



# **Request for Quotations**

## **Supply of Laptops**

1/27/2015



## REQUEST FOR QUOTATIONS (RFQ)

**Reference Number** SADC/ICT/SM/07/2014  
**Contract Title:** Purchase of Various ICT Equipment  
**Date** January 26,2015

**Dear Sir/Madam,**

1. We kindly request you to submit your quotation for procurement of five (5) Laptops with docking stations as detailed in **Annex 1** of this RFQ. When preparing your quotation, please be guided by the form attached hereto as **Annex 2**
2. **Scanned copies of signed and stamped quotations** may be submitted on or before 13:00 PM 6<sup>th</sup> February 2015 and Via e-mail to the address below

**[smmadi@sadc.int](mailto:smmadi@sadc.int)**

**CC: [tluka@sadc.int](mailto:tluka@sadc.int)**

**[runuth@sadc.int](mailto:runuth@sadc.int)**

3. Quotations submitted by email must be limited to a maximum of 2MB, Virus – free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.
4. It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by SADC after the deadline indicated above for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are **signed and stamped and in the pdf format**, and free from any virus or corrupted files.
5. Please take note of the following requirements and conditions pertaining to the supply of the above mentioned goods:

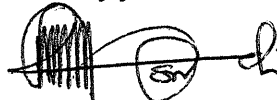
5.1	<b>Exact Address of Delivery Location</b>	<ul style="list-style-type: none"> <li>• SADC Secretariat Plot 54385 CBD – Gaborone Botswana</li> </ul>
5.2	<b>Latest Expected DELIVERY Date and Time (if delivery time exceeds this , quote may be rejected by SADC)</b>	<ul style="list-style-type: none"> <li>• Up to 14 days after issuance of the PO</li> </ul>
5.3	<b>Preferred Currency of Quotation</b>	<ul style="list-style-type: none"> <li>• Local Currency : BWP</li> </ul>
5.4	<b>Value added Tax on price Quotation</b>	<ul style="list-style-type: none"> <li>• Must be inclusive of VAT and other applicable indirect Taxes</li> </ul>
5.5	<b>After sales service required</b>	<ul style="list-style-type: none"> <li>• Warranty for a minimum period of One (1) Year</li> </ul>
5.6	<b>All documents shall be in this language</b>	<ul style="list-style-type: none"> <li>• English</li> </ul>
5.7	<b>Documents to be submitted</b>	<ul style="list-style-type: none"> <li>• Duly accomplished Form as provided in <b>Annex 2</b> and in accordance with the list of requirements in <b>Annex 1</b></li> <li>• Business Registration</li> </ul>
5.8	<b>Period of Validity of Quotes starting the Submission Date</b>	<ul style="list-style-type: none"> <li>• 60 days</li> </ul>
5.8.1	<b>Partial Quotes</b>	<ul style="list-style-type: none"> <li>• Not Permitted</li> </ul>
5.9	<b>Payment terms</b>	<ul style="list-style-type: none"> <li>• 100% upon complete delivery of goods</li> </ul>
5.10	<b>Evaluation Criteria</b>	<ul style="list-style-type: none"> <li>• Technical responsiveness/Full compliance to requirements and lowest price</li> <li>• Full acceptance of the PO/Contract General Terms and Conditions</li> </ul>
5.11	<b>Type of Contract to be Signed</b>	<ul style="list-style-type: none"> <li>• Purchase Order (PO)</li> </ul>
5.12	<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Cancellation of PO/Contract if the delivery is delayed by 10 days</li> </ul>
5.13	<b>Conditions for Release of Payment</b>	<ul style="list-style-type: none"> <li>• Upon delivery of Goods and Written Acceptance of Goods based on full compliance with RFQ requirements</li> </ul>
5.14	<b>Annexes to this RFQ</b>	<ul style="list-style-type: none"> <li>• Specifications <b>Annex 1</b></li> <li>• Form of Submission of Quotes (<b>Annex 2</b>)</li> <li>• General terms and Conditions (<b>Annex 3</b>)</li> </ul> <p><b>Non acceptance of the terms of the General terms and Conditions (GTC) Shall be grounds for disqualification from the procurement process.</b></p>
5.15	<b>Contact Person for Inquiries</b>	<p><b><i>Purchase of Laptops</i></b>  <i>Secretary to the Tender Committee</i>  SADC Secretariat  Plot 54385 CBD  Private Bag 0095  Gaborone  Botswana  <b>Head Procurement Unit</b></p>



