



**REQUEST FOR PROPOSALS**

No. HPI20240904RW

**SUPPLY AND DELIVERY OF OFFICE LAPTOPS FOR THE RWANDA DAIRY DEVELOPMENT  
PROJECT (RDDP).**

<b>RFP Release Date:</b>	<b>17<sup>th</sup> September 2024</b>
<b>Performance Period:</b>	<b>30 days</b>
<b>Question/ Inquiry Submission Deadline:</b>	<b>25<sup>th</sup> September 2024</b>
<b>Proposal Submission Deadline:</b>	<b>1<sup>st</sup> October 2024</b>
<b>Selection Committee review</b>	<b>04<sup>th</sup> October 2024</b>
<b>Notification of award</b>	<b>7<sup>th</sup> October 2024</b>
<b>Award agreement negotiation and signing</b>	<b>25<sup>th</sup> October 2024</b>
<b>Electronic submission to the attention of:</b>	<b>Heifer International Rwanda</b>
<b>Electronic submission:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>
<b>Contact information for inquiries about this RFP:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>



## **1. BACKGROUND**

### **1.1 Context and background**

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

## **2. Objective of the tender**

The primary objective is to procure office laptops and printers that meet the necessary technical specifications, ensuring employees have the tools required for efficient task performance. The selected vendor must supply portable, durable, and reliable devices suitable for long-term use, enabling employees to work remotely or in the field as needed.



### 3. Specifications

These Laptops should have the following specifications:

HP Spectre x360 2-in-1 Laptop, 16" WQUXGA Touchscreen, 13th Gen Intel i7-1360P 12 Cores, 16GB DDR4+ 2TB SSD, Win10 Pro, HDMI 2.1, Wi-Fi 6E, Thunderbolt 4, Backlit Keyboard, Fingerprint Reader

S/N	Product/Item	Specifications	Quantity
1	Standing screen display size	16 Inches	19
	Screen Resolution	3840 x 2400	
	Max Screen Resolution	3840 x 2400 Pixels	
	Processor	2.8 GHz core_i7_family	
	RAM	16 GB DDR4	
	Memory Speed	3200 MHz	
	Hard Drive	1 TB SSD	
	Graphics Coprocessor	Intel Arc A370M Graphics	
	Chipset Brand	Intel	
	Card Description	Dedicated	
	Graphics Card Ram Size	4 GB	
	Wireless Type	802.11ax	
	Number of USB 3.0 Ports	1	
	Average Battery Life (in hours)	6 Hours	
2	HP LaserJet Printer	HP LaserJet Pro MFP M127fw and HP Color LaserJet Pro MFP M177fw All-in-One printer models	16

### 4. Technical Requirement

Quotations must include the following information at a minimum. Incomplete quotations may be rejected.



- a. Full company name, physical and mailing address, and country of registration of bidder. Individual persons and joint ventures are not allowed to participate in this tender.
- b. Description of Item, clear and detailed specifications, price per unit, and total price in Rwanda Francs.
- c. Past supply information- provide at least three references from reputable organizations where similar items have been supplied in the past.
- d. The firm should possess any certifications relevant to the supply of IT equipment (valide company trading License).
- e. Demonstrate ability and willingness to be able to supply and deliver the requested supplies immediately.
- f. The successful bidder shall submit a performance guarantee of 10% of the contract price before signing the contract.

#### **5. Proposal submission requirements:**

The technical and financial proposals should be submitted separately in PDF format, both clearly marked with the RFP Reference Number above.

Proposals (both technical and financial) must be submitted electronically to email:[procurement-rw@heifer.org](mailto:procurement-rw@heifer.org) with clear subject line: **“(Supply and delivery of office laptops)”** and submitted by **Tuesday, 2<sup>nd</sup> October 2024 at 5:00pm** Kigali time.

All interested bidders will submit their proposals with the following information:

#### **6. Administrative Requirements**

The bid documents **must** include the following administrative documents at a minimum.

- Company Registration Documents. Certificates/licenses issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Corporate Income Tax Declaration issued by RRA
- Valid Certificate of good standing/non-Bankruptcy certificate issued by RDB.
- Valid RSSB Clearance Certificate.

***Note: Failure to meet a single administrative requirement will result in disqualification of the Service provider from further technical evaluation.***



## **7. Financial Proposal**

Proposed budget priced in **Rwandan Francs (Rwf)** must be submitted electronically in PDF format. The pricing information should not appear in any other section of the proposal other than the financial proposal. The registered company shall be entirely responsible for all taxes.

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered, including the RFP reference number and name of the organization at the bottom of each page.

## **8. Evaluation of Proposals:**

- a) Selection method: The procurement selection committee will evaluate the proposals using the **Least-Cost** methodology:

## **9. Late submissions and verification**

Proposal received after the submission deadline will not be considered. Bidders are responsible for ensuring their proposals are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFP or modify the requirements upon notification to the bidders.

## **10. Validity of Proposals**

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

## **11. Limitations**

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFP.



## 12. Intellectual Property

**Section 10.1.** Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

**Section 10.2.** Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

**Section 10.3.** Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.

Done on Tuesday, September 17, 2024  
Heifer International Rwanda.