

Requests for Proposal (RfP IT-M 2020)

- Cover letter -

I. Background

Since 2009, Savings Banks Foundation for International Cooperation (Sparkassenstiftung) has been permanently active in partnership projects with focus on strengthening of the microfinance sector and vocational education in Rwanda.

For one of its partnership projects, Sparkassenstiftung is now looking for service providers to supply for specific types of laptops as described in the TOR attached.

II. Domains of interest

There are three different LOTS (Business Laptop type 1, Business Laptop type 2 and Developer Laptop) that refer to different types of laptops. The required specifications for each laptop type can be found in the TOR.

III. Tender documents

The bidders may obtain more information about the tender documentation by contacting via Tel: 078952836, E-mail: Gisele.Mugeni@sparkassenstiftung.de or via Tel: 0784854544, E-Mail: Bashir.Iddi@Sparkassenstiftung.de.

IV. Bidding requirements

a) Eligible companies and applications must meet the following criteria

Minimum criteria to be fulfilled by the company/firm are:

- **General experience of at least three years (to be justified by RDB certificate of incorporation);**

- Specific experience of at least three years in the interested domain **(to be justified by certificates of good completion, executed contracts in similar domains in the last three years);**
- Being in order with Rwanda Revenue Authority in terms of taxes payment **(to be justified by the tax clearance certificate);**
- Registered in VAT **(to be justified by the VAT certificate);**
- Being registered with EBM.

Where necessary Sparkassenstiftung shall visit the bidder to prove the physical existence of the company.

b) The following documents need to be provided by interested bidders

The interested bidders should submit their expression of interest together with the following documents:

- Name of the company/firm: Address (PO Box), Phone Number, Email address, Physical address;
- A copy of RDB certificate showing that the company/firm is eligible in the specific field of Business;
- Valid original tax clearance certificate from RRA;
- Valid pension clearance certificate from RSSB;
- VAT certificate;
- 3 good completion certificates for the similar rendered services in at least three past years mentioning the full contact addresses of the clients;
- Manufacturer authorization (MAF) with proof of warranty.

c) The following application process need to be followed

Bidding companies meeting the above criteria are requested to submit their financial proposals (per unit and total prices in RWF) and specify the lot number that it is applying for.

Bidding companies should indicate the proposed fees (taxes inclusive).

Interested companies are requested to submit soft copies of required documents at Sparkassenstiftung Kigali office e-mail: office.Kigali@Sparkassenstiftung.de. Please note that due to the Covid-19 prevention measures, physical bids cannot be accepted. The deadline for submission is **17-September 2020 at 2:00 p.m. (Kigali time)**. The e-mail should clearly be named “RfP IT-M 2020” and indicate the lot applied for.

Please note that if bidden for more than one lot, the companies should provide separate attachments in **pdf** for each lot which should be named “RfP IT-M 2020 – Lot 1”, “RfP IT-M 2020 – Lot 2” or “RfP IT-M 2020 – Lot 3”.

The tender notification of the evaluation results will be communicated through the respective e-mails or telephone that have been provided in the documents handed in by the bidder.

Sparkassenstiftung reserves the right to accept or reject any or all tenders without assigning any reason, whatsoever.

Done at Kigali, on **03-September 2020**



Jeanne d’Arc Umurerwa
Deputy Country Director
and Head of Finance and Administration
Savings Banks Foundation for
International Cooperation (SBFIC)

Attachment:
Terms of Reference

Requests for Proposals (RfP IT-M 2020)

- TERMS OF REFERENCE (TOR) -

This TOR describes required specifications for the three different LOTS (LOT 1 - Developer Laptop, LOT 2 - Business Laptop type 1 and LOT 3 - Business Laptop type 2) that refer to different types of laptops.

For all LOTs the following applies:

- Eligible bidders are invited to submit bidding documents for the supply of new laptops and accessories with the most recent /current models and that they incorporate all recent improvements in design.
- The bidder can apply for one or more LOTs.
- Physical delivery to Sparkassenstiftung office in Kabusunzu/ Kimisagara, Kigali, must be done in max. 14 calendar days after notification of the successful bidder.
- The successful bidder commits to provide the guarantee of 3 years to repair/replace damaged or inconsistency of the laptops delivered (Manufacturer authorization (MAF)).

LOT 1:

LOT	Equipment	Minimum requirement specifications	Number of laptops needed
1	Laptop (8th Generation) - 2 in 1	Make: Dell-Latitude / HP-spectra / HP-envy Processor (CPU): i7, 1.9GHz Operating System: Windows 10 pro 64bit English Microsoft Office: Professional 2016 or higher (Genuin) Memory: 16 GB RAM Storage: 512 GB (SSD) Monitor/Display: 13,3/14" touch Keyboard: English	6

		Accessories: Display Dell Thunderbolt, Dock – WD19TB, Briefcase 13,3/14, Wireless Mouse	
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LOT 2:

LOT	Equipment	Minimum requirement specifications	Number of laptops needed
2	Laptop (10th Generation) Business laptop /or 2 in 1	Make: Dell Latitude Processor (CPU): i7, 1.8GHz Operating System: Windows 10 pro 64bit English Microsoft Office: Professional 2016 or higher (Genuin) Memory: 8 GB RAM Storage: 512 GB (SSD) Monitor/Display: 13,3" Display Keyboard: English Accessories: Briefcase 13,3, Wireless Mouse	11

LOT 3:

LOT	Equipment	Minimum requirement specifications	Number of laptops needed
3	Laptop (8th Generation) Business laptop /or 2 in 1	Make: Dell Latitude Processor (CPU): i7, 1.8GHz Operating System: Windows 10 pro 64bit Microsoft Office Professional 2016 or higher (Genuin) Memory: 8 GB RAM Storage: 512 GB (SSD)	9

		Monitor/Display: 13,3" Display Keyboard: English Accessories: Briefcase 13,3, Wireless Mouse	
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Please refer to the Cover letter under this RfP to get information on the requirements for the bidding documents.