



REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE EQUIPMENT
RFQ NO. [NAFIS-MS/0207/21]

NAFIS is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be affected over a specified period, but which places no obligation on NAFIS to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s). The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties. A Work Order will be issued when NAFIS intends to make a commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

Date: **October 13, 2021**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the office equipments described in Annex B. We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by NAFIS. If the Bidder does not accept the final price based on NAFIS'S correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, NAFIS reserves the right to vary (increase or decrease) the quantity of the goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

NAFIS is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.



NAFIS encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to NAFIS if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of NAFIS General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

| | |
|--------------------------|---------|
| Instruction to Bidders | Annex A |
| Technical Specifications | Annex B |
| Supplier's Quotation | Annex C |

For any questions/clarifications related to this RFQ please contact NAFIS on procurement@NAFISnetwork.net and mention **Clarifications RFQ NO. NAFIS-MS/0207/21** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: October 20, 2021**
Time: 15:00 hours, Hargeisa local time.

Important: This RFQ is for the supply of ICT equipment & Furniture equipment :

Lot A

1. ICT equipment

Lot B

2. Furniture equipment

Thank you and we look forward to receiving your Quotation.

Sincerely yours,

Network Against Female Genital Mutilation in Somaliland (NAFIS)

Somaliland



Annex A Instructions to Bidders

| | |
|---|--|
| a. Description of requested goods | See Annex B |
| b. Deadline for Quotation | The Quote shall be addressed to NAFIS on or before Date: October 20, 2021 Time: 15:00 hours Hargeisa, local time. |
| c. General Terms and Conditions | Any bid submission will imply the unconditional acceptance of NAFIS General Terms and Conditions for the Procurement of Goods/Services and adherence to the Supplier Code of Conduct. |
| d. Payment Terms | NAFIS will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier. |
| e. Conditions for Release of Payment | NAFIS Acceptance of Goods/Services Form based on full compliance with RFQ requirements |
| f. Validity of Quotation starting from the Deadline of the Tender | 50 days In exceptional circumstances, NAFIS may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| g. Quotations Submission | All quotations shall be submitted through the following e-mail address: procurement@nafisnetwork.net |
| h. Partial Quotations | <input checked="" type="checkbox"/> Not permitted Bidders may not submit quotations for one lot <input type="checkbox"/> Permitted |
| i. Place of Delivery | NAFIS Office, Hargiesia, Somaliland |
| j. Delivery Terms | Goods will be delivered within 5 days after receipt of PO or contract from NAFIS to NAFIS Office HQ, Hargeisa. Incoterms Delivery Duty Paid (DPP) including Customs Clearance to the Locations in Section. Place of Delivery |
| k. Customs clearance, if | <input type="checkbox"/> NAFIS |



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| needed, shall be done by: | <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A |
| l. Currency of Quotation | USD |
| m. Preliminary Documents to be Submitted | <input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance <input checked="" type="checkbox"/> Evidence of firm experience in delivery of similar goods by providing the list of clients and Proof of evidence of provisions of similar goods to at least 2 clients in the last 2 years (Contracts and LPOs) <input checked="" type="checkbox"/> Relevant Company Profile. <input checked="" type="checkbox"/> Bank Statements or Financial Statements for the past two (2) Years. |
| n. Special Packing Requirement or Temperature Control | <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes |
| o. After-sales services required, if applicable | <input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support - Assembly and Installation as per Annex B - Technical Specifications |
| p. Evaluation of Quote | Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness- NAFIS reserves the right to conduct a physical on-site or virtual verification to attest compliance to Terms of Reference and quality of the items before issuance of PO. 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date. 5. Price |
| q. Contract Award | Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer; |



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| r. Contract Signature | Within two (2) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to NAFIS. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, NAFIS may award the Contract to the Second Ranked Bidder or call for new Bids. |
| s. Liquidated Damages | <p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, NAFIS shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by NAFIS. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, NAFIS shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, NAFIS may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p> |



