

PROCUREMENT OF THREE (3) LAPTOPS: ICPAC/Q/197/2020

In order to present the offer on the form and the content required, bidders should follow carefully the Tender Documents.

1. Timetable

	Date	Time
Deadline for submitting the offer	16th November 2020	4.00pm
Delivery Location		Location Kibiku area, Ngong town (2.7Km from centre of Ngong town) IGAD Climate Prediction and Applications Centre (ICPAC) Contact person- Mr. Abdullahi, 0704 470615 Email: ahusseini@icpac.net
Estimated date in which the Evaluation will be completed and the contract awarded		
Estimated date in which the contract will be signed		
Estimated date in which the contractor will have to start its activity		

2. Participation

In order to participate in the tender, the bidder must fulfil the following conditions:

- Not included in any of the grounds for exclusion included in the Declaration of Grounds for Exclusion (annexed)
- It has to honour the declaration of ethical behaviour.

3. Content of the bid

The bid must contain a technical offer and a financial offer. **Bids to be sent Electronically or Hardcopy to the below address.** The bids should be sent to the below email address before the deadline for submission:

Kibiku area, Ngong town (2.7Km from centre of Ngong town)

IGAD Climate Prediction and Applications Centre (ICPAC)

Contact person- Mr. Abdullahi, 0704 470615

Email address: ahusseini@icpac.net cc aabdulle@icpac.net

Each bidder cannot present more than one offer. In case it does only the later will be evaluated.

Each tenderer can only be present in one consortium. In case a company is present in more than one consortium, the offer of all the consortiums in which the company is present will be excluded.

3.1. The technical offer

In order to prepare the technical offer, the bidders should consider carefully the Technical Specifications (annexed) which establish what ICPAC is requesting. **The offer must stick to them.**

Work/Delivery will be carried out in the below address

Kibiku area, Ngong town (2.7Km from centre of Ngong town)

IGAD Climate Prediction and Applications Centre (ICPAC)

Contact person- Mr. Abdullahi, 0704 470615

Email: ahusseini@icpac.net

4. Financial Offer

The financial proposal should contain:

- Total price including testing and commissioning

5. Taxes and other charges

ICPAC is exempted to pay VAT on goods.

6. Period of validity of the offer

The offer will be binding for a period of 60 days after the deadline for submission of offers.

7. Subcontracting

Subcontracting will **NOT** be allowed.

8. Cancellation of the Tender

The contracting authority can cancel the tender on the following circumstances:

- There are no bidders or the bids presented are either not technically or not financially compliant with the tender
- Exceptional circumstances alter the object of the contract or make it impossible to accomplish
- ICPAC has found out behaviors against the mentioned code of ethics that recommend cancelling the procedure
- The economic or technical data of the project are altered

ICPAC may re-tender the contract under the new circumstances with new conditions and criteria to adapt to the changes.

9. Evaluation of Tenders

The tenders will be evaluated according to the Information provided in the tender application form and evaluation of specification provided against ICPAC specification. No other criteria will be used.

10. Ethical Behaviour

The tenderers will abstain from any behaviour aimed at distorting competition or trying to influence the Tendering Committee by any means other than the content of the offer.

11. Quantity

ICPAC is procuring three (3) laptops

ANNEX 1

DECLARATION FOR NOT BEING IN THE GROUNDS FOR EXCLUSION CONTAINED IN ART. 2.7. OF THE IGAD PROCUREMENT MANUAL

(Declaration to be filled up by all the bidders, in case of consortium by all its members. In the pre-qualification method, in the short list process as well as in the evaluation process)

*Identification of the
company (address, name,
contact person)*

Identification of the project: name, reference, publication

Dear Sir/Madame:

I hereby confirm that the
company/institution/NGO.....is not under any of the
conditions stated in art. 2.7 of the IGAD Procurement Manual, namely:

- i. That we have not been declared in bankruptcy or insolvent under the national law, are not under court administration, have not entered into an arrangement procedure with creditors, have not suspended, voluntarily or not our main business activities or are under any similar situation under the national regulation.
- ii. That we have not been convicted by a competent court of a criminal offence related to our professional activity, or related to fraud, corruption or involvement in a criminal or terrorist organization.
- iii. That we are not being prosecuted for not currently fulfilling our obligations related to the payment of social security contributions or other taxes in accordance with the legal provisions of the country where we are established in any of the IGAD countries.
- iv. That we are willing to be out of the bidding process if IGAD can prove that we are guilty of grave misconduct in previous tendering procedures or unethical behavior has been discovered at any stage of the tendering procedure.

We will be providing the proof when IGAD will make the request in case the contract is awarded.

Yours faithfully,

Name:

Date and Signature:

Stamp

ANNEX 2

TENDER APPLICATION FORM

PROCUREMENT OF THREE (3) LAPTOPS: ICPAC/Q/197/2020

1. Identification of the bidder/tenderer

Name of the company	Data of the companies (<i>address and registration number</i>)	Nationality
Leader		
Other member		

2. Contact Person of the bidder (single bidder)

Name:

Email address:

Professional address:

Telephone number:

Fax number:

	Last year - 2	Last year - 1	Last year	Average
Annual Turnover of the leader (name)				
Annual Turnover of the partner (name of the partner)				
Overall annual turnover of the consortium				

3. Economic and Financial Capacity

4. Professional Capacity

Average man power	Last year – 1	Last year	Average
Relevant staff resources of the leader(name)			

Relevant staff resources of the partner (name of the partner)			
Overall annual turnover of the consortium			

The overall professional capacity is the consolidated professional capacity of its members.

5. Technical Capacity

<i>Name of the company</i>	<i>Reference of relevant technical capacity</i>	<i>Description of the reference</i>
<i>Leader</i>		

The undersigned declare that all the data provided by this document is true.

Name

Position

Signature

ANNEX 3

TECHNICAL SPECIFICATIONS

PROCUREMENT OF THREE (3) LAPTOPS: ICPAC/Q/197/2020

MINIMUM SPECIFICATIONS FOR LAPTOP		
Processors	Intel® Core™ i7 Quad Core	
Preloaded OS (Operating System)	Windows 10 Pro 64-bit	
Chipset	Intel®	
Display	14" FULL HD	
Memory	16GB	
Maximum Weight	< 2kg	
I/O (Input/Output) Ports and Slots Display Port	Express Card slot and SD Card reader USB 3.0 HDMI VGA Port or adapter.	
Optical Drive	External Multi Burner/DVD Multi Rec	
Multimedia	Dual digital HD mics and 720p HD Camera	
Graphics	Graphics card with minimum 1 GB dedicated memory.	
WiFi	IEEE 802.11 a, b, g, n, ac	
Bluetooth	Yes	
LAN	100/1000 Mbps	
HDD	1 TB (7200rpm) with additional 2TB External portable hard disk.	
Productivity Software	Microsoft Office 2016	

Keyboard enhancement	Backlight keyboard
Battery Life	Up to 10 hours battery life with 9- cell battery
Warranty	Parts coverage (at least 2 years depot and on-site available), 1 year battery