**Section 1 – General Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Solicitation Number:** | No. 10 RFQ-USDA-FFPr-2024-IT-Equipment | | | | |
| **Solicitation Type:** | Request for Quotations (RFQ) | | | | |
| **Procurement Description:** | Procurement of IT equipment for staff use under the USDA Rwanda Food for Progress (“Haranira Ubuziranenge”) | | | | |
| **Anticipated Period of Performance:** | January 20 — January 24, 2025 | | | | |
| **Place of Performance:** | Kigali, Rwanda | | | | |
| **Contracting Party:** | CNFA  **For**: USDA  **Under**: Rwanda Food for Progress (“Haranira Ubuziranenge”) | | | | |
| **Release Date:** | December 31, 2024 | | | | |
| **Point of Contact for Questions and Offers:** | Name:  Email: | | USDA Rwanda Procurement Team  [procurement@cnfa-rwanda.org](mailto:procurement@cnfa-rwanda.org) | | |
| **Questions:** | **Question Deadline**: January 6, 2025 | | | | |
| **Instructions**: Questions must be submitted in writing; phone calls will not be accepted. Only CNFA’s written answers will be considered official and carry weight in the solicitation and subsequent evaluation. Verbal information received from CNFA or any other entity should not be considered an official response to any questions. | | | | |
| **Offers:** | **Offer Deadline:** January 10, 2025 | | | | |
| **Via:** | Email | | Hard copy | Email or Hard copy |
| **Instructions:** Reference the Solicitation Number in any response to this solicitation. Offers received after the specified time and date will be considered late and considered only at CNFA’s discretion. Offerors must strictly follow the deadlines provided in this solicitation to be considered for award. | | | | |
| **Offer Validity:** | Offers must remain valid for not less than 60 (sixty) calendar days after the offer deadline. | | | | |
| **Award:** | Award will be made to the offeror who is determined to be the best offeror per the evaluation criteria and methodology provided herein. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s) which submits an offer in response to this solicitation. CNFA anticipates awarding a Purchase Order (PO) to the selected offeror(s). | | | | |
| **Terms and Conditions:** | The resultant award is subject to CNFA’s standard Terms and Conditions as stipulated in Section 6. | | | | |

**Section 2 – Scope of Procurement**

**1. Introduction:** CNFA is an international agricultural development organization that specializes in the design and implementation of sustainable, enterprise-based agricultural initiatives.CNFA implements Haranira Ubuziranenge in Rwanda, a USDA-funded Project with the objective to strengthen the capacities of public and private stakeholders in Rwanda to develop, enforce, and adopt international science-based food safety standards. The purpose of this Solicitation is to solicit the procurement of IT equipment for Haranira Ubuziranenge staff in Rwanda. This Solicitation contains requirements for Items (hereinafter “Items”) to be procured.

