

**PROCUREMENT OF IT EQUIPMENT-ICPAC/Q/034/2024**

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 quotation | 6 November 2024 | End of day |
| Delivery Location |  | Bid to be sent Electronically to the below email.  Email:procurement@icpac.net  IGAD Climate Prediction and Applications Centre (ICPAC) |
| Currency |  | Submit quote in US Dollars |

2. Content of the bid

The bid must contain a technical offer and a financial offer. Bids to be sent Electronically. The bids should be sent to Email: procuremeant@icpac.net before the deadline for submission as indicated above.

2.1. 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

ICPAC Head office, Ngong town, Kibiku

**Separate technical and financial proposal. Financial proposal should be password** **protected.**

3. Financial Offer

Submit quote in US Dollars.

**Financial proposal should be password protected.**

4. Taxes and other charges

ICPAC is exempted to pay VAT on goods.

5. Period of validity of the offer

The offer will be binding for a period of 90 days after the deadline for submission of offers.

6. Subcontracting

Subcontracting will NOT be allowed.

7. Cancellation of the Tender

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

- There are no bidders or the bids presented are neither technically nor 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.

8. 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 shall be used.

9. 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.

10.Terms of Payment

100% Payment after delivery and acceptance of the goods. Credit period is 30days after delivery and acceptance.

11.Quantity

Description on the table below

|  |  |
| --- | --- |
| **Specific Description** | **Quantity** |
| LAPTOP | 1 |

|  |  |
| --- | --- |
| **SPECIFICATIONS FOR LAPTOP** | |
| Processors | Intel®Core"Ultra 7 Processor with multiple cores |
| Preloaded OS (operating) | Windows 11 Pro 64-bit |
| Chipset | Intel® |
| Display | FULL HD but <= 14" |
| Memory | 16GB |
| Maximum Weight | <2kg |
| 1/0  (Input/Output)  Ports and Slots  Display Port | Express Card slot and SD Card reader (optional); USB 3.0 (mandatory);HDMI  (mandatory); VGA Port or adapter (optional). |
| Multimedia | Dual digital HD mics and 720p HD Camera. |
| Graphics | Graphics card with minimum 1 GB dedicated memory. |
| LAN& WiFi | 1000 Mbps/1Gbps Ethernet.  IEEE 802.11 a,b,g,n,ac wifi. |
| Bluetooth | Yes |
| Accessories: | Professional Backpack: High quality backup to fit the laptop and accessories. Preferably from the laptop manufacturer.  USB or Bluetooth Headset with mic for video or tele conferences |
| HDD | Internal 1 TiB SSD.  External 2TB SSD for backups. |
| Keyboard enhancement | Backlight keyboard |
| Productivity Software: | Microsoft Office 2021 Professional with license. |
| Battery Life | Up to 10 hours battery life. |
| Warranty | Parts coverage (at least 2 years depot and on-site available), 1 year battery. |