

**Procurement Reference Number: ACFIM/DACER/2024-002**

**Date:** September 10, 2024

Dear Sir/Madam,

**Request for Quotation to supply Laptops**

- 1 ACFIM invites your quotation for the supply of laptops (*see specifications on 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 10, 2024
b. Bid closing date	October 4, 2024
c. Evaluation process	October 7, 2024
d. Bid Award	October 14, 2024

- 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/2024-002**

Preparation of Bids: you are requested to quote for supplying laptops, 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 (RFQ) 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 **60 working days**.

Submission of Bids: Bids should be submitted to the email address: [acfimuganda@gmail.com](mailto:acfimuganda@gmail.com) and Cc: [acfim@acfim.org](mailto:acfim@acfim.org) or physically at Interservice Tower, 1<sup>st</sup> Floor, Plot 33 Lumumba Avenue, Kampala no later than **7<sup>th</sup> October, 2024 at 5:00 PM EAT**

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

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

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

Best Evaluated Bid: The best evaluated bid shall be the quote that matched the technical specifications, within available budget, Quality of the products, reputation of the company 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:	<b>ACFIM/DACER/2024-002</b>
Subject of Procurement:	

We offer to supply laptops 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/2024-0

Local Purchase Order Serial Number: \_\_\_\_\_  
 [LPO Serial Number to be completed in the event of award of contract only]

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

Item No.	Specifications for supply of laptops	Units/ Days	Unit Price in UGX	Total Price in UGX
1	<p><b>HP EliteBook 840 G10</b></p> <ul style="list-style-type: none"> <li>• <b>Processor:</b> 13th Gen Intel Core i7-1355U (up to 5.0 GHz with Intel Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads)</li> <li>• <b>Graphics:</b> Integrated Intel UHD Graphics</li> <li>• <b>Memory:</b> 16GB DDR5-5200 MHz RAM (onboard)</li> <li>• <b>Storage:</b> 1TB PCIe NVMe TLC SSD</li> <li>• <b>Display:</b> 14" diagonal WUXGA (1920 x 1200) touch, IPS, anti-glare, 250 nits, 45% NTSC</li> <li>• <b>Operating System:</b> Windows 11 Pro</li> <li>• <b>Camera:</b> 5MP IR camera</li> <li>• <b>Keyboard:</b> HP Premium Keyboard – spill-resistant, backlit</li> <li>• <b>Audio:</b> Audio by Bang &amp; Olufsen, dual stereo speakers, dual microphones with AI noise reduction</li> <li>• <b>Wireless:</b> Intel Wi-Fi 6E AX211 (2x2) and Bluetooth 5.3</li> <li>• <b>Battery:</b> HP Long Life 3-cell, 51 Wh Li-ion</li> <li>• <b>Power:</b> 65W USB Type-C adapter</li> <li>• <b>Security:</b> HP Wolf Pro Security Edition</li> <li>• <b>Dimensions (W x D x H):</b> 12.31 x 8.50 x 0.70 in</li> <li>• <b>Weight:</b> Starting at 2.98 lb</li> <li>• <b>Other factors to consider:</b> Country of origin of the goods, reputation of the original supplier/franchise holder, reputation of the bidder.</li> </ul>	4pcs		
	<b>Total</b>			

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