



Request for Quotation (RFQ) ref: RFQ/2022/03

Introduction

HANDICAP INTERNATIONAL FEDERATION (HI), operating name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1st 1901, domiciled at “138, avenue des Frères Lumière – 69371 Lyon cedex 08, France” and registered in Rwanda under RGB with the registration number TIN No 100600244, Kicukiro sector, Kicukiro District, Kigali City, P.O. Box 747 KIGALI.



Preamble

- HI is an independent international aid organisation working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

B. Requirement/ Technical Specifications

Please submit your quotation for supply and delivery of the listed items below. Your quotation should be in the template attached as Annex 1 (Vendor submission template).

No	Items	Specifications	Unit	Quantity
01	Laptop Model: HP 15 11th Gen Intel Core i5 Processor 15.6 inches FHD Laptop (8GB/512GB SSD +32GB Intel Optane/Windows 10	<ul style="list-style-type: none">• Processor: 11th Gen Intel Core i5-1135G7 (up to 4.2 GHz with Intel Turbo Boost Technology, 8 MB L3 cache, 4 cores)• Memory: 8 GB DDR4-2666 MHz RAM (2 x 4 GB), Upgradable upto 16GB Storage: 512 GB PCIe NVMe M.2 SSD + 32GB Intel Optane Memory• Display: 15.6-Inch FHD IPS anti-glare micro-edge WLED-backlit, 250 nits, 45% NTSC (1920 x 1080)• Graphics: Intel Iris X Graphics• Operating System & Pre-installed Software: Pre-loaded Windows 10	Set	30
02	Laptop Model: HP PAVILION LAPTOP 14- DV0009NA	<ul style="list-style-type: none">• Processor: Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)[6,7] 8 GB DDR4-3200 MHz RAM (1 x 8 GB)• Hard disk :512 GB PCIe® NVMe™ M.2 SSD• Display : 14 inches	set	30


		<ul style="list-style-type: none"> • Camera: HP Wide Vision 720p HD camera with integrated dual array digital microphones Ports <ul style="list-style-type: none"> • 1 SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge) • 2 SuperSpeed USB Type-A 5Gbps signaling rate • 1 HDMI 2.0 • 1 AC smart pin • 1 headphone/microphone combo Wireless <p>Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 combo</p> Audio <p>Audio by B&O Dual speakers HP Audio Boost</p>		
03	Laptop Model: HP EliteBook 840 G8 14" FHD Laptop with i5	<ul style="list-style-type: none"> • Processor: Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores) • 11th Generation Intel® Core™ i5 processor • 8 GB DDR4-3200 MHz RAM (1 x 8 GB) • Internal storage: 500 GB PCIe® NVMe™ M.2 SSD Ports: <ul style="list-style-type: none"> • 2 Thunderbolt™ 4 with USB4 Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4) • 2 SuperSpeed USB Type-A 5Gbps signaling rate (1 charging) • 1 Stereo headphone/microphone combo jack • 1 HDMI 2.0b • 1 AC power 	Set	30
04	Laptop bag	 <p>HP Backpack 14 inches</p>	pc	30
05	Portable Metal laptop Stand	 <p>Adjustable metal laptop stand.</p>	pc	32
06	Laptop Lenovo ThinkPad E15 10	<ul style="list-style-type: none"> • Processor: Lenovo ThinkPad E15 10 Generation Intel Core i7 • Operating windows: Windows 10 Pro • Display: 15.6-inch FHD (1920*1080) • RAM Memory: up to 16 GB DDR4 • Hard disk: Storage: up to 1TB HDD 	pc	2

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		<ul style="list-style-type: none"> • Connectivity: Intel 28@ AC (Wifi 5, LAN ethernet • Ports/slots: RJ45, USB 2.0, USB 3.0, HDMI 1.4b, VGA, Headphone/mic combo • Camera: HD 720p • Graphics: Integrated Intel UHD • Audio: Dolby Audio, 2*2W speakers • Color: Silver or Black 		
07	Laptop bag for Lenovo ThinkPad E15	 <p>Lenovo ThinkPad professional Topload case, black</p>	pc	2