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6. The **goods** delivered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of the SADC requirements.
  7. The Quotation that complies with all of the specifications, requirements and offers the lowest price , as well as other evaluation criteria indicated , shall be selected. Any offer that deos not meet the requirements shall be rejected.
  8. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates or any other market factors shall be accepted by SADC after it has received the quotation. At the time of award of Contract or Purchase Order, SADC reserves the right to vary (Increase or decrease) the quantities of services and /or goods by up to a maximum fifteen percent (15%) of the total offer, without any change in the unit price or other terms and conditions.
  9. Any Purchase order that will be issued as a result fo this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the bidder accepts without question the General Terms and Conditions of SADC herein attached as **Annex 3**
  10. SADC is not bound to accept any quotation, nor award a contract/purchase order , nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
  11. Please be advised that SADC appeals procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you canfind detailed information about the appeals procedure in the SADC procurement guidelines in the following link [http://www.sadc.int/files/2614/2115/7975/SADC Procurement Guidelines August 2011.pdf](http://www.sadc.int/files/2614/2115/7975/SADC_Procurement_Guidelines_August_2011.pdf)

*Thank you and we look forward to receiving your Quotation*

*Sincerely yours*



**Snowden Mmadi MCIPS**  
**Head – Procurement Unit**

**ANNEXES:**

**ANNEX 1: Technical Specifications**

**ANNEX 2: Quotation Form**

**ANNEX 3: Technical Compliance Form**



**TECHNICAL SPECIFICATIONS****LAPTOP**

Description	ref:
Manufacturer	specify
Model	specify
Warranty	Minimum One (1) year
Laptop Back Pack	Yes
Docking Station (Price separately)	Yes
21 inch external monitor from same manufacturer (Price separately)	Yes
External English keyboard from same manufacturer (Price separately)	Yes
<b>1. Processor</b>	
Processor (Specify number and speed of each)	Intel Corei7, At least 2.0 GHz Quad Core
Compatibility	64 bit
<b>2. Operating System</b>	
Required Operating System	Windows 8 Professional 64bit Downgradable to Windows 7
<b>3. RAM</b>	
RAM capacity	At least 16GB
<b>4. KEYBOARD</b>	
Type	English/Standard
<b>5. MOUSE</b>	
Include External Optical USB Mouse from same manufacturer	Yes
Mouse pad supplied	Yes
<b>6. Networking</b>	
10/100/1000 RJ45 Network Interface Card	Yes
IEEE 802.11a/b/g/n Wireless Network Card	Yes
Bluetooth	Yes
<b>7. Ports</b>	
USB 3 Ports	At least 2



Description	ref:
<b>8. STORAGE</b>	
Hard disk Capacity	At least 500 GB
<b>9. Optical Drive</b>	
	Yes
<b>10. Multimedia facilities</b>	
Microphone jack	yes
Headphone jack	yes
Integrated Camera	yes
<b>11. DISPLAY</b>	
Screen size	At least 17"
<b>12. MISCELLANEOUS</b>	
Electrical Connections (Socket type)	South African
Power input	100-240V AC

### Quotation Comparative Data Form

Bidders are required to complete the following with “ Yes” “No” or specific information requested for the items being supplied. **Failure to complete this form will result in a rejection of the submission.**

Description	Minimum Requirements	Your Offer (Please fill In)
Manufacturer	specify	
Model	specify	
Warranty	Minimum One (1) year	
Laptop Back Pack	Yes	
Docking Station (Price separately)	Yes	
21 inch external monitor from same manufacturer (Price separately)	Yes	
External English keyboard from same manufacturer (Price separately)	Yes	
<b>1. Processor</b>		
Processor (Specify number and speed of each)	Intel Core i7, At least 2.0 GHz Quad Core	
Compatibility	64 bit	
<b>2. Operating System</b>		
Required Operating System	Windows 8 Professional 64bit Downgradable to Windows 7	
<b>3. RAM</b>		
RAM capacity	At least 16GB	
<b>4. KEYBOARD</b>		
Type	English/Standard	
<b>5. MOUSE</b>		
Include External Optical USB Mouse from same manufacturer	Yes	
Mouse pad supplied	Yes	
<b>6. Networking</b>		
10/100/1000 RJ45 Network Interface Card	Yes	
IEEE 802.11a/b/g/n Wireless Network Card	Yes	
Bluetooth	Yes	