**2. Technical Specifications:** The offeror may provide offers for any items listed below, they are not required to offer all items on the list. The below table contains technical specifications for Items to be procured:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item\*** | **Description** | **Quantity** |
| 1 | Laptop | |  |  | | --- | --- | | Processor | Intel® Core™ i7-150U • 10-Core | | Operating System | Up to Windows 11 Professional | | Generation | 12 or higher | | Display | 14-inch diagonal, FHD (1920 x 1080), multitouch enabled, IPS, edge-to-edge glass, micro-edge, 300 nits, low power, 62.5% sRGB | | Memory | 16 GB DDR4-3200 MHz RAM (onboard) | | Battery | 3-cell, 43 Wh Li-ion polymer battery 65 W AC power adapter | | Storage | 512 GB PCIe® NVMe™ M.2 SSD | | Security | Fingerprint reader Camera privacy shutter Audio-Poly Studio with dual speakers | | Audio | Audio by Bang & Olufsen; Dual speakers; Audio Boost | | Camera | Wide Vision 5MP IR camera with temporal noise reduction and integrated dual array digital microphones | | Keyboard | Full-size, backlit, soft grey keyboard | | Dimensions(H x W x D) | Unpackaged: 12.68 in (W) x 8.30 in (D) x 0.75 in (front) - 0.77 in (hinge) (H)  Packaged: 19.02 in (L) x 2.72 in (W) x 12.01 in (H) | | Weight | 1.77 kg | | Color | Natural silver aluminum | | Connectivity | WLAN: Up to WiFi 6 802.11 2 x 2 AX  Bluetooth® 5.0 | | Ports/Slots | 2 Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, Sleep and Charge); 1 USB Type-A 10Gbps signaling rate (Sleep and Charge); 1 USB Type-A 10Gbps signaling rate; 1 HDMI 2.1; 1 headphone/microphone combo | | 20 |
| 2 | Laptop Bag | * Padded insert/sleeve to protect laptop with a screen up to 15 inches. * Pocket for files or accessories | 20 |
| 3 | Screen Monitors | * 27" 16:9 Edge-Lit IPS Panel * HDMI 1.4 | DisplayPort 1.2 | VGA * Full HD 1920 x 1080 at 75 Hz * 5 ms (GtG) Response Time * 1000:1 Static Contrast Ratio * 250 nits Brightness | 10 |
| 4 | Wireless keyboards and mouse | * Compatible with screen monitors and laptops | 10 |
| 5 | Heavy Duty Monochrome All in 1 Photocopier Printer Scanner Device with the following minimum specifications | * Print Technology: Laser * Monochrome (Black & White) * Core Functions: Print, Copy, Scan, Fax * Paper Handling: A4, A3 * Network Printing: LAN and WIFI * Minimum device memory: 4GB * Minimum device storage: 128 GB SSD * 2-Sided Printing: Yes * Minimum printing DPI: 1200x1200 * Minimum print speed: 40 ppm * Paper capacity: 250 sheets X 2 drawers and bypass tray 100 sheets * Minimum monthly print cycle: 5000 per month * Scan Type: Automatic Document Feeder + Scan bed (single-pass duplexing automatic document feeder) * Document Feeder Paper Capacity: 50 sheets (20 lb. bond) * Auto scan Minimum speed: 30ppm * Minimum scan resolution: 600 \* 600 dpi * Scanning capabilities: ability to store scanned documents on device and browse through PC * Minimum compatible operating systems: Windows 11, 10, Windows 8/8.1, Windows 7 (all operating system 32bit/64bit), MacOS X 10.10-15, 12 * Wireless printing: AirPrint, Mopria, e-BRIDGE * 3 Year Warranty | 1 |
| 6 | Paper shredder with the following minimum qualifications | |  |  | | --- | --- | | **Feature** | **Specification** | | Sheet Capacity | 12 sheets of 80gsm paper | | Shreds | Credit Cards, CDs, Staples | | Cut Type | Micro | | Particle Size | 2 x 10mm | | DIN Security Level | 4 | | Duty Cycle | 5 minutes | | Bin Size | 29.5 litres | | Noise Level | < 60dB | | Auto Start/Stop | Yes | | Reverse Function | Yes | | Full Bin Alarm | Yes | | Display | LCD | | Shred Speed | 3.5m/min | | Dimensions | L425 x W290 x H695mm | | Weight | 22.5kg | | Warranty | 1 year warranty | | 1 |
| 7 | Portable Interactive LCD Projector with the following minimum specifications: | * **LCD:**   Size: 0.61” (C2fine)  Native Resolution: Full HD 1080p  3400 Lumens   * **Light source:** Lamp Life: (Normal / ECO): 5,500 / 15,000 hrs  Type: 230W UHE * **Aspect Ratio:** 16:9 * **Projection Lens:** Zoom Ratio: 1 – 1.6  Throw Ratio: 1.32 – 2.14 (Wide to Tele)  F-Number: 1.51 – 1.99  Focal Length: 18.20 – 29.20 mm  Type: Optical Zoom (Manual) / Focus (Manual) * **Input:** HDMI, USB, VGA, audio video port * **Wireless function**: Bluetooth & WiFi * **Warranty**: 2 years | 2 |
| 8 | Multi-functional Laser Printer (Color) | * Print Technology: Laser * Color Printing * Core Functions: Print, Copy, Scan * Paper Handling: A4, A3 * Network Printing: LAN and WIFI * 2-Sided Printing: Yes * Minimum printing DPI: 1200x1200 * Minimum print speed: 40 ppm * Paper capacity: 250 sheets X 2 drawers and bypass tray 100 sheets * Minimum monthly print cycle: 5000 per month * Scan Type: Automatic Document Feeder + Scan bed * Document Feeder Paper Capacity: 50 sheets (20 lb. bond) * Auto scan Minimum speed: 30ppm * Minimum scan resolution: 600dpi * Scanning capabilities: ability to store scanned documents on device and browse through PC * Minimum compatible operating systems: Windows 11, 10, Windows 8/8.1, Windows 7 (all operating system 32bit/64bit), MacOS X 10.10-15, 12 * Wireless printing: AirPrint, Mopria, e-BRIDGE * 3 Year Warranty | 2 |
| 9 | Mini-Tablets | |  |  | | --- | --- | | Network Technology | GSM / HSPA / LTE | | Dimensions | 212.5 x 124.7 x 8 mm (8.37 x 4.91 x 0.31 in) | | Weight | 366 g (Wi-Fi), 371 g (LTE) (12.91 oz) | | Build | Glass front, aluminum back, aluminum frame, plastic ends | | SIM | Nano-SIM - cellular model only | | Display Type | TFT LCD | | Display Size | 8.7 inches, 214.9 cm2 (~81.1% screen-to-body ratio) | | Resolution | 800 x 1340 pixels, 5:3 ratio (~179 ppi density) | | Platform OS | Android 11, upgradable to Android 14, One UI 6.1 | | Chipset | Mediatek MT8768T Helio P22T (12 nm) | | CPU | Octa-core (4x2.3 GHz Cortex-A53 & 4x1.8 GHz Cortex-A53) | | GPU | PowerVR GE8320 | | Memory Card slot | microSDXC (dedicated slot) | | Memory Internal | 64GB 4GB RAM eMMC 5.1 | | Main Camera | 8 MP, AF | | Main Camera Video | 1080p@30fps | | Selfie Camera | 2 MP | | Sound Loudspeaker | Yes, with stereo speakers | | 3.5mm jack | Yes | | WLAN | Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct | | Bluetooth | 5.0, A2DP, LE | | Positioning | GPS, GLONASS, BDS, GALILEO - cellular model only | | NFC | No | | Radio | No | | USB | USB Type-C 2.0 | | Sensors | Accelerometer, compass | | Battery Type | Li-Po 5100 mAh, non-removable | | Charging | 15W wired | | Colors | Gray or Silver | | Models | SM-T225, SM-T220, SM-T225N, SM-T227U | | SAR (body) | 0.68 W/kg | | SAR EU (head) | 0.64 W/kg | | SAR EU (body) | 0.99 W/kg | | Accessories | Protective Cover | | 6 |