**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

| Lot A ICT Equipment | | | | |
|------------------------------|-----------------------|---|-----|---|
| No | PARTICULARS | SPECIFICATION | | |
| ICT ITEMS | | | | |
| 1. | Computer Laptop | Computer Laptop Intel Core i7, 13.3" Laptop, RAM: 8GB, 512GB SSD+32GB. Color Silver/black | Pcs | 2 |
| 2. | Printer/ photocopy | Printer/Scanner LaserJet Pro MFP M428dw Wireless Printer; Print, Copy, Scan, Email; Black and White; 10 x 15 cm; A4; Envelopes; Prints up to 38 ppm; Scan to email. Color; White | pcs | 2 |
| 3. | Projector | Projection System: 3LCD, 3-chip technology, Native Resolution: 1024 x 768 (XGA), Color Brightness: 4100 lumens, White Brightness: 4100 lumens1- Color- White. | pcs | 2 |
| 4. | Camera | DSLR Camera [EOS 90D] with Built-in Wi-Fi, Bluetooth, DIGIC 8 Image Processor, 4K Video, Dual Pixel CMOS AF, and 3.0 Inch Vari-Angle Touch LCD Screen- Color- Black | pcs | 2 |
| Lot B Furniture Items | | | | |
| No | PARTICULARS | SPECIFICATION | | |
| 1. | Office Tables | Executive table, Approximate Size: 1.5mx80cm Pattern: Plain, Printed Condition: New Color: Either Brown, | pcs | 2 |



| | | | | |
|----|---------------|---|-----|---|
| | | Cream, Gray, Red Application: Office Use Finishing: Non-Polished Material: Wood | | |
| 2. | Office chairs | Executive chair Chairs, Modern Office leather Chair ARMREST, PU armrest (height adjustable), Size- 86*64*33 Weight bearing load: 110 KG Colour: Black, Brown or Red | pcs | 2 |
| 3. | Office shelf | File Cabinet with Lock and three doors. Material: wood, glasses all front, With lock, Size: 900 * 450 * 1800mm Colour: White | pcs | 2 |

Specifications for After-Sale Service for Goods.

| Other Information | Responses | | |
|--|----------------------------|-----------------------------|---|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time | | | |
| Warranty and After-Sales Requirements | | | |
| a) Technical Maintenance for Installation at Place of Lot B for Items number 1, 2 and 3. | | | |



**ANNEX C
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official
Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the NAFIS General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of **NAFIS** as per **RFQ NO. NAFIS-MS/0207/21**

| | |
|-----------------------------|--|
| Company Name | |
| Company Full Address | |
| Date | |
| Signature | |
| Stamp | |
| Contact Person | |
| Telephone number | |
| Email address | |





Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

| Lot A | Description of Items | Unit of Measure | Quantity | Compliance with Technical Specifications in Annex B | Unit rate in USD | Total amount in USD |
|---|-----------------------------|------------------------|-----------------|---|-------------------------|----------------------------|
| 1. | Computer Laptop | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 2. | Printer/photocopy | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 3. | Projector | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 4. | Camera | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| Sub-Total Cost of Goods for Lot A: ICT Equipment | | | | | | |



| Lot B | Description of Items | Unit of Measure | Quantity | Compliance with Technical Specifications in Annex B | Unit rate in USD | Installation and/or Assembly Costs | Total amount in USD |
|---|--|-----------------|----------|--|------------------|------------------------------------|---------------------|
| 1. | Office Tables Installation and configuration Cost included | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | | |
| 2. | Office chairs Installation and configuration Cost included | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | | |
| 3. | Office shelf Installation and configuration Cost included | Pieces | 2 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | | |
| Sub-Total Cost of Goods for Lot B: Furniture Items | | | | | | | |

| | |
|--|--|
| Installation Costs for LOT B | |
| Taxes/ VAT (_ %) (if applicable) | |
| Grand Total for LOT A & B | |



Table 2: Offer for After-Sale Services and Other Conditions

| Other Information | Responses | | |
|---|----------------------------|-----------------------------|---|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time | | | |
| Warranty on Parts and Labour for Lot A & B for one (1) Year | | | |
| Technical Maintenance for Assembly at Place for Lot B Items 1,2 and 3 . | | | |

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| <p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p> | <p>Bidder's Stamp</p> |
|---|------------------------------|