

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	SUPPLY OF TABLETS AND TABLET COVERS
Type of Procurement:	ONE TIME
Type of Contract:	FIXED PRICE
Term of Contract:	TIME OF DELIVERY
Contract Funding:	USAID
This Procurement supports:	TUSOME PROJECT
Submit Proposal to:	procurement@tusome.rti.org
Date of Issue of RFP:	19th December 2017
Date Questions from Supplier Due:	27th December 2017 5.00PM
Date Proposal Due:	4 th January 2018 5.00PM
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD

Method of Submittal: Email to the above listed email addresses	
Respond via e-mail with attached document in MS Word / pdf format. The documents MUST be password protected.	
The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for	
Solicitation Number:	Tusome/Tablets/12/17

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

HUAWEI MEDIAPAD T3 8.0

NETWORK	Technology	GSM / HSPA / LTE
LAUNCH	Announced	2017, April
BODY	SIM	Yes (Kenyan networks unblocked)
DISPLAY	Type	IPS LCD capacitive touchscreen, 16M colors
	Size	8.0 inches, 185.6 cm ² (~70.5% screen-to-body ratio)
	Resolution	800 x 1280 pixels, 16:10 ratio (~189 ppi density)
	Multitouch	Yes
PLATFORM	OS	Android 7.0 (Nougat)
	Chipset	Qualcomm MSM8917 Snapdragon 425
	CPU	Quad-core 1.4 GHz Cortex-A53
MEMORY	Card slot	Yes Max 128GB
	Internal	16 GB, 2 GB RAM
CAMERA	Primary	5 MP, autofocus
	Features	Geo-tagging
	Video	Yes
	Secondary	2 MP
SOUND	Alert types	Vibration; MP3, WAV ringtones
	Loudspeaker	Yes
	3.5mm jack	Yes
COMMS	WLAN	Wi-Fi 802.11 b/g/n or a/b/g/n, Wi-Fi Direct, hotspot
	Bluetooth	4.0, A2DP
	GPS	Yes, with A-GPS, GLONASS, BDS
	USB	microUSB 2.0
FEATURES	Sensors	Accelerometer
	Messaging	SMS(threaded view), MMS, Email, Push Mail, IM

RFQ Ter

	Browser	HTML5
		- MP3/WAV/Flac player - DivX/MP4/H.264 player - Document viewer - Photo/video editor
BATTERY		Non-removable Li-Ion 4800 mAh battery

Mandatory Specifications for Tablet Covers

The cover should be protective, **NOT** Ultra Slim Lightweight. The cover should fit the tablet and all the ports; charging, volume up, volume down, power ON/OFF and headphones should be accessible. The camera should function properly with the cover on.

Product or Service Expectations (both if applicable):

The following **MUST** be included in the quotations:

A schedule describing staggered delivery of the goods to a physically-verifiable warehouse in Kenya, including the vendor's plan to provide regular reports on the progress of procurement, shipment, customs clearance, etc. of the items en route to the warehouse.

Deliverables, Timelines, Special Terms and Conditions:

1. The vendor MUST provide samples of all items for which quotes are submitted by 9:00 AM EAT on 29th December 2017 for evaluation by the procurement committee.
2. The vendor MUST provide a secure and spacious, storage location, verifiable by Tusome personnel, in which to house the goods through the end of March 2018. Any additional costs related to maintenance of the storage space must be indicated in the pricing section below.
3. A schedule describing staggered delivery of the goods to a physically-verifiable warehouse in Kenya, including the vendor's plan to provide regular reports on the progress of procurement, shipment, customs clearance, etc. of the items en route to the warehouse.
4. The vendor should demonstrate their ability to provide visibility into their shipment process.
5. RTI International policies provides for payment 30 days after delivery of the items. The vendor is required to indicate if they require alternative payment terms.
6. The vendors must be dealers of the quoted brand, able to provide guarantee and warranty of no less than 1 year from RTI's possession of the goods if awarded the supply contract. The warranties should take effect upon transfer of the goods title to RTI (upon signing of the delivery notes by Tusome personnel to show acceptance of the goods), to take place in **late March 2018** after the full allocation of tablets has been delivered to the warehouse.
7. The vendor MUST indicate the quantities of the items quoted for that are currently available in stock.
8. The vendor MUST indicate the timelines for acquisition, transport, and delivery of the balance.

The final quantities of tablets to be purchased may differ from the quantities indicated above. It will be at RTI's discretion to determine the quantities to be purchased.

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Does the proposed brand meet the Specifications? Yes/No	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	1420 Tablets	As above specifications		Pcs			
1	1420 Covers	As above specifications		Pcs			
	Storage Space cost (If any)						
	Add any applicable Taxes						
	Total Value						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature: Title: Date:

Attachment “B”

Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

The Westwood, 5th Floor, Next to Apollo Centre, Vale Close, Ring Road Parklands,
Westlands, P.O. Box 1181 Village Market,
00621 Nairobi, Kenya

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client's name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller's proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (**Note: pricing must include guaranteed firm fixed prices for items requested.**)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions regarding this RFQ/RFP to be directed to

Procurement committee

at this email address:

procurement@tusome.rti.org
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The cut-off date for questions is

27 th December 2017 (5:00 PM EAT)
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6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in www.rti.org/potermis, <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY:** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL:** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A and the Sample(s) provided must match the specifications
- (d) **PAST PERFORMANCE:** Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **PAYMENT TERMS:** Seller provides the most favorable payment term

(f) OTHER EVALUATION CRITERIA

- a) Availability of secure & spacious storage space
- b) Most advantageous warranty plans
- c) Ability of vendor to provide visibility into the shipping process.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

Annex C: Past Performance

Vendors are requested to provide copies of LPOs which they have listed as part of their past performance demonstration. The LPOs should not be dated earlier than January 2012 and each of the LPOs presented will be considered if they are one LPO /contract of huge amounts and for similar works in scope and complexity. This should include period of performance, size of distribution, client, duration, etc.

Reference 1

Client & Date of work order: _____

Client Phone Number: _____

Location/Address: _____

Name(s) and email addresses of at least 1 contact person from the Client:

1. _____
2. _____

Reference 2

Client & Date of work order: _____

Client Phone Number: _____

Location/Address: _____

Name(s) and email addresses of at least 1 contact person from the Client:

3. _____
4. _____

Reference 3

Client & Date of work order: _____

Client Phone Number: _____

Location/Address: _____

Name(s) and email addresses of at least 1 contact person from the Client:

5. _____
6. _____