\*Unless otherwise indicated, any stated brand names or models are for illustrative purposes only. An equivalent substitute meeting specification requirements is acceptable.

**2.1 New and Unused:** Any Items offered in response to this Solicitation must be new and unused.

**2.2 Delivery Time:** Offerors must deliver Items within 7 calendar days following the award’s effective date.

**2.3 Warranty:** Offerors must provide valid Item warranty for a minimum of 12 months.

**Section 3 – Evaluation Methodology and Criteria**

CNFA will use a Lowest Price Technically Acceptable (LPTA) evaluation methodology for this solicitation. LPTA selects the technically acceptable offer with the lowest offered price. Only offers meeting the acceptability criteria will be considered for award. The Technical Evaluation Committee (TEC) will assess offer acceptability in accordance with the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Minimum Acceptability Requirement** |
| Responsiveness to the technical specifications and requirements | Comply with the technical specifications for items described in the above table |
| Delivery schedule and payment terms | Ability to deliver the requested items during the period from January 20 to January 24, 2024. |
| After-sales services | Ability of the offeror to provide after-sales services, including warranty and routine maintenance for 12 (twelve) months. |
| Appropriate certificate of origin | Certificate to verify the country of origin and that all items are legitimate |

**Section 4 – Offer Format Instructions**

Offers in response to this solicitation must comply with the following instructions:

1. Submissions will be accepted in the following language(s): English
2. Include the following in the offer footer:
   1. Offeror name
   2. Solicitation Number
   3. Page Numbers
3. Offer in the format provided in Annex 1

**Section 5 – Complete Offer**

A complete offer must include the following documents:

1. Completed Annex 1 – Offer Template
2. Copy of the Offeror’s business license

**Section 6 – CNFA Terms and Conditions**

**1. Ethical and Business Conduct:** CNFA is committed to integrity in procurement, and only selects offerors based on objective business criteria such as price and technical merit. CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any organization or individual violating these standards will be disqualified from this solicitation, barred from future procurement opportunities, and may be reported to both CNFA’s Client – as applicable – and the appropriate Office of the Inspector General.

