



“Together we can bring Change”

Christian Missionaries Initiative

Office Plot No: 604,

Hai Referendum, Juba, South Sudan

26th September 2023

Request for quotations RFQ_Juba_2023_001 For supply of 5 Lenovo ThinkPad E14 Computer Laptop and accessories to facilitate Project Activities Under Education Project.

Annex 1: Specification of Bidding

B. Annex 2: Bills of Quantity We look forward to receiving your tenders by submission deadline on 10th October 2023 at or before 4:00pm via E-mail: **Send** to cmifinancea@gmail.com, copy, cmisouthsudan@gmail.com, or hand delivery to CMI office in Hai. Referendum along the road to Nile Petrol Station or Ministry of Education Parieng office before 10.10.2023 Tuesday, please write in the Subject line behind your Envelope with tender: RFQ-Juba-2023-0124 Laptop and accessories

Thank you for your cooperation.

Yours Faithfull,

For direction call this number +211915358847

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A. SPECIFICATION OF BIDDING

Related to our advertised Request for quotation RFQ_JUBA_2023_0001 Supply of Lenovo Computer laptop and accessories to facilitate Project Activities Under Education Project

Christian Missionaries initiative (CMI) is, non- governmental, nonprofit making, none discriminating, non-political Christian relief organization that was established by six Missionaries in 2007 under the leadership of South Sudanese Missionaries. These intellectuals have unified their human resources to form this NGO, which was meant to help the victims of the war, the refugees and famine affected people to help themselves. Since then, the organization was expanding in all aspects of organizational membership, developmental strategies, and program implementation in the field of Health, Education, Protection (Child protection and Mine Action), Peace building, Civic Education, Human right, Food security and livelihood, Environmental protection, Shelter, and Ministry.

Objective of Request for Quotations:

In accordance with the overall targets of above-mentioned operations, CMI plans to order Laptops and accessories. The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 2:

Bill of Quantity which are part of this Request for Quotations. Companies are invited to present tenders complying with the requirements here below specified

2. Tenders Presentation

The tender shall be received by or before submission deadline on 26th September 2023 at or before 4:00 pm via E-mail: **Send** to cmihumanresourcea@gmail.com , copy, cmisouthsudan@gmail.com, or hand delivery to CMI office in Hai. Referendum along the road to Nile Petrol Station or Ministry of Education Parieng office before 10.10.2023 Tuesday, the offer shall be written in English

If submitted in an envelope it must state, the following information:

- Reference to the Bid Number
- Address to which the offer is being submitted (see above)

The envelope must state the following information:

- Reference to the RFQ number
- Address to which the offer is being submitted
- The words "Not to be opened before deadline" written in English
 - The offer should be valid for 30 days after the deadline
 - The format BoQ can be used or a separate one depending on supplier's choice.

3. General conditions

- The tender shall be typed or written and signed on each page by the legal representative of the supplier,
- The winning company might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The prices of the tender will be expressed in United States Dollars. The prices must be on unit price basis,
- The prices will be considered fixed whereas CMI will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by CMI,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time

4. Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

5. Language of tenders

All tenders, official correspondence between companies and CMI, as well as all documents associated with the tender request will be in English.

6. Submission of tenders

All tenders must conform to the following conditions: Each tender must be received by or before Submission deadline on 10th October 2023 at or before 4:00 pm via E-mail: **Send** to cmihumanresourcea@gmail.com , copy, cmisouthsudan@gmail.com, or hand delivery to CMI office in Hai. Referendum along the road to Nile Petrol Station or Ministry of Education Parieng office before 10.10.2023 Tuesday

7. Content of tender

All submitted tenders must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

Part 1 - Tender: For Supply of Laptops and accessories to CMI Juba office. The format BoQ can be use or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

Part 2 – Documents to submit

- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Company's Bank Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

8. Exclusion criteria

The following are exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:

1.1.1. Copy of the company's certificate of incorporation,

1.1.2. Copy of Chamber of Commerce registration,

1.1.3. Copy Tax Identification Certificate,

1.1.4. Copy of Certificate of Operation,

2. Not bided according to the specification,

9. Ownership of tenders

MI reserves/funds ownership of all tenders received. Therefore, bidders will not be able to stipulate requirements that their tenders are to be returned.

10. Opening of submitted tenders.

The tenders will be opened on 11th October 2023 in CMI Office in Juba by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Tenders' evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards of IT equipment's and technical capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

13) Specific

Technical and Financial Evaluation Criteria to standards:

- Comparative bid Analysis and justification basing on responsiveness of the selected supplier by internal committee,
- PO will directly be issued to the selected supplier upon approval.

14) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment will be made in ten working days upon receipt of invoices from the supplier/contractor.

Annex 2: Bill of Quantity

For supply of Lenovo Computer laptop to facilitate Project Activities Under Education Project and stationaries

S #	Item Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1	Lenovo ThinkPad E14 Computer Black in color ,14" screen, Memory: Installed RAM of 8GB, DDR4,2400 MHZ (soldered), Min of 256GB SSD hard drive, Intel UHD Graphics 620, Operating System (OS); Intel @ core ™ i7- 8265 U , windows 10 pro /11, 64-Bit includes 720p HD webcam, Finger print reader, Wireless and Bluetooth 5.0 including black laptop bag	Pcs	5		
2	External Transcend Portable Hard Drive, 2 TB Storage capacity, USB 3.0	Pcs	3		