08	Smart board/ screen 75 inch (Preferred brand: Sony or Samsung or HP)	Panel Screen size: 75" Display resolution: QFHD Brightness(cd/m ²): 620 Contrast ratio: 1400:01:00 Dynamic contrast ratio: 500,000:1 Response time (ms)(*1): 5 Panel type (IPS / VA): IPS Panel surface: AG Haze (%) :3% Backlight type: Edge LED Aspect ratio: 16:9 Viewing angle (Right/Left): 178 989/89) degree Viewing angle (Up/Down): 178 989/89) degree Connectivity Input :HDMI(4),Composite video, Component video ,VGA,(Y/Pb/Pr) , Analogue audio, USB2.0 (2), USB3.1 Output:Digital audio, Audio out External control:RS-232C, Ethernet, Wireless LAN Video Compatible with HDR:Yes (HDR10, HLG Video signal:4096 × 2160p (24,60Hz), 3840 × 2160p (24,30,60Hz), 1080p (30,60Hz), 1080/24p, 1080i (60Hz), 720p (30,60Hz), 720/24p, 480p, 480i Dimensions Bezel width (Top/Side/Bottom) (mm): 9.6/9.6/15.6 Display only (WxHxD) (mm):1673 ×963 × 54 Display with stand (WxHxD) (mm):1673 × 1031× 371 Package carton (WxHxD) (mm):1884 × 1083 × 188 VESA® hole pitch (mm):400 × 300 Weight Display only (kg): 38.9 Display with stand (kg):40.1 Package carton (kg):53 Power Power consumption (W):250 Power consumption (in standby) (W):0.5 Signage Stand Mounting Type:Freestanding Material: Alloy Steel Compatible Devices: Televisions	pc	1
09	Smart screen movable stand features	<ul style="list-style-type: none"> • MODEL: Tripp lite mobile TV floor stand cart height adjustable DMC1342S • Height-adjustable rolling TV cart lets you move your flat-panel display smoothly and safely from one room to another • Motion: tilt 	pc	1

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		<ul style="list-style-type: none"> • Raise and lower the height of the display from 29.5 to 48.9 in. for comfortable viewing • Rolling TV stand offers -3° to +3° swivel and 30° tilt to help you find the perfect angle 		
10	HP office jet pro 9018 all in one printer (Color)	<ul style="list-style-type: none"> • Print speed up to 24 pages per minute • LED technology • Automatic double-sided printing • Maximum paper size: A4 • 9.3 cm colour touch screen for easy printing • 250 sheet paper tray and 50 sheet automatic document feeder • USB and Ethernet + Wi-Fi network connectivity • Mobile connectivity: AirPrint, Cortado Cloud Print, Google Cloud Print 2.0, iPrint&Scan, Brother Print Service Plugin, Mopria • Quiet printing: less than 45dB • 512 MB memory • Robust and durable material 	set	1
11	HP LaserJet pro M1020A (Black and white)	<ul style="list-style-type: none"> • Functions: Print, copy, scan • Multitasking supported: Yes • Printing specifications: • Print speed black: Normal: Up to 22 ppm • First page out (ready) Black: As fast as 7.0 sec • Duty cycle (monthly, A4): Up to 10,000 pages 9 • Recommended monthly page volume:150 to 1,500 10 • Print technology: Laser • Resolution technology: HPFastRes 600, HP FastRes 1200 • Print languages:PCLmS, URF, PWG • Display 2-line LCD • Processor speed 600 MHz • Replacement cartridges HP 17A Original Black LaserJet Toner Cartridge CF217A(~1600), • Connectivity • Memory specifications • Maximum memory 256 MB • Paper handling 	pc	1

		<ul style="list-style-type: none"> • Paper handling input, standard:150-sheet input tray • Paper handling output, standard:100-sheet output tray • Maximum output capacity (sheets): Up to 100 sheets • Duplex printing: Manual duplex • Media sizes supported: A4, A5, A6 • Media sizes, custom:76 x 127 to 216 x 356 mm • Media types: Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards • Media weights, supported ADF: No <p>Scanner specifications</p> <ul style="list-style-type: none"> • Scanner type: Flatbed • Scan file format: JPEG, PDF, PNG Up to 1200 dpi (mono, flatbed) • Scan size, maximum:215.9 x 297 mm • Recommended monthly scan volume:150 to 1,500 17 • Scan input modes: Scanning via HP LaserJet Scan (Windows®), HP Director (Macintosh) <p>Copier specifications</p> <ul style="list-style-type: none"> • Copy speed (normal)Black: Up to 22 cpm 14 • Copy resolution (black text): 600 x 400 dpi • Copy reduce / enlarge settings: 25 to 400% • Copies, maximum: Up to 99 copies <p>Power and operating requirements</p> <ul style="list-style-type: none"> • Power 220-volt input voltage: 220 to 240 VAC (+/- 10%), 60 Hz/50 Hz, 2.8 A • Power consumption 255 watts (active printing), 4.2 watts (ready),1.0 watts (sleep), 0.05 watts (Auto Off/Wake on USB, enabled at shipment), 0.05 watts (Auto-off/Manual-on), 0.05 (Manual Off) 2 • Operating temperature range 15 to 32.5°C • Operating humidity range 30 to 70% RH • Acoustic power emissions (ready) 2.6 B(A) • Acoustic pressure emissions bystander (active, printing) 51 dB(A) <p>Dimensions and weight</p> <ul style="list-style-type: none"> • Minimum dimensions (W x D x H) :398 x 288 x 231.1 mm • Maximum dimensions (W x D x H) :398 x 482 x 387.9 mm • Weight 6.8 kg 		
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12	Microsoft Windows 10 Pro	Key license (English)	pc	32
13	Microsoft office 2016 pro	Key license (English)	pc	32

