



REQUEST FOR QUOTATIONS (RFQ) *CM-01-06-23-001*

EGPAF Cameroon

295, Street 1795 | Yaoundé Bastos after Residence du Nigeria de Bastos | P.O. Box 35620, Cameroon

Supply and Delivery of LAPTOP OEM COMPUTERS

FIRM DEADLINE: 22/06/2023 by 12:00PM

INTRODUCTION

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>. EGPAF operates in more than 19 countries in the world amongst which 15 are in Africa, including Cameroon.

OBJECTIVE OF THE ASSIGNMENT/SCOPE OF WORK

EGPAF Cameroon now invites quotes for supply of the following:

Table 1

#	ITEM	SPECIFICATIONS	Unit	QTY
	LAPTOPS COMPUTERS	<ul style="list-style-type: none"> • Processor: Intel i5 (3.6GHz, 8MB cache, 4cores, generation 10) • Display:12.5"- 13.3" FHD (1920x1080) • Camera: embedded in screen 720p HD privacy camera • RAM: 8 GB (1X8 GB) 3200 MHz DDR4 • Hard Disk: 512GB SSD • Power Cord: Euro (Swiss) 65W AC Adaptor • Battery Long Life, up to 21 hours (3+6-cell 72Whr) • Bluetooth: Wireless 380 Bluetooth • Wireless: Intel® Wi-Fi 6E AX211 (2x2) (802.11 a/b/g/n) • Ports: SuperSpeed USB Type-A 5Gbps signaling rate, SuperSpeed USB Type-C® 10Gbps signaling rate, HDMI 2.1b, headphone/microphone combo, RJ-45 • Keyboard: AZERTY 5, QWERTY 6 Standard Keyboard, • Computer Bag • Windows 11 Pro 64-bit EOM • Business line of product 	Pcs	15

Bidders are invited to submit competitive quotes for the applicable items listed above. If applicable, each item must meet the minimum required specifications listed in Table 1 (above). **Failure to provide a quote for any of the items or meet the minimum required specifications as listed in Table 1 may disqualify a bidder from selection.**

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

The Foundation will accept the quotation from the qualified vendors that is the **BEST VALUE** (i.e., the

vendor provides the BEST VALUE for all the selected goods/services that meet all the technical required specifications listed in Table 1).

EVALUATION CRITERIA	CONDITIONS OF SUBMISSION	Weights %
Technical evaluation	<p>The vendor shall provide complete description of the specification of each material quoted with pictures:</p> <ul style="list-style-type: none"> - Technical specifications (The vendor shall provide detailed specifications for the item proposed and this will be evaluated according to the specifications in the Table 1- Maximum: 40 Marks) - Provide certificate of guarantee (12 months: 10 Marks, others: 0 Marks) - References: the vendor should provide the proof of similar services rendered to other organizations (4= 20 marks, 3= 10Marks, other= 0 Marks) - Must indicate the delivery time (The shorter delivery time shall receive the highest score- 10 Marks) - Business license partner (Available: 20 Marks – not available: 0 Mark) <p>The Total Mark for the Technical evaluation is 100 Marks (Any supplier below 70 marks, the vendor will not be considered for the financial evaluation.</p>	70
Financial offer	The supplier shall indicate the unit price of each item separately without taxes	30

FINAL MARK: (Technical Evaluation) x 70%+ (Financial offer) x 30%

The Company with the highest score will be considered the Best Value and will be awarded the contract.

Please submit the following:

1. Valid quote / price clearly stated.
2. Brochure
3. Business license partner

Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the applicant from final selection.

The Foundation reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

At its discretion, the Foundation may require Vendors to submit samples of requested items to verify validity and acceptability of goods prior to confirming selection of winner(s).

Completed submission packages must be delivered electronically to: CameroonProcurement@pedaids.org. The deadline for submission is **22/06/2023 by 12:00PM**

Any late submissions may be disqualified from selection.

KEY CONTRACT TERMS

If you are able and the Foundation wishes to exercise its option to purchase more quantities of an item over the next few months, please provide us with your quote either:

- The fixed rates that will be applied to each item should the Foundation wish to exercise its option to purchase more than the initial quantity.

If not otherwise specified in the quote, bidder agrees to firm fixed prices for any option quantities ordered.

This will be included in the final Purchase Order. If unable to provide a priced option at this time or should any of the goods/services offered by the vendor become unavailable, or unavailable at the unit rate originally proposed, the contractor will inform EGPAF of any changes in prices prior to the exercise of an option. Pricing shall otherwise remain fixed at the originally agreed-upon price and mutually agreed upon by both parties via an amendment to the original Purchase Order.

Upon placement of an order, the vendor will deliver the good/service within a specified timeframe. Each Order placed by the Foundation shall state the items to be purchased, the location to which the items should be delivered, specify the timeframe within which the Order should be completed, and a fixed-price for the items to be purchased (including delivery costs). Each individual Order will become a legally binding contract when it has been formally signed by the Foundation and received by the Vendor.

Ethical Behavior. As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at fraud@pedaids.org or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.

Additional Terms of Reference applicable to this solicitation are incorporated by reference and can be found at <http://www.pedaids.org/pages/contracting-opportunities>. All bidders agree to comply with and follow all terms contained in the document as if they were written in full text in this solicitation. If a vendor is unable to access this website, hard copies are made available for pickup at the front desk of the Foundation's main office located at **295, Street 1795 | Yaoundé Bastos near Nigerian Residence Bastos | P.O. Box 35620, Cameroon**. Hard copies can be made available upon request.