



**GLOBAL E-SCHOOLS AND COMMUNITIES INITIATIVE.  
UNGA HOUSE, MUTHITHI ROAD, WESTLANDS  
P.O. BOX 66380-00800  
NAIROBI**

**TENDER FOR SUPPLY AND DELIVERY OF 160 NO. LAPTOPS & 80 NO.  
LCD PROJECTORS**

**CLOSING DATE 31<sup>st</sup> July 2017  
AT: 5.00 P.M**

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## **INTRODUCTION**

### **About GESCI**

GESCI, the *Global E-Schools and Communities Initiative*, is a non-profit organization founded by the United Nations ICT Taskforce. GESCI, with its headquarters in Nairobi, Kenya, provides strategic advice to relevant Ministries in developing countries on the effective use of Information and Communication Technologies (ICTs) within the context of inclusive Knowledge Societies. See [www.gesci.org](http://www.gesci.org).

### **About ADSI**

The African Digital Schools Initiative (ADSI) is a comprehensive program to implement digital school development in secondary schools to transform secondary schools into digital schools of distinction.

It is designed specifically to build secondary-level student 21st century skills and teachers' innovative practice in a way that is responsive to the needs of the market place and to the emerging knowledge economies and societies.

Starting 2016, ADSI will reach out to 140 schools in Kenya, Tanzania and Côte d'Ivoire. 4200 teachers will be trained through the project, including 1400 teachers in science technology, English and mathematics (STEM) as well as 210,000 students, including 70,000 STEM students.

**SECTION I**

**INVITATION TO TENDER**

**TENDER REF. NO.**                      **GESCI/ADSI/02/2017**

**DATE: 14<sup>th</sup> July 2017**

**TENDER NAME**                      **SUPPLY AND DELIVERY OF 160 LAPTOPS AND 80 LCD PROJECTORS**

- 1.1 The Global e-schools and Communities Initiatives (GESCI) invites sealed tenders from eligible candidates for Supply and Delivery of 160 No of Laptops and 80 No. LCD Projectors.
- 1.2 Completed Tender document should be enclosed in plain sealed envelopes and delivered to the reception Unga house, 9<sup>th</sup> Floor ,Muthithi Road, Westlands or be addressed to:-

**THE CHIEF EXECUTIVE  
GLOBAL E-SCHOOLS AND COMMUNITIES INITIATIVE  
P. O. BOX 66380-00800,  
NAIROBI.**

So as to be received on or before 31<sup>st</sup> July, 2017 at 5.00 Pm

For all enquiries, clarifications email to [admin@gesci.org](mailto:admin@gesci.org)

- 1.3 Prices quoted should be net inclusive of all taxes and delivery and must be in Kenya Shillings and shall remain valid for 30 days from the closing date of the tender.  
**(NOTE: GESCI IS VAT EXEMPT ORGANIZATION)**

## SECTION II

### INSTRUCTIONS TO TENDERERS

#### 2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible. Successful tenderers shall complete the supply of the equipment by the intended completion date specified in the tender documents.
- 2.1.2 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

#### 2.2 Eligible Equipment

- 2.2.1 All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, “origin” means the place where the equipment(s) are manufactured through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

#### 2.3 Clarification of Tender Documents

- 2.3.1 A prospective tenderer making inquiries of the tender documents may notify GESCI in writing, email or by post at the entity’s address indicated in the invitation for tenders. GESCI will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by GESCI. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.3.2 GESCI shall reply to any clarifications sought by the tenderer within 2 days of receiving the request to enable the tenderer to make timely submission of its tender.

#### 2.4 Amendment of Tender Documents

- 2.4.1 At any time prior to the deadline for submission of tender, GESCI, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.4.2 All prospective tenderers that have obtained the tender documents will be notified of the

amendment in writing, email or by post and will be binding on them.

2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, GESCI, at its discretion, may extend the deadline for the submission of tenders.

## 2.5 **Language of Tender**

2.5.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and GESCI, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language should be accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## 2.6 **Clarification of Tenders**

2.6.1 To assist in the examination, evaluation and comparison of tenders GESCI may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.6.2 Any effort by the tenderer to influence GESCI in tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## 2.7 **Preliminary Examination and Responsiveness**

2.7.1 GESCI will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.7.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

2.7.3 GESCI may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.7.4 Prior to the detailed evaluation, GESCI will determine the substantial responsiveness of each tender to the tender documents. For purposes of these clarifications, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. GESCI's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.7.5 If a tender is not substantially responsive, it will be rejected by GESCI and may not subsequently

be made responsive by the tenderer by correction of the non- conformity.