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to CNFA’s Client – as applicable – and the appropriate Office of the Inspector General. In addition, CNFA will further inform these agencies of any Offerors’ offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Please contact the designated Point of Contact on the Solicitation Cover Page with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA’s Fraud Hotline in writing via email at [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org) or you may make an anonymous report by phone, text, or WhatsApp to the CNFA Global Fraud Hotline at 202-991-0943.

**2. Terms and Conditions:** This Solicitation is subject to CNFA’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. CNFA’s standard payment terms are 30 calendar days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this Solicitation and identified in the resulting award; payment will not be issued to a third party.
2. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
3. Any international air or ocean transportation or shipping carried out under any award resulting from this Solicitation must take place on U.S.-flag carriers/vessels unless otherwise approved by CNFA.
4. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
5. United States law prohibits engaging in any activities related to Trafficking in Persons. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this Solicitation shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
7. The offeror is prohibited from providing certain telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system, produced by the following covered companies, and their subsidiaries and affiliates, in the performance of any resulting award: Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company; and any other company as determined by the United States Government. The offeror certifies it will not provide covered telecommunications equipment or services to CNFA in performance of the resulting award. If covered telecommunications equipment or services are offered, the offeror must disclose it.

**3. Disclaimers:** This is a Solicitation only. Issuance of this Solicitation does not in any way obligate CNFA, its project(s), or its Client(s) to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. Offerors are responsible for ensuring their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this Solicitation; failure to adhere to instructions may lead to disqualification
2. CNFA may cancel the Solicitation and not award at any time
3. CNFA may reject any or all responses received
4. Issuance of the Solicitation does not constitute award commitment by CNFA
5. CNFA reserves the right to disqualify any offer based on offeror failure to follow the Solicitation instructions
6. CNFA will not compensate offerors for response to the Solicitation
7. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion
8. CNFA may negotiate with offerors for their best and final offer and/or request clarifications from any offeror prior to award
9. CNFA reserves the right to increase or decrease its order for quantities or units with the selected offeror
10. CNFA may reissue the Solicitation or issue formal amendments revising the original Solicitation specifications and evaluation criteria before or after receipt of proposals
11. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the Solicitation
12. CNFA may choose to award only part of the activities in the Solicitation, or issue multiple awards, if in the best interest of CNFA
13. CNFA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition
14. Offerors understand that CNFA’s Client(s) is not a party to this Solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to CNFA for consideration. CNFA’s Client(s) will not consider protests regarding procurements carried out by CNFA. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**Annex 1 – Offer Template**

*The following cover letter must be placed on letterhead – if applicable – and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

**PART 1 – COVER LETTER**

To: USDA Rwanda Procurement Team

[procurement@cnfa-rwanda.org](mailto:procurement@cnfa-rwanda.org)

Reference: Solicitation no.10 RFQ-USDA-FFPr-2024-IT-Equipment

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced Solicitation. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced Solicitation. We further certify that the below-named organization—as well as the organization’s principal officers and all commodities and services offered in response to this Solicitation—are eligible to participate in this procurement under the terms of this solicitation and under the applicable regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any CNFA, its project staff members, or its Client (as applicable);
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced Solicitation;
* We and our principal offerors are not debarred, suspended, or otherwise considered ineligible for receiving US Government funds. We understand that CNFA will not make any award to an entity that is debarred, suspended, or considered ineligible by the US Government;
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition;
* All information in our proposal and all supporting documentation is authentic and accurate;
* We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks;
* We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete:

