# Request for Quotations

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| **RFQ Number:** | RFQ- MODAG-2023-03-006 |
| **Issuance Date:** | March 10, 2023 |
| **Deadline for Questions:** | March 17, 2023 |
| **Deadline for Offers:** | March 23, 2023 |
| **Description:** | Supply of 40 laptops |
| **For:** | Feed the Future Rwanda Hinga Wunguke Activity |
| **Funded By:** | USAID<br>72069623CA00001 |
| **Implemented By:** | Cultivating New Frontiers in Agriculture (CNFA) |
| **Point of Contact** | CNFA Hinga Wunguke Procurement team<br>KG 28 AV, 7, Kimihurura- Gasabo District<br>Modag@cnfarwanda.org |

1. **Introduction**: The **Feed the Future Rwanda Hinga Wunguke Activity** is a USAID program implemented by CNFA in Rwanda. The goal of the Activity is to increase incomes and improve nutritional outcomes, by sustainably increasing agricultural productivity, and strengthening domestic consumption and markets for high-value and nutritious agricultural products.

   As part of project activities, the Feed the Future Rwanda Hinga Wunguke Activity requires the purchase of 40 laptops for the project's implementation period. The purpose of this Request for Quotations (RFQ) is to solicit quotations for these items.

   Offerors are responsible for ensuring that their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

   CNFA will consider proposals in response to this RFQ from local and international vendors legally registered in countries with the approved geographic code (935).

2. **Offer Deadline and Protocol**: Offers must be received **no later than 18:00 Kigali time on March 23, 2023**. Offers must be submitted by email or hard copy delivery to the Feed the Future Rwanda Hinga Wunguke's office. Emailed offers must be emailed to modag@cnfarwanda.org. Hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the Feed the Future Rwanda Hinga Wunguke Activity's office located at KV 28 AV, House 7, Kimihurura/Gasabo District, Kigali, Rwanda.

   Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

3. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted **no later than 18:00 Kigali time on March 17, 2023** by email at modag@cnfarwanda.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by CNFA will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Technical Requirements**: The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format.

| | | **Items Item Description** | | **Qty** | **Items and Specifications Offered** | **Unit Price RWF** | **Total Price RWF** |
|---|---|---|---|---|---|---|---|
| **Laptops** | | | | **40** | | | |
| | 1 | Processor | 12th Generation Intel® Core™ i7-1255U Processor (E-cores up to 3.50 GHz P-cores up to 4.70 GHz) | | | | |
| | 2 | Operating System | Up to Windows 11 Professional | | | | |
| | 3 | Graphic Card | Integrated Intel® UHD Graphics | | | | |
| | 4 | Display | 14" FHD (1920 x 1080) TN antiglare | | | | |
| | 5 | Memory | 16 GB (8 GB Soldered + 8 GB SODIMM) | | | | |
| | 6 | Battery | Up to 8 hours* (60Wh battery) | | | | |
| | 7 | Storage | 512 GB SSD | | | | |
| | 8 | Security | Trusted Platform Module (TPM) 2.0 (firmware) | | | | |
| | 9 | Audio | Stereo speakers with Dolby® Audio™<br>Dual-array mics<br>MS Teams-certified | | | | |
| | 10 | Camera | 1080P FHD with Dual array digital Microphone and ThinkShutter | | | | |
| | 11 | Keyboard | Backlit, Iron Grey - English (US) | | | | |
| | 12 | Dimensions (H x W x D) | 17.9mm x 323mm x 218mm / 0.7" x 12.71" x 8.58" | | | | |
| | 13 | Weight | Starting at 1.4kg / 3.1lbs | | | | |
| | 14 | Color | Mineral Grey | | | | |
| | 15 | Connectivity | WLAN: Up to WiFi 6 802.11 2 x 2 AX<br>Bluetooth® 5.0 | | | | |
| | 16 | Ports/Slots | USB 3.2 Gen 1 Type-C (USB/DP/PD)<br>USB 3.2 Gen 1 Type-C<br>2 x USB-A 3.1 (1 always on)<br>HDMI<br>RJ45<br>4-in-1 card reader (SD/SDHC/SDXC/MMC)<br>Headphone / mic combo | | | | |
| | 17 | Accessories | Laptop Backpacks | | | | |

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment: _____ years

Location of service center(s) for after-sales service, including warranty repair: _____

Please note that, unless otherwise indicated, any stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable. Proposed laptops must be new and unused – CNFA will verify all the information submitted in the proposal.

5. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in RWF currency. As a USAID sponsored Contractor, CNFA is exempted from being charged import duties and other eligible taxes and therefore, offers must indicate detailed price for items and relevant taxes. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead in the format provided in Section 4 – Technical Requirements.

   In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license.

6. **Evaluation**: The award will be made to a responsible offeror whose offer follows the RFQ instructions and meets the eligibility requirements and is determined via a trade-off analysis to be the best value based on application of the below evaluation criteria. Best value determination will consider both technical and financial proposals, i.e., the best approach and anticipated results in combination with a reasonable cost. Proposed costs must reflect and clearly match the degree of sophistication of the technical approach. The relative importance of each individual criterion is indicated by the number of points below:

| | **Description** | **Maximum Points** |
|---|---|---|
| 1 | Price | 30 points |
| 2 | Responsiveness to the technical specifications and requirements | 30 points |
| 3 | Delivery Schedule and Payment terms | 20 points |
| 4 | After-Sales Services: ability for the offeror to provide after-sales services, including warranty and routine maintenance | 15 points |
| 5 | Appropriate Certificate of Origin | 5 points |
| | **Total Points** | **100** |

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, CNFA reserves the right to conduct any of the following:

- CNFA may conduct negotiations with and/or request clarifications from any offeror prior to award;
- While preference will be given to offerors who can address the full technical requirements of this RFQ, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the Feed the Future Rwanda Hinga Wunguke Activity;
- CNFA may cancel this RFQ at any time.