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Description	Minimum Requirements	Your Offer (Please fill In)
<b>7. Ports</b>		
USB 3 Ports	At least 2	
<b>8. STORAGE</b>		
Hard disk Capacity	At least 500 GB	
<b>9. Optical Drive</b>	Yes	
<b>10. Multimedia facilities</b>		
Microphone jack	yes	
Headphone jack	yes	
Integrated Camera	yes	
<b>11. DISPLAY</b>		
Screen size	At least 17"	
<b>12. MISCELLANEOUS</b>		
Electrical Connections (Socket type)	South African	
Power input	100-240V AC	

**All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ**

**[Name and Signature of the Supplier's Authorised Person]**  
**[Designation]**  
**[Date]**





**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**

*(This Form must be submitted only using the Suppliers's Official Letterhead/Stationery)*

We, the undersigned , hereby accept in full the SADC General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of SADC as per RFQ.

**TABLE 1: Offer to Supply Services Compliant with Technical Specifications and Requirements**

<b>Item #</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price in BWP</b>	<b>Total Price per Item in BWP</b>
<b><u>1</u></b>	Laptops	5		
<b><u>2</u></b>	Docking Station)	5		
<b><u>3</u></b>	Laptop Back Pack	5		
	Warranty One (1) Year			
<b>Total Final and - Inclusive Price Quotation</b>				

**[Name and Signature of the Supplier's Authorised Person]**

**[Designation]**

**[Date]**



## PURCHASE ORDER General Terms and Conditions

### 1 Acceptance of the Purchase Order

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind SADC unless agreed to in writing by a duly authorised official of SADC.

### 2 Payment

- 2.1 SADC shall on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order
- 2.2 Unless authorised by SADC, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.3 The prices shown in this Purchase Order may not be increased except by express written agreement of SADC.

### 3.0 Warranty:

Goods offered should be covered by manufacturer's warranty for at least 12 months, unless otherwise stated in the technical requirements from the date of delivery to the Procuring Entity. However, the Contractor is bound to provide the warranty for the period specified in its quotation, if this exceeds the requirements. **A warranty certificate from the manufacturer as well as Contractor's own warranty is to be delivered alongside with the "goods".**

### 4 Delivery Schedule:

The delivery should be completed as per the Contractor's quotation attached to this Purchase Order and shall be and calculated in weeks from the signature of the Purchase Order.

### 5 Inspection

SADC Shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase order shall not be deemed an acceptance of the goods.

Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

**PURCHASE ORDER**  
**General Terms and Conditions**

**6 Liquidated Damages:**

The Contractor agrees that failing to deliver any or all of the Goods within the period(s) specified in the Purchase Order, the Procuring Entity shall, without prejudice to its other remedies under the Purchase Order, deduct from the Purchase Order's price, as liquidated damages, a sum equivalent to one percent (1%) of the Purchase Order's price for each week of delay in provision of "goods" until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the purchase order value. Once the maximum is reached, the Procuring Entity may consider termination of the Purchase Order.

**7 Failure to Perform:**

The Procuring Entity may cancel, at any time, the Purchase Order if the Contractor fails to deliver the "goods", in accordance with the above terms and conditions without paying any compensation to the Contractor.

**8 Settlement of Dispute**

**Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim out of or relating to this Purchase order or breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with UNICITRAL Conciliation rules then obtaining, or according to such other procedures as may be agreed between the Parties.

**Arbitration.** Unless any such disputes, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this section within sixty (60) days after receipt by one party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either party to arbitration in accordance with UNICITRAL arbitration rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**9 Authority to Modify**

Pursuant to the Procurement and Financial Regulations of SADC, only the SADC authorised official possess the authority to agree on behalf of SADC to any modification of or change in this Agreement, to waiver of any of its provisions or to any of additional contractual relationship of any kind with the Contractor. Accordingly no modification or change in this Contract shall be valid and enforceable against SADC unless provided by an amendment to this agreement signed by the Contractor and jointly by the SADC authorised official.