## **2.8 Evaluation and Comparison of Tenders**

2.8.1 GESCI will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.7.4

2.8.2 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid.

2.8.3 The following evaluation methods will be applied

(a) Delivery schedule

GESCI requires that the items under the Invitation for Tenders shall be delivered at the time specified o f f o u r w e e k s . Tenders offering deliveries longer than GESCI's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

Tenderers shall state their tender price for the payment of schedule of 30 days after invoice. Tenders will be evaluated on the basis of this base price.

Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. GESCI may consider the alternative payment schedule offered by the selected tenderer.

(c) Warranty centers, Spare parts and after sales service facilities

Tenderers must offer items with service and spare parts service centers. Documentary evidence and locations of such service warranty centers must be given. Where a tenderer offers items without such service Centre in the country, he must give a documentary evidence and assurance that he will establish adequate service for items supplied.

2.8.4 The tender offers shall be evaluated within 14 days of the validity period from the date of opening the tender.

## **2.9 Contacting GESCI**

2.9.1 No tenderer shall contact GESCI on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.9.2 Any effort by a tenderer to influence GESCI in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

## **2.10 (a) Award of Contract**

2.10.1 The award of the tender determination will take into account the tenderer

financial, technical, and Warranty details. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer as well as such other information as GESCI deems necessary and appropriate. Confirmation of qualifications (due diligence) shall be carried out as deemed necessary.

2.10.2 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event GESCI will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

**(b) Award Criteria**

2.10.3 GESCI will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to supply the stated equipment satisfactorily.

2.10.3 To qualify for contract awards, the tenderer shall have the following:-

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for procurement
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) Shall not be debarred from participating in public procurement.

**(c) GESCI's Right to Accept or Reject any or all Tenders**

2.10.4 GESCI reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderer of the grounds for GESCI's action

2.10.5 GESCI may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination

2.10.6 GESCI shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer

2.10.7 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future procurement.

2.10.8 Prior to the expiration of the period of tender validity, GESCI will notify the successful tenderer in writing that its tender has been accepted.

2.10.9 The notification of award will signify the formation of the Contract (Local Purchase Order) but will have to wait until the contract is finally signed by both parties. Simultaneous other

tenderers shall be notified that their tenders have not been successful.

2.10.10 Within two (2) days of receipt of the Local Purchase Order, the successful tenderer shall sign and date the contract and return it to GESCI.

## **2.9 Corrupt or Fraudulent Practices**

2.9.1 GESCI requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. No form of corruption or fraudulent practices shall be tolerated

2.9.2 GESCI will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.



## APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

### **EVALUATION CRITERIA:**

INSTRUCTIONS TO TENDERERS REFERENCE	TO INSTRUCTIONS TO TENDERS
3.1.1	The invitation is open to all qualified candidates
3.1.2	<p data-bbox="505 737 984 768"><u>Evaluation and Comparison of Tenders:</u></p> <p data-bbox="505 806 1175 837">The tenders will be evaluated in three stages as follows:</p> <p data-bbox="505 875 1008 907"><b><u>A) Stage One: Mandatory Requirements.</u></b></p> <ol data-bbox="565 945 1523 1188" style="list-style-type: none"><li data-bbox="565 945 1187 976">1. Certificate of Registration and /or Incorporation.</li><li data-bbox="565 982 810 1014">2. Company Profile</li><li data-bbox="565 1020 935 1052">3. TAX Compliance Certificate.</li><li data-bbox="565 1058 1243 1089">4. Manufacturer's/Distributor's authorization certificate</li><li data-bbox="565 1096 1174 1127">5. Proposed Equipment datasheets and brochures</li><li data-bbox="565 1134 1414 1165">6. Attach at least three recommendation letters from reputable clients</li><li data-bbox="565 1171 1523 1203">7. Certified ability to deliver the specified equipment within four weeks on order</li></ol>

N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2<sup>ND</sup> STAGE

**B) Stage Two: Technical Evaluation**

Candidates that will have passed Technical Evaluation (i.e. those that offered items which are compliant with the desired technical specifications) will have their financial proposals evaluated.

