



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

**Request for Quotation
RFQ/2023/002**

For Supply & Delivery of ICT equipment

For 17 Computers (see specifications in the documents)
18 Mobile Phones (see specifications in the documents)
08 Computer monitors/screen (see specifications in the documents)
03 Printers (see specifications in the documents)

[opens on 28 February 2023 and closes on 09 March 2023]

International NGO Safety Organisation

INSO – South Sudan
Tong Piny Area, off Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road,
Juba- Central Equatoria (Jubek)
South Sudan.



Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted **by email or in a sealed envelope (do not send two submissions!!!)**, as stated below, no later than: **10 March 2023**

No later than 16:00 (Juba time)

Instructions To the Bidder:

- A. **General considerations:** In preparing the Bid, the Bidder is expected to examine these instructions in detail. Material deficiencies in providing the information requested may result in rejection of the Bid. The Bidder will not be permitted to take advantage of any errors or omissions in these instructions. Should such errors or omissions be discovered, the Bidder must notify INSO.
- B. **Preliminary documents** (submission should include all the bellow documents)
- ✓ Quotation in accordance with the detailed specifications in this document (p4 to p7) as per each item (specs not to be compromised) and where possible give different models options and prices. You may quote for one item or all the items.
 - ✓ Memorandum and Articles of Association
 - ✓ Latest operations license
 - ✓ Membership certificate and certificate of incorporation
 - ✓ Copy of ID and/or Passport of the senior representative/owner of the company and the contacts (phone, email...) of the company.
 - ✓ Up to date NRA Tax clearance certificate
 - ✓ Copy of the company profile
 - ✓ Manufacturer's Authorization of the Company as a Sales Agent (if any)
 - ✓ Client reference (Proof of delivery of similar items and value to clients for the last 3 years and contact
- C. **Bid validity:** all bids shall be valid for minimum 90 days after the submission deadline. In exceptional circumstances INSO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in these instructions. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid.

[28 February 2023]

A blue rectangular stamp for INSO (International NGO Safety Organisation) is located at the bottom center. The stamp contains the text 'INSO' in large letters, with 'INTERNATIONAL NGO SAFETY ORGANISATION' and 'ANALYSIS & ADVICE FOR...' in smaller text below. A blue ink signature is written over the stamp, and next to it, the date '28 Feb. 2023' is handwritten.

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- D. Payment terms: INSO will conduct the payment after delivery of the noted items and confirmation of the specifications.
- E. Place of delivery: items should be delivered at INSO office in Juba, South Sudan (any customs clearance needed will be done by the supplier)
- F. Special Packing Requirement: The goods supplied should be properly sealed and packed in the manufactural packaging.
- G. After sales services required: Minimum one year warranty for all the above items (replacement or repair without causing undue delays).
- H. Evaluation of the quote: Will be done according to the following priorities – (1) full submission of the preliminary documents-A. (2) Technical responsiveness – as per specs (3) Delivery date (4) Price, (5) Previous Experience.
- I. Evaluation of eligibility and Qualifications: in general bidders who meet the follow criteria may be considered qualified : (1) They are not included in INSO Sanctions lists (EU, US, UN), (2) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, (3) They have the necessary similar experience (technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required); (4) They have a record of timely and satisfactory performance with their clients, (5) They are able to comply fully with INSO Terms and Conditions in this RFQ and INSO Supplier Code of Conduct;
- J. Purchase Order award: (a) will be granted according to full submission as per this RFQ and detailed specifications and (b) the lowest priced, most technically acceptable/compliant with the offer.
- K. Due Diligence: INSO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: (1) Verification of accuracy, correctness and authenticity of information provided by the Bidder, (2) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; (3) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; (4) Physical inspection of the Bidder's offices/stores, branches or other places where business transpires, with or without notice to the Bidder.
- L. Responsiveness of Bid: INSO will determine the substantial responsiveness of each Bid to these instructions. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the RFQ and any mandatory terms contained in the Solicitation Documents. INSO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.

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Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Note: Proposals submitted by email must be in PDF format and limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Send via email and with the subject line "Supply & Delivery of ICT equipment" to deliver simultaneously to the two following emails addresses:

- Operations Manager: ops.manager@ssd.ngosafety.org
- Deputy Director: deputydirector@ssd.ngosafety.org;

Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

Attn: INSO South Sudan

Tong Piny Area, off Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road, Juba- Central Equatoria (Jubek)
South Sudan

Contact for clarification (before deadlines of this RFQ only): ops.manager@ssd.ngosafety.org ; tel : +211921809115

About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

Detailed Specifications - Required services.

