



REQUEST FOR QUOTATIONS (RFQ) N°10/011/DLA/2024

EGPAF Cameroon

Street 1878 | Yaoundé Bastos near Gendarmerie de Bastos| P.O. Box 35489, Cameroon

Supply and Delivery of LAPTOP COMPUTERS and others IT related Items

FIRM DEADLINE: 05/11/2024 by 5:00 PM CENTRAL AFRICA TIME

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1. BACKGROUND

The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS, working in 19 countries and at over 5,500 sites around the world to prevent the transmission of HIV to children, and to help those already infected. Today, because of the highly successful work of the Foundation and its partners, pediatric AIDS has been virtually eliminated in the United States. With a growing global staff of over 1,000—nine of 10 who work in the field—the Foundation’s global mission is to implement HIV prevention, care, and treatment programs; further advance innovative research; and to execute strategic and targeted global advocacy activities to bring dramatic change to the lives of millions of women, children, and families worldwide. For more information, please visit our page: www.pedaids.org.

EGPAF works in partnership with the Ministry of Health to support HIV Prevention, Care and Treatment and health systems strengthening services. EGPAF is mainly funded by PEPFAR through the Centers for Disease Control and Prevention (CDC) and the United States Agency for International Development (USAID).

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION Cameroon has his head Office in Yaoundé, Bastos, registered under number **M0914125000911Q** and represented by Country Director **Dr Patrice TCHENDJOU**.

2.SCOPE OF WORK

EGPAF Cameroon now invites quotes for supply of the following:

- ✓ **60** LAPTOP COMPUTER Processor: Intel i5 (4.5GHz, 12MB cache, 6cores, generation 13)
- ✓ **70** LAPTOP COMPUTER Processor: Intel i3 (4.5GHz, 10MB cache, 4cores, generation 13)
- ✓ **150** Microsoft Office 365 Apps for business
- ✓ **75** SATA – SSD 512 GB;
- ✓ **75** Memory Sheets 8GB

3. TECHNICAL SPECIFICATIONS

3.1 LAPTOPS AND ACCESSORIES

EGPAF invites all suppliers to submit bids for the provision of laptops and accessories.

The selected suppliers must be able to provide the following products and are invited to quote on both of the following:

Lot 1: 60 LAPTOP COMPUTER Processor: Intel I5 (4.5GHz, 12MB cache, 6cores, generation 13)

#	ITEM	SPECIFICATIONS	Unit	QTY
LOT 1				
1	LAPTOP COMPUTER	<ul style="list-style-type: none"> • Processor: Intel i5 (4.5GHz, 12MB cache, 6cores, generation 13) • 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, • Computer Bag • Windows 11 Pro 64 bit EOM • Extension of manufacturer warranty <p>Business line of product</p>	Pcs	60

Lot 2: 70 LAPTOPS COMPUTER Processor: Intel i3 (4.5GHz, 10MB cache, 4cores, generation 13)

2	ITEM	SPECIFICATIONS	Unit	QTY
LOT 2				
	LAPTOP COMPUTER	<ul style="list-style-type: none"> • Processor: Intel i3 (4.5GHz, 10MB cache, 4cores, generation 13) • Display:12.5”- 13.3” FHD (1920x1080) • Camera: embedded in screen 720p HD privacy camera • RAM: 16 GB (1X16 GB) 3200 MHz DDR4 • Hard Disk: 1TB 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 • Computer Bag • Windows 11 Pro 64 bit EOM • Extension of manufacturer warranty <p>Business line of product</p>	Pcs	70

Lot 3: ACCESSORIES

#	Item	Specifications	Units	Qty
1	SATA – SSD	<ul style="list-style-type: none"> - Internal - 512 GB - 3.5 inches 	Pcs	75
2	Memory Sheets	<ul style="list-style-type: none"> - DDR4 - 2666 Mbps - 8GB - 1.2 V - UDIMM 	Pcs	75
	Microsoft Office 365 Apps for business	<ul style="list-style-type: none"> - Word - Excel - PowerPoint - Outlook 	Accounts	150

Tenders 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 1-2 -3 (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.**

The Foundation reserves the right to reject all submissions, in whole or in part, enter 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).