|  |  |  |
| --- | --- | --- |
| **For:** | **Offeror Name:** | *Offerors must provide entity name, if applicable, here* |
| **Submitted By:** | **Name:** | *Offerors must print name of the authorized person who completed this offer here* |
| **Title:** | *Offerors must provide title of the authorized person who completed this offer here* |
| **Signature:** | *Offerors must provide signature of the authorized person who completed this offer here* |
| **Date:** | *Offerors must indicate the date this offer was completed here* |
| **Organization Information:** | **Phone:** | *Offerors must provide phone number for contact if selected for negotiation or award here* |
| **Email:** | *Offerors must provide email for contact if selected for negotiation or award here* |
| **Address:** | *Offerors must provide address for contact if selected for negotiation or award here* |
| **Website:** | *Offerors must provide organization website, if applicable, here* |
| **Country of Nationality:** | *Offerors must indicate their country of legal organization, ownership, citizenship, or lawful permanent residence here* |
| **Registration or Taxpayer ID Number:** | *Offerors must provide registration and/or taxpayer ID number here* |

**PART 2 – OFFER**

Offerors are instructed to complete this form and place it on the Offeror’s letterhead. Once completed, this form serves as the binding quotation in response to this Solicitation and is valid for the period identified on the cover page of this Solicitation. Failure to submit the information required herein may lead to disqualification of the offer.

* 1. **Quotation**

Offerors are instructed to complete boxes highlighted in gray. Pricing must be presented in USD:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items Requested** | **Quantity Requested** | **Items Offered** | **Item Source[[1]](#footnote-2)** | **Unit Price Offered** | **Total Price**  **USD** |
| 1 | [enter name of item or service and description] | [enter desired quantity of item or service] | *Offerors must provide description of Items offered here* | *Offerors must indicate the source country of Items offered here* | *Offerors must provide unit price of Items offered here* | *Offerors must provide total price based on quantity requested and unit price offered here* |
| *Etc.* | *Etc.* | *Etc.* |  |  |  |  |
| *Etc.* | *Etc.* | *Etc.* |  |  |  |  |
| Transportation, if applicable | | |  |  |  |  |
| Delivery, if applicable | | |  |  |  |  |
| Subtotal before taxes | | |  |  |  |  |
| Tax, VAT, or any other | | |  |  |  |  |
| **TOTAL PRICE** | | | | | | ***Offerors must quote total price, inclusive of any delivery, transportation, tax, etc. here*** |

* 1. **Tax Considerations**

Offerors are made aware of CNFA’s tax status in Rwanda (currently not exempt). The offerors are required to submit the quotations before tax and after tax for consideration. Offers submitted must comply with these tax considerations in Rwanda.

* 1. **Bank Account**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |
| --- | --- |
| Does the Offeror have an active bank account? | Yes  No |
| If yes, provide the Offeror name associated with the Bank Account if selected for eventual award. | *Offerors must provide the name associated with their Bank Account, if applicable, here* |

* 1. **Delivery**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |
| --- | --- |
| **Delivery Requirement (Calendar Days)** | **Offered Delivery (Calendar Days)** |
| All requested items should be delivered during the period from January 20 to January 24, 2025. | *Offerors must provide number of calendar days within which delivery will be made after award signature here* |

* 1. **Warranty**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |  |
| --- | --- | --- |
| **Warranty Requirement (Months)** | **Offered Warranty (Months)** | **Description of Warranty Offered** |
| 12 | *Offerors must provide number of months of valid warranty for Items quoted here* | *Offerors must describe warranty offered here* |

* 1. **Payment Terms**

Offerors are instructed to complete boxes highlighted in gray.

***Note CNFA’s preference is for payment post-delivery:***

|  |  |
| --- | --- |
| **Offered Payment Terms:** | *Offerors must provide payment terms offered (for example, 10% payment due upon signature, 90% when items are delivered)* |

* 1. **References**

Offerors are instructed to complete the boxes highlighted in gray:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No.** | **Reference Name** | **Contact Information** | **Affiliation** |
| 1 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |

1. “Source” is defined as the country from which the Item is shipped to the cooperating country/recipient country or the cooperating/recipient country itself if the commodity is located therein at the time of purchase, irrespective of the place of manufacture or production, unless it is a prohibited source county. For questions, contact CNFA. [↑](#footnote-ref-2)