The pass mark for technical specifications shall be 80%- see specification schedule provided on Section III

**C) Stage Three: Financial Evaluation.**

- i. The bidder with the lowest evaluated proposal (both technical and financial proposals) will be recommended for the award of the contract.
- ii. Minimum of 30 days credit period is required after delivery, inspection and acceptance of the machines and its accessories.
- iii. In case of discrepancy between unit price and total, the unit price shall prevail.
- iv. If there is a tie on the lowest quoted price between two firms, the firm with the highest technical points will be recommended for award.

### SECTION III

#### TECHNICAL SPECIFICATIONS

##### 1. Specifications Laptops

Item	Minimum Specifications	Weight	Score
Processor	7th Generation Intel(R) Core i5,3MB Cache	20	
Operating System	Windows 10 English 64bit (Educational License)	15	
Display	15.6-inch	10	
Graphics	Intel HD Graphics	5	
Memory	8GB DDR3 SDRAM at 1600MHz	10	
Hard Disk Drive	1TB 7200 RPM SATA Hard Drive	10	
Optical Drives	SuperMulti DVD Burner	5	
Integrated Communications	Wireless-N LAN card and Bluetooth(R )(2x2)), Webcam	5	
Connectors	2 x USB 2.0	4	
(all required)	1 x USB 3.0		
	2-in-1 card reader (SD 4.0/MMC)		
	HDMI		
	VGA		
	RJ45		
Accessories	Laptop Carrying bag	2	
Dealership certificate	Must attach dealership certificate	1	
Battery	220 – 240 V, 50HZ AC Adapter with 3 square pins plug.  5 hours on Battery with average use  <b>Note:</b> Average electrical consumption of the device must be detailed and included in the quotation.	3	
Warranty	3 Years international warranty	10	

<p>Note: The above are indicative MINIMUM Specifications only. Vendors must meet or exceed the specifications. They should also submit along with the written specifications a brochure of the quoted branded computer supported by a Manufacturers authorization letter.</p>	Mandatory		
	Total	100	

## 2. LCD Projectors Specifications

Item	Minimum Specifications	Weight	Score
Brand	A Brand with a reputable status for reliability, warranty and after sales service	20	
Projection Method	3LCD, 3-chip technology	5	
Brightness	2600 lumens	10	
Contrast Ratio/Aspect ratio	3000:1	10	
Data signals/video signals	At least 16.7 Million	15	
Lamp life	5000 hours	10	
Lamp rating	At least 165 Watts	5	
Throw Range	1.45-1.94 (4.3)	5	
Other desired features: State	Intelligent resizing technology/intelligent compression; keystone correction or lens shift.	2	
Weight	Indicate weight	2	
Brochure	MUST attach	2	
Dealership Certificate	MUST attach	2	
Delivery Dates	Indicate Delivery period	2	
<b>Warranty</b>	2 Year warranty	10	
	Note: The above are indicative MINIMUM Specifications only. Vendors must meet or exceed the specifications. They should also submit along with the written specifications a brochure of the quoted branded computer supported by	Mandatory	
	<b>TOTAL</b>	<b>100</b>	

Delivery period for the quoted equipment.....

Authorized Official: \_\_\_\_\_

Name :

Signature

Date :

Company Stamp

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**SECTION IV**

**SCHEDULE OF REQUIREMENTS AND PRICES**

No	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	COUNTRY OF ORIGIN	UNIT PRICE (KSHS)	TOTAL PRICE (KSHS)
1	Supply and Delivery of Laptops	No	160			
2	Supply and Delivery LCD Projectors	No	80			

All prices quoted must be inclusive of all taxes.

Signature of tenderer \_\_\_\_\_

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

#### **4.1 GENERAL REQUIREMENTS**

- 4.1.1. These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, Technical data sheets etc for the products they intend to supply
- 4.1.2 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. G E S C I reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products
- 4.1.3 The tenderers are requested to present information along with their offers as follows;-
- i. Shortest possible delivery period of each product
  - ii. Information on proper representative and/or workshop for warranty Service/repair and maintenance including their names and addresses