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned supplies:

All documentations, including catalogs, instructions and operating manuals, shall be in these languages	English or French
Exact Address of Delivery Location	Federation Handicap International KICUKIRO, KK 10 Ave, IMELA HOUSE – 2nd Floor B.P.747 - Kigali- Rwanda
Administrative Requirements	Vendor to provide the following as part of his submission: - Business registration - Valid Tax clearance certificate (RRA) - VAT Registration certificate - Valid RSSB clearance certificate - EBM invoicing system - Three Good completion certificates for similar type of delivery - Bank details (Account name, account number and bank name) - Payment conditions - Signed HI Declaration of acknowledgement of policies, ethics and adhesion to the HI code of conduct

C. Eligibility

In order to be considered for award, Vendors must be currently legally operating in Rwanda and the quotation must include all of the following information:

- Ability to meet or exceed the Requirements/Technical Specifications outlined in Section B;
- Ability to deliver the items specified in Section B no later than the date(s) required.

D. Submission Instructions

- The following information to be included by vendor in quotation:
 1. A completed copy of the coversheet attached to this RFQ
 2. Quoted price in for each item specified in Rwandan francs. (This price should be inclusive of all taxes if applicable).
 3. Guarantee details
 4. Validity period of offer (Offer should be valid for at least 90 days)
 5. Payment modality: HI is preferable payment after delivery of goods by Bank transfer
 6. Delivery period after PO issue
 7. The Quotation must be on official letter head with authorized signature and stamp
 8. Specifications of the products offered in section C fully addressed
 9. Warranty and information for the product can be included as attachment to quotation cover sheet
 10. Respect of HI Institutional Policies: Disability, Gender and Age, Child protection, anti-fraud and corruption, (Remember to sign on each policy and send together with your offer).

Electronic submissions must be received at the address specified below by **July 17th, 2022, 5:00PM**, Rwanda Standard Time and please make sure that the submission is titled with the exact same solicitation reference number stated above.

Submissions must be forwarded in electronic format only in PDF to dao@rwanda.hi.org. Quotations should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Vendors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

- Quotes must contain a completed quote cover sheet (Attachment 1)
- Proposals submitted through hard copy will not be considered.
- Quotations received after that time or at a different address may not be accepted
- All quotations and delivery dates shall be valid for a period of ninety 90 days following the submission due date mentioned above.

E. Evaluation Criteria

HI will award a contract resulting from this solicitation to the responsible vendor whose quote will be best value for HI, price and other factors considered. The following factors shall be used to evaluate offers:

- Technical capability of the item offered to meet the HI 's requirements.
- Administrative evaluation
- Financial evaluation.

F. Terms and Conditions

Disclaimers

- HI reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. HI may cancel the solicitation at any time
- HI may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by HI.
- HI reserves the right to disqualify any quotation based on vendor's failure to follow solicitation instructions.
- HI will not compensate Vendors for their response to the solicitation.
- HI reserves the right to issue an award based on initial evaluation of applications without further discussion.
- HI may contact Vendors to confirm contact person, address, and that the proposal was submitted for this solicitation.
- HI may contact listed past performance references without notice to the Vendor. HI also reserves the right to contact other past performance information sources that the Vendor did not list in the proposal.
- By submitting a proposal, the Vendor confirms he/she understand the terms and conditions.
- Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Melanie GEISER
Country manager

