



Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)

Plot 151/155 Garden Hill, Makerere University, Main Campus, P.O. Box 16811 Wandegeya, Kampala, Uganda

BID NOTICE UNDER NATIONAL COMPETITIVE BIDDING

SUPPLY OF ICT EQUIPMENT TO RUFORUM SECRETARIAT

REF: RUF/PROC/RFQ/11/18

Background:-

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), a network of 105 Universities in 37 African Countries, works with relevant stakeholders of agricultural tertiary education to build the innovative capacities of universities to engage with development processes through effective training, research and outreach.

RUFORUM prides itself as a knowledge-based, international Non-Governmental Organization with a commitment to enrich and sustain the lives and livelihoods of smallholder and rural based poor farmers in the ECSA. To help achieve its vision and mission, RUFORUM's internal operations are guided by six core values of Equity and Fairness, Diversity, Voice and participation, Knowledge and Creativity, Humility and Respect, and Honesty and Integrity.

RUFORUM in partnership with the Mastercard Foundation are implementing a project "Transforming African Universities to meaningfully contribute to Africa's growth and development (TAGDEV). The project will train 220 students over a period of 8 years. Student's beneficiaries in this programme are provided with a laptop to support their studies. RUFORUM through national bidding process would therefore, like to engage a reputable firm to supply these laptops.

GENERAL INFORMATION TO BIDDERS:

1. SCOPE OF SUPPLY

The Supplies of the ICT Equipment shall be in accordance to the minimum specifications below:-

A. SPECIFICATION AND COMPLIANCE SHEET:

No.	Item	Mode	Minimum Specification ¹	Qty	Cost (in UGX)	Total Cost (in UGX)
1.	Laptops	Open to variety of brands available	OS. Windows 10 Pro 64-bit Edition – English CPU Intel Core i5 (7th Gen) 7200U / 2.5 GHz Cache Memory 3MB RAM DDR4 SDRAM 8GB Display Type LED Hard drive 500GB 7200rpm Monitor Diagonal 14.4in	78 pcs	To be quoted by bidder	To be quoted by bidder
2.	Microsoft Office	Closed	Office Professional Plus 2016	78 keys	To be quoted by bidder	To be quoted by bidder
3.	Antivirus	Open to variety of brands available	Antivirus	78 keys	To be quoted by bidder	To be quoted by bidder
4.	Desk Phones	Closed	Alcatel 4019	6pcs	To be quoted by bidder	To be quoted by bidder

Please note that, the specification will set the pass/fail standard for the detailed technical evaluation. All prices quoted should be inclusive of tax. In the event that the

¹ These are minimum specifications and you are free to propose higher specifications

supplier is tax exempt, the suppliers should attach all relevant documentation to support this.

The mode of payment should be clearly stated by the suppliers, availability of items and terms of delivery should all be stated in the quotations.

2. PLANNED PROCUREMENT SCHEDULE (SUBJECT TO CHANGE):

Activity	Date	Time	Persons in charge
Opening of Bids:	17/12/18	12:00AM	EC/PC/PDU
Evaluation of Bids:	17/12/18	12:00 AM	EC/PC/PDU
Sending notice to best bidder	19/12/18	2:00PM	PDU
Supply of equipment	10/01/19	4:00PM	SELECTED BIDDERS

2. EVALUATION AND SELECTION CRITERIA:

A one stage evaluation criteria shall be used.

1. The evaluation of bids shall be based on the Technical Compliance Selection methodology as detailed in 1(A).
2. Preliminary evaluation to determine eligibility and administrative compliance of the bidders shall be accessed based on a Pass or Fail basis
3. Detailed evaluation to determine financial and technical responsiveness shall be used. Financial comparison to determine the evaluated price of bids and to determine the best evaluated bid shall be used.
4. Bids failing any stage will be eliminated and not considered in subsequent stages.

3. Best Evaluated Bid:

1. Whilst price constitutes part of the selection criteria, RUFORUM reserves the right to select the bidder taking into consideration the totality of the selection criteria listed irrespective of the price offers.
2. The best evaluated bid shall be that who will be eligible and substantially responsive to the financial and technical requirements.
3. RUFORUM shall select the best bidders with the best brand based on its preferences, functional ability, usability and its previous experience in using these different brands
4. A notice to the best evaluated bidder through an email communication shall be sent directly to the bidders and the same shall apply to the unsuccessful bidders

4. ELIGIBILITY CRITERIA:

Firms are requested to submit copies of the following documents to ascertain their eligibility in the bidding process:

1. Valid trading license or equivalent;
2. Valid certificate of registration or equivalent;
3. Income tax clearance certificate or equivalent (for the last Financial Year);
4. Valid VAT registration or equivalent or a signed statement that you are VAT exempt and any other relevant certificates.

5. Currency:

Bids may be priced in Uganda Shillings or any other freely convertible currency. The currency of evaluation will be **Uganda Shillings**. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda on the date of the submission deadline.

6. Award of contract:

Award of contract shall be by placement of a local Purchase Order in accordance

7. Right to Reject:

RUFORUM reserves the right to accept or reject any bids or to cancel the bidding process and reject all bids at any time prior to contract award.

8. Provider's Responsibilities

Prices charged by the Provider for the supplies shall not vary from the prices quoted by the Provider in its bid, all suppliers should provide validity of their prices at the time of quotation. It shall be the responsibility of the supplier to transport the supplies to the premises of RUFORUM Secretariat upon payments for the goods.

9. Inspections and Tests

The Provider shall at its own expense and at no cost to RUFORUM carry out all tests and/on inspections of the laptops delivered. This shall be conducted at the Secretariat premises in the presence of the ICT representatives. Upon completion, a supplier shall provide report of the result of the testing. Supplies will be either rejected or the supplier will be requested to replace the supplies in case of defect found.

10. Warranty and guarantee:

The Provider shall ensure that all the supplies shall be free from defects arising from any act or omission of the Provider or arising from design. The warranty shall be not less than one years.

11. Validity of Bids:

The bid validity should be indicated by the suppliers in days from the time of sending the quotations.

12. Submission of Bids:

Bid should be sealed in a single envelope, clearly marked with the Procurement reference number above. Please send 3 copies (one original) of your Proposals quoting the reference number: **REF: RUF/PROC/RFQ/11/18** (both technical and financial) addressed to: **The Executive Secretary, RUFORUM, Plot 151/155, Garden Hill, Makerere University, Main Campus, Kampala, Uganda; Email: secretariat@ruforum.org/j.aweko@ruforum.org ; Tel: Tel: +256-417-713-300.**

Deadline for bid submission of RFQ: 15/12/2018

Date of release of advert: 04/12/2018