



INTERSERVICE TOWER, 1st Floor
Plot 33 Lumumba Avenue
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Email: acfim@acfim.org/acfimuganda@gmail.com
Website: www.acfim.org

Procurement Reference Number: ACFIM/DACER/2024-006

Date: September__23__, 2024

Dear Sir/Madam,

Request for Quotation to supply heavy duty color printer

- 1 ACFIM invites your quotation for the supply of heavy-duty color printer (see specifications on page 6 - Statement of Requirements)
- 2 Bidding will be conducted by the quotations procurement method contained in the ACFIM Procurement Policy.
- 3 Any resulting contract shall be subjected to the terms and conditions detailed in the contract.
- 4 The planned procurement schedule for this procurement (subject to changes) is as follows:

Activity	Date
a. Issue of request for Quotation	September 23, 2024
b. Bid closing date	October 11 ,2024
c. Evaluation process	October 15,2024
d. Contract Signature	October 21,2024 subject to change

- 5 Any queries should be addressed to the Chairperson, Procurement Committee at the address given above.
- 6 Please prepare and submit your quotation by the instruction in part 1: *Quotation procedures or inform the undersigned if you will be submitting a quotation.*

Yours sincerely,

Executive Director

PART 1: BIDDING PROCEDURES

Procurement Reference Number: ACFIM/DACER/2024-006

Preparation of Bids: you are requested to quote for supplying heavy duty color printer, by completing, signing and returning:

1. the Bid sheet in this part;
2. the Statement of Requirements Sheet in Part 2;
3. the Specification and Compliance Sheet in Part 2;
4. the document evidencing your eligibility, as listed below;

You are advised to carefully read the complete Request for Quotations document, before preparing your quotation. The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Where an electronic copy of the Request for Quotations document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail.

Validity of Bids: The bid must remain valid for **30 working days and more.**

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number above, the Bidder's name, and the name of the Procuring Company/organisation. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late quotations will be rejected.

Date of deadline: October, 11, 2024

Time of deadline: 5.00 PM

Address:

**Alliance for Finance Monitoring (ACFIM)
Interservice Tower, 1st Floor
Plot 33, Lumumba Avenue
P.O. Box 37206, Kampala**

Opening of Bids: Bids will be opened internally by the Procurement Committee, Alliance for Finance Monitoring (ACFIM).

Commented [AE1]: This can be revised if we opt for bids to be submitted electronically.

Evaluation of Bids: The evaluation of Bids will use Quality Cost Based Selection

Eligibility Criteria: Bidders are required to demonstrate that they meet the following criteria to be eligible to participate in public procurement:

1. Have the legal capacity to enter into a contract;
2. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. Not have had your business activities suspended;
4. Not to have a conflict of interest in relation to this procurement requirement.

Documents Evidencing Eligibility: Bidders shall submit the following documents:

1. a certificate of registration issued by Uganda Registration Services Bureau,
2. a copy of the Bidder's Trading License or equivalent
3. Record of Bidder's relevant experience

Technical Criteria: The services offered must meet this specification, but no credit will be given for exceeding the specification.

Currency: The currency of evaluation will be **Uganda Shillings**

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation, which is eligible and substantially responsive to the commercial and technical requirements of Alliance for Finance Monitoring (ACFIM) and shall be recommended for award of contract. ACFIM shall issue a Notice of Best Evaluated Bidder within two days after the decision of the contracts committee to award a contract.

Formation of contract: Formation of a contract shall be by signing a contract

Right to Review: Bidders may seek an Administrative Review by the Executive Director, ACFIM if they are aggrieved with the decision of the Procurement Committee.

Right to Reject: ACFIM reserves the right to accept or reject any quotation or to cancel the bidding process and reject all bids at any time prior to contract signing.

Bid Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorized in the signature block below. A signature and the authorization on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your bid is not authorized, it may be rejected.]

Bid Addressed to (Procuring Organisation):	
Date of Bid:	
Procurement Reference Number:	ACFIM/DACER/2024-006
Subject of Procurement:	

We offer to supply projectors in accordance with the terms and conditions stated in your Request for Quotation reference above.

We confirm that we are eligible to participate in this procurement and meet the eligibility specification in Part 1: Bidding Procedures.

Our bid shall be valid until the _____, and it shall remain binding upon us and may be accepted at any time before or on that date;

We confirm that the prices quoted in the Specifications and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: _____ days/
weeks/months from date of Local Purchase Order.

The warranty period offered is _____ weeks/months.