3.3 GUARANTEE

- ✓ Laptops supply must come with an extended one (01) year warranty, resulting in a total of two (02) years warranty when including the standard one (1) year warranty.
- ✓ The laptops supplied in term of this contract is required to have warranty/guarantee which is to be effective on the date that EGPAF takes possession of them.
- ✓ The tenderer shall provide full details of the laptop’s warranties/guarantees.
- ✓ Any damaged items because of manufacture or acquisition, transportation, storage and delivery must be replaced with new and unused item; Repair to damaged items will not be accepted
- ✓ The tenderer shall provide a call center number to be used by EGPAF for any technical queries

3.4 REGISTERED MANUFACTURER OF BUSINESS DEALERS

EGPAF will only accept tenders from entities that are registered as Business license partner For IT Materials dealers or manufacturers.

4. DELIVERABLES

The following must be submitted as part of the technical proposal tender shall provide the following:
Please submit the following:

- ✓ provide complete description of the specification of each material quoted with:
- ✓ Technical specifications, brochure, guarantee terms and references
- ✓ Business license partner (if applicable)
- ✓ Delivery lead time **(if necessary for each item)**
- ✓ The tender must submit a minimum of five (5) written contactable reference letters of recent and

current similar services for the last three years; The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, telephone number and email address of the reference.

4.1 ADMINISTRATIVE REQUIREMENTS

any deviations from this format may invalidate the bid. The proposals for the journals must be in accordance to the required specifications, designed and printed as per EGPAF's requirements.

ADMINISTRATIVES ITEMS		
1	Completed and Signed Declaration of Interest	
2	Supporting documents applicable for a Company : <ul style="list-style-type: none"> • Certified copy of Company Registration Document that reflects Company Name, Registration number, date of registration and list of active Directors or Members. 	
3	Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank	
4	Valid Tax Compliance Certificate (less than three months)	

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.

4.2 THE FOLLOWING MUST BE SUBMITTED AS PART OF THE FINANCIAL PROPOSAL:

- i. Service providers must submit a proposed cost in Dollard US / commercial offer as per Pricing Schedule :(Custom code of the goods; the price Ex word 2020, The FOB 2020 Price at the Airport port of shipment, and the Price CIP 2020 Douala or Yaounde,).
- ii. If there is an additional cost for service, it must be indicated as part of the costing proposal.
- iii. The tenderer must guarantee that all items supplied under the contract are brand new and unused. Furthermore, the insurance of laptops and accessories against loss, theft or damage incidental to manufacture or acquisition, transportation, storage and delivery will be the responsibility of the tenderer until the handover of the laptops and accessories to EGPAF or its agents has occurred.
- iv. The tenderer shall guarantee the availability of local partner in Cameroun base in Douala or Yaounde.
- v. Tenderers will be evaluated on the total price, should there be any calculation error on the total price, the evaluation will be based on the corrected amount accepting that the amounts in the main and sub-items are correct

5. EVALUATION CRITERIA

Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered. Evaluation will be split into 3 stages:

Evaluation Criteria for Proposals

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. EGPAF will use the shortlist drawn by the evaluation committee to recommend applicant(s) to be appointed.

The evaluation process will be conducted according to the following stages:

- Stage 1: Assessment of administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further.
- Stage 2: Assessment on specification of services competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 70 out of 100 points of the specification of services competency requirements to progress further. Selection will be done by an evaluation committee.

For applicants that satisfy the eligibility criteria and the administrative requirements, the weighting of the overall specification of services competence score is as follows

EVALUATION STAGE 1: CORRECTNESS AND COMPLETENESS

Bidders must provide the above documentation as specified. EGPAF reserves the right to reject any tender submission found to be incomplete or illegible. Non-submission of the following documents will lead to immediate disqualification:

- Valid Tax Compliance Certificate
- Detailed quotation
- Declaration of interest
- Proof of registration of the tender from the Original Equipment Manufacturer's delegated authority confirming that the tender is an approved dealer for all the laptops.

- **EVALUATION**

	ADMINSTRATIVES ITEMS	YES OR NO
1	Completed and Signed Declaration of Interest	
2	Supporting documents applicable for a Company : <ul style="list-style-type: none"> • Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and list of active Directors or Members. (mandatory) • Most recent year's financial statements show comparative figures. 	
3	Confirmation of Banking Details not older than 3 months, by means of a stamped letter from the bank	
4	Valid Tax Compliance Certificate (less than three months)	
5	Authorization from the manufacturer to distribute the equipment (mandatory)	

- **STAGE 2: TECHNICAL EVALUATION**

Bidders whose bids contain all mandatory requirements will be evaluated on price. Bids that do not meet these requirements will be excluded from the process.

