 7420) or Equivalent</b><br>Standing screen display size 14 Inches<br>Screen Resolution 1920 x 1080 pixels<br>Max Screen Resolution 1920 x 1080 Pixels<br>Processor 3 GHz Intel_core_i7_1185G7<br>RAM 16 GB DDR4<br>Hard Drive 512 GB SSD<br>Graphics Coprocessor Intel Iris Xe Graphics<br>Chipset Brand Intel<br>Card Description Integrated<br>Other Technical Details<br>Brand Dell or equivalent<br>Series Latitude 7420<br>Item model number D8NF4<br>Hardware Platform Dell<br>Operating System Windows 10 Pro<br>Item Weight 2.1 pounds<br>Package Dimensions 19.5 x 10.5 x 2.12 inches<br>Color Black<br>Processor Brand Intel<br>Processor Count 1<br>Computer Memory Type DDR4 SDRAM<br>Flash Memory Size 256 GB<br>Hard Drive Interface Serial ATA<br>Other Accessories:<br>• Wireless mouse,<br>• mouse<br>• original laptop Bag,<br>• (USB to Ethernet Adapter (USB 3.0 to Gigabit Ethernet, Ethernet to USB, Ethernet Adapter for Laptop) Supporting 10/100/1000<br>Software<br>Microsoft office, Adobe Reader | pcs  | 6        |
| <b>Kyocera Ecosys M204dn or equivalent</b><br>• Double sided print, copy (Black and white) and color scan.<br>• Dual scan document processor supporting A6 originals.<br>• Up to 2 optional paper feeders for up to 850 sheets.<br>• Compact design with low-noise printing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | pcs  | 1        |
| <b>Toner cartridge for the above printer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | pcs  | 3        |