Bid Authorized By:

Name: _____ Signature: _____

Position: _____ Date: _____

(DD/MM/YY)

PART 2: STATEMENT OF REQUIREMENTS

Specifications and Price Schedule

Procurement Reference Number: ACFIM/DACER/2024-006

Local Purchase Order Serial Number:

[LPO Serial Number to be completed in the event of award of contract only]

[COMPLETE IN UGX THE BUDGET BREAKDOWN. AUTHORISE THE PRICES QUOTED IN THE SIGNATURE BLOCK BELOW.]

Item No.	Specifications for supply of heavy duty color printer	Units/ Days	Unit Price in UGX	Total Price in UGX
1	<p>Preferred Brands: Kyocera, Canon, Epson, Xerox, HP</p> <p>• Functions: Colour Print/Copy/Scan</p> <p>• Speed: Up to 25/12 pages A4/A3 per minute (minimum) Duplex print/copy speed 25 pages per minute (minimum) Scanning Speed (A4) 300dpi</p> <p>• Paper Capacity Minimum: 2 x 500 sheets (Cassette) + 150 sheets (MPT) (A4 / Letter size or less equivalent to 80 g/m2) 2 x 600 sheets (Cassette) + 165 sheets (MPT) (A4 / Letter size or less equivalent to 64 g/m2)</p> <p>• Resolution: 4800 dpi (print) 600x600 dpi (scan/copy)</p> <p>• Warm up time: 18 secs or less</p> <p>• Time to first print: 7/ sec or less in Mono/Color</p> <p>• Time to first copy: 7/ sec or less in Mono/Color</p>	01pc		

<ul style="list-style-type: none"> ● CPU: (Quad Core) 1.6 GHZ ● Memory: Standard 32GB SSD, Optional 320GB or 1 TB ● Standard interfaces: USB 3.0 to 4.0, 4XUSB Host Interface, Gigabit Ethernet, Wifi supported ● Power Source: AC 220-240V ● Noise: Copying & Printing Mode- 4.0Db LpA in color ● Stand-by:31.4Db (A) LpA ● Safety standards: Meeting ISO 9001 quality standard and ISO 14001 environmental standard. ● Operating language: English ● Operating systems: All current Windows operating systems, MAC OS X Version 10.9 or higher, Unix, Linux etc ● Supported Protocol: TCP/IP (IPv4/IPv6) ● File Formats: TIFF, JPEG, XPS, OpenXPS, PDF (MMR/JPG compression/High-compression PDF), PDF/A-2, Encrypted PDF, and all other readable formats. ● Copy Size: Max. A3 (Ledger) - Min. A6R ● Resolution: 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 200 x 100 dpi, 200 x 400 dpi 			
Total			

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.

Specifications and Price Schedule Authorized By:

Signature: _____

Name:

Position: _____

Date:

(DD/MM/YY)

(Affix Company Seal / Stamp)

PART 2: SPECIFICATIONS AND COMPLIANCE SHEET

Complete column *c* with the technical specifications. Also state "comply" or "not comply" and give details of any non-compliance to the specification required. Attach detailed technical literature if required. Authorize the specification offered in the signature block below.

Item No.	Technical Specifications	Compliance with Technical specifications	Additional Explanation on Compliance
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			lack of it as stated in column c
A	B	c	d
1	<p>HP EliteBook 840 G10 (4Pcs)</p> <ul style="list-style-type: none"> • Processor: 13th Gen Intel Core i7-1355U (up to 5.0 GHz with Intel Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads) • Graphics: Integrated Intel UHD Graphics • Memory: 16GB DDR5-5200 MHz RAM (onboard) • Storage: 1TB PCIe NVMe TLC SSD • Display: 14" diagonal WUXGA (1920 x 1200) touch, IPS, anti-glare, 250 nits, 45% NTSC • Operating System: Windows 11 Pro • Camera: 5MP IR camera • Keyboard: HP Premium Keyboard - spill-resistant, backlit • Audio: Audio by Bang & Olufsen, dual stereo speakers, dual microphones with AI noise reduction • Wireless: Intel Wi-Fi 6E AX211 (2x2) and Bluetooth 5.3 • Battery: HP Long Life 3-cell, 51 Wh Li-ion • Power: 65W USB Type-C adapter • Security: HP Wolf Pro Security Edition • Dimensions (W x D x H): 12.31 x 8.50 x 0.70 in • Weight: Starting at 2.98 lb 		

Specification and Compliance Sheet Authorized By:

Signature: _____

Name:

Position: _____

Date:

(DD/MM/YY)

Company: _____