	TECHNICALS ITEMS	Weighting
1	<p>Past performance:</p> <p>The tender must submit a minimum of five (5) written contactable reference letters of recent and current similar services for the last three years; The references should include the name of the customer, the nature of the goods/services that were provided and the contact's name, telephone number and email address of the reference</p> <p>(5 or more reference letter attached = 5 points 3 - 4 reference letters attached = 3 points 1 – 2 reference letters attached = 01 points No reference letter attached = 0 points)</p>	15%
2	<p>Business license partner (when applicable) or the approval authorization from the manufacturer as business representative</p> <p>A letter from the Original Equipment Manufacturer's delegated authority confirming that the tender is an approved dealer for all the laptops offered on tender</p> <p>Proof of letter attached = 5 points, no letter attached = 0 points</p>	10%
3	<p>Clear timeline on the delivery of the items in Cameroon (CIP Douala or Yaounde Version 2000)</p> <p>NB: The timelines provided in the bidding process will be used as the basis for contracting</p> <p>Less than 30 days= 5 points – Between one and two (02) months = 2 points; Others = 0 points)</p>	10%
4	<p>Detailed technical brochures including images all sides and the term of warranty of the laptops</p> <p>NB: The tender most specify the validity of the Bid</p> <p>Attached brochure with all requirements needed = 5 points, no brochure and requirements = 0 points</p>	10%
5	<p>Specifications and Performance</p> <p>Specifications and performance are very important. Points will be awarded during the evaluation of the proposal(s). Zero (0) points will be awarded for low specifications/performance and Cinq (5) points will be awarded for high specifications/performance as per the scope of work on this RFP</p> <p>Bid with low specifications will be considered nonresponsive.</p>	25%
6	<p>Price:</p> <p>The bidder must provide detailed unit price taxes exclusives for each item.</p> <p>Points will be awarded during the evaluation of the proposal(s).</p> <p>The lowest price shall be awarded (5 points)</p>	30%

Each lot can be awarded separately as per the discretion of the foundation.

6. DELIVERY AND SUBMISSIONS

6.1 Delivery

All Delivery shall be made at **CIP Douala or Yaounde Version 2020 (preferable Airport)**

6.2 Submission

Bids must be submitted to Cameroontenders@pedaids.org NOT LATER than 5PM on the **05th of November 2024 Central Africa Time.**

PLEASE NOTE: No telephonic queries will be entertained by any EGPAF Procurement staff member. Written questions must be emailed Cameroonprocurement@pedaids.org, with the tender reference in the subject line. Questions may be submitted until **16h00 on the 29 Octobre 2024**

7. TERMS AND CONDITIONS

Invitation not an offer

This bid serves an invitation to facilitate a requirement-based decision and not an offer to do business with EGPAF. Bidders making enquiries on the tender information may notify EGPAF by email only at the email address provided for communication.

Bid Validity

The prices quoted shall remain firm for a period of at least 90 days after the closing date of this bid.

Language

The submission prepared by the bidder including correspondences and documents relating to this bid shall be written in the English language.

Preparation Costs

The bidder shall be responsible for all its costs incurred in preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bidding process.

Due Diligence

EGPAF reserves the right to conduct due diligence on the prospective bidder prior to final award of the contract. This may include site visits, requests for additional information and presentations.

Awarding of Contract

EGPAF will award the contract to the successful tender subject to proven relevant experience providing the required services including the ability to deliver effective and reliable services. The successful bidder shall not be insolvent, in dissolution, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to such matters.

Discretion

EGPAF reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time, whether before or after the closing date of this bid without attracting any liability. Also, EGPAF is not bound to accept the lowest price(s) quotation and may award to the most economically advantageous bid. EGPAF may at its discretion award this bid to more than one (1) bidder.

Information Validity

EGPAF has made reasonable efforts to ensure accuracy in compiling the terms of reference for this project. The bidder is deemed to have examined the terms of reference, and any other information supplied by EGPAF to the bidder and have satisfied itself as to the correctness and sufficiency of such before submitting its proposal. Also, neither EGPAF nor its employees or agents will be held liable to the bidder or any third party for any inaccuracy or omission in this bid.

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

ETHICAL BEHAVIOUR

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 forging program outputs, 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/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.