For Computers (15 Laptops needed with the below specifications):

Table with 2 columns: Component and Specification. Rows include Processor (CPU), Operating System, Memory (RAM), Storage, and Monitor.

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Network	802.11ax Wi-Fi Capability.
Mouse, Sound, Headphones, Webcam	Built-in
Common I/O ports	Built-in (e.g. HDMI, USB 3, Type-C)

For Computers (2 Laptops needed with the below specifications):

Component	Specification
Processor (CPU)	9th ,10th or 11th Gen Intel Core i7
Operating System	Microsoft Windows 10/11 Pro (NOT HOME) with a valid license
Memory (RAM)	Minimum 16 GB
Storage	Minimum 512 GB Solid State Drive (SSD)
Monitor	Minimum 14 Display
Network	802.11ax Wi-Fi Capability.
Mouse, Sound, Headphones, Webcam	Built-in
Common I/O ports	Built-in (e.g. HDMI, USB 3, Type-C)

Preferred brands and Models:

DELL	Lenovo	HP
Dell XPS 13/15	Lenovo ThinkPad T series	HP Spectre 13
	Lenovo ThinkPad X	HP Spectre x360
	Lenovo ThinkPad X1 Carbon	HP EliteBook 800 Series
	Lenovo ThinkPad X1 Yoga	

Note: The computer should not be refurbished and must be brand new.

Mobile Phones: (16 mobile phones with the below specifications)

FEATURE	SPECIFICATIONS	
PLATFORM/PROCESSOR	OS	Android 12/13, One UI 4.1
	Chipset	Exynos or Snapdragon
	CPU	Octa-core (2x2.4 GHz Cortex)
MEMORY	Internal Memory	4GB/6GB RAM, 128GB Storage
NETWORK	Technology	GSM/HSPA/LTE/5G
	SIM	Dual SIM
DISPLAY	Size	At least 6inches
	Resolution	1080 x 2400 pixels, 20:9 ratio (~405 ppi density)
BATTERY	Type	Li-Po 5000 mAh, Li-Po 4500 mAh, non-removable
	Charging	Fast charging 25W
	Charger	Type C
COMMS	WLAN	Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct, hotspot
	Loudspeaker	Yes, with stereo speakers



	GPS & Bluetooth	YES
CAMERA	Main	64 MP, 12MP, LED Flash, 4K or FHD Video
	Front	32 MP, 4K or FHD Video
Phone Cover & Screen protector	Please, note that each phone should be delivered a new with screen protector and a phone cover	

Mobile Phones: (2 mobile phones with the below specifications)

FEATURE	SPECIFICATIONS	
PLATFORM/PROCESSOR	OS	Android 12/13, One UI 4.1
MEMORY	Internal Memory	3GB/4GB RAM, 32GB/64GB Storage
NETWORK	Technology & SIM	GSM/HSPA/LTE/5G; Dual SIM
DISPLAY	Size	At least 6inches
BATTERY	Type	Non-removable
	Charger	Type C
Phone Cover & Screen protector	Please, note that each phone should be delivered a new with screen protector and a phone cover	

While open to other brands, we would prefer Samsung Galaxy A Series.

Monitor/Screen: (8 computer monitors with the below specifications)

FEATURE	SPECIFICATIONS	
DISPLAY SIZE	27" display size, minimum resolution 1920x1080 @60Hz (FHD), IPS, 16:9 Aspect ratio, Anti-reflective with High adjustable.	

While open to other brands, we would prefer HP or Dell. Brand New.

Printers: (3 Printers with the below specifications)

FEATURE	SPECIFICATIONS	
Printer	Color, Wireless, duplex ie All-in-One Color Laser Printer	

While open to other brands, we would prefer HP Color LaserJet Pro MFP series or Canon i-SENSYS series.

Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque.
- ✓ The price should be in Dollars (USD) and be provided at the unit price per item.
- ✓ The prices quoted by the Bidder shall be fixed and the best offer.
- ✓ No price negotiations will take part after the RFQ.
- ✓ The Purchase Order shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

[28 February 2023]

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Principles

It is strictly prohibited to offer, promise, or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Selection Criteria


All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote after review of bid against all criteria in this RFQ.

Quotations will be evaluated (in no particular order) on (i) fulfillment of specified criteria (ii) price (iii) quality (iv) reliability of supplier (v) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.



28 February 2023
For INSO South Sudan


Fabrice Lunda
Operations Manager