Please note that if there are deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. CNFA reserves the right to waive immaterial deficiencies at its discretion.

7. **Payment and Award:** The award will be awarded to the offeror whose quotation represents the best value to the Project. Award will be issued only to the entity which submits a proposal in response to this RFQ. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s). Any award and payment resulting from this RFQ is anticipated to be in the form of a purchase order. This award is subject to the Hinga Wunguke Activity's terms and conditions as stipulated in Annex 3.

8. **Offer Format Instructions: Format Instructions:** All proposals must be formatted in accordance with the below requirements:

   (a) English language only.
   (b) Include the individual/agency/organization name, date, RFQ number, and page numbers as a header or footer throughout the document.
   (c) The Technical Offer must be in the format provided in Section 4.

   A full offer will include the following documents:
   (a) An offer checklist (Annex 1).
   (b) A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex 2).
   (c) A complete Technical Offer in response to the evaluation criteria in Section 6 and in the format provided in Section 4.
   (d) A copy of the offeror's business license, or, if an individual, a copy of his/her identification card.
   **(e)** Three (3) contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

**Annex 1 – Offeror Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

□ Cover letter, signed by an authorized representative of the offeror (see Annex 2)

□ Official quotation, including specifications of offered items (see Section 4)

□ Copy of offeror's registration or business license

□ At least three contacts for references from organizations for which the offeror has successfully delivered similar items

**Annex 2 – Offeror Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: Feed the Future Rwanda Hinga Wunguke Activity
KG 28 AV, 7, Kimihurura- Gasabo District

Reference: RFQ- MODAG-2023-03-006

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm's principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any CNFA or Hinga Wunguke project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to CNFA's prohibitions against fraud, bribery, and kickbacks.
- We understand and agree to CNFA's prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:_____ Name & Title of Signatory:_____

Date:_____ Company Name:_____

Company Address:_____ Telephone:_____
_____ Website:_____

Company Registration or Taxpayer ID Number:_____ Does the company have an active bank account? (Y/N):_____

Official name associated with the bank account (for payment):
_____

## Annex 3 – CNFA Terms and Conditions

**1. Ethical and Business Conduct Requirements.** CNFA is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, CNFA will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with CNFA or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to CNFA's prohibitions against fraud, bribery and kickbacks.

Please contact Venant Bavakure at vbavakure@cnfarwanda.or and Modag@cnfarwanda.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA via email at FraudHotline@cnfa.org or you may make an anonymous report by calling the CNFA Global Complaint Hotline at 202-991-0931.

**2. Terms and Conditions**: This solicitation is subject to CNFA's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

(a) CNFA's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
(b) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
(c) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
(d) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
(e) The title to any goods supplied under any award resulting from this RFQ shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
(f) United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
(g) The offeror is prohibited from providing certain telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system, produced by the following covered companies, and their subsidiaries and affiliates, in the performance of any resulting award: Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company; and any other company as determined by the United States Government. The offeror certifies it will not provide covered telecommunications equipment or services to CNFA in performance of the resulting award. If covered telecommunications equipment or services are offered, the offeror must disclose it.

**3. Disclaimers:** This is a RFQ only. Issuance of this RFQ does not in any way obligate CNFA, the Feed the Future Rwanda Hinga Wunguke Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

(a) CNFA may cancel RFQ and not award;
(b) CNFA may reject any or all responses received;
(c) Issuance of RFQ does not constitute award commitment by CNFA;
(d) CNFA reserves the right to disqualify any offer based on offeror failure to follow RFQ instructions;
(e) CNFA will not compensate offerors for response to RFQ;
(f) CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
(g) CNFA may negotiate with short-listed offerors for their best and final offer;
(h) CNFA reserves the right to order additional quantities or units with the selected offeror;
(i) CNFA may reissue the solicitation or issue formal amendments revising the original RFQ specifications and evaluation criteria before or after receipt of proposals;
(j) CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFQ;
(k) CNFA may choose to award only part of the activities in the RFQ, or issue multiple awards based on multiple RFQ activities;
(l) CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
(m) CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFQ;
(n) CNFA will contact all offerors to inform them whether or not they were selected for award;
(o) In submitting a response to this RFQ, offerors understand that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to the Hinga Wunguke Project for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**4. Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Rwanda.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, or Syria.

**5. Taxes and VAT**: As an organization that is implementing a project on behalf of USAID, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, offerors agree to exclude VAT or any similar taxes or fees from its cost proposal. Ooffers must indicate detailed price for items and relevant taxes and have items exempted at the deliverey time.

**6. Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**7. Delivery**: The delivery location for the items described in this RFQ is KG 28 AV, 7, Kimihurura- Gasabo District. . As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

**8. Warranty**: Warranty service and repair within Rwanda is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of 12 months s after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.