



## **Request for Quotation**

### **Procurement of 15 Tablets and 15 Tablet Cases Lots:**

**Lot 1: 15 Tablets**

**Lot 2: 15 Tablet Cases**

**USAID Youth Empowerment Activity  
Education Development Center, Inc.  
(Hereafter referred to as "EDC")**

Date: 3 March 2023

Reference: Request for Quotation (RFQ): 2023-006

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

The purpose of this letter is to invite you to submit a quotation for 15 tablets and 15 tablet cases. The 15 tablets and 15 tablet cases shall be for used for project purposes in South Sudan.

This procurement is open to offers from organizations, incorporated or legally organized under the laws of any country, not under sanction by the US Government. Offers from organizations which are incorporated or legally organized under the laws of any country which is under sanction by the US Government shall not be considered.

### **Description of Technical Specifications**

Please provide a quotation for the fifteen (15) tablets and fifteen (15) tablet cases as described in the minimum technical specifications below. This procurement is an urgent need for USAID YEA with a preferred delivery of at least five (5) of the fifteen (15) tablets by 10 March 2023. The remaining ten (10) tablets and tablet cases will be delivered by March 17. If the estimated need date cannot be met, provide an alternative delivery date in the quotation.

Offerors may submit quotations for one or both of the lots specified below. All of the other specifications listed below the lots must be met.

EDC is seeking an offeror to provide quotations for fifteen (15) tablets and fifteen (15) tablet cases per the following minimum specifications:

**Lot 1: Tablet Specifications**

<b>Specification</b>	<b>Recommended minimal specifications</b>
Form Factor	Tablet
Operating System	Android 11
Screen Size	8.7”
CPU Processor type	Octa-Core
CPU Speed	2.3GHz
RAM Memory	3GB
Storage Internal Memory (GB)	32GB
External Memory capacity	MicroSD (Up to 1TB)
Battery Capacity	5100 mAh
Screen Resolution	1340 x 800 (WXGA+)
Camera	Rear Camera 8.0 MP / Front Camera 2.0 MP
Connectivity	Wi-Fi and Cellular Bluetooth v5.0 USB v2.0 Earjack 3.5mm Stereo
Location Technology	GPS, Glonass, Beidou, Galileo
Network	3G/4G/LTE – compatible with South Sudan Mobile Networks
Sensors	Accelerometer, Geomagnetic Sensor, Light Sensor
Accessories	Power Adaptor, USB Cable
Management	Android Enterprise Management recommended
Warranty	Manufacturer Warranty

**Lot 2: Tablet Case Specifications**

- Polycarbonate hard plastic and durable rubber  
Dual-layer protective case to withstand drops, bumps, and shock, made for demanding conditions, heavy use and random accidents.  
Precise cut-outs and easy access to all ports and buttons, lens  
Edge is 3 mm higher than the screen to prevent the screen from being scratched  
Must fit the tablet model proposed

Quotation due date: 9 March, 2023, 16:00 South Sudan Time. Quotations received after this date will not be eligible for contract award.

EDC shall evaluate all quotations based on:

- Price
- Availability of the five (5) tablets and five (5) tablet cases needed for March 10, 2023.

**Schedule of Events:**

The following schedule applies to this RFQ but may change in accordance with EDC’s needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

Line	Time	Date	Time Table
A	16:00	7 March 2023	Deadline for submission of questions to EDC. Questions should be sent in writing by email to <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a>
B	16:00	8 March 2023	Estimated date for issuance of responses by EDC. All quotations will be answered in one document and sent to all Offerors.
C	16:00	9 March 2023	Deadline for submission of quotations. All quotations must be sent by email to <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a> .

**Delivery Terms:**

Five (5) working days for five (5) tablets and five (5) tablet covers after signing of Purchase Order. The delivery for the ten (10) tablets and ten (10) tablet covers will be xx working days after the signing of the Purchase Order. If the delivery time is not possible, please propose an alternative delivery schedule.

Note: The project is exempted from the Value Added Tax and letter can be submitted to substantiate this exemption

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also (a) reject any or all quotations, (b) accept other than the lowest quotation, or (c) accept more than one quotation.

Contracts may be issued for some or all of the deliverables. EDC may award a contract without discussions with offerors. As such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions, which may result in revisions to quotations, with one or more than one or all offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Additional documentation may

be required prior to selection and discussions may include oral presentations provided by the offeror.

Quotations must include the following:

1. Quotation on company letterhead and signed;
2. A description of the goods being offered;
3. The total cost must be detailed to breakdown and include the unit price of each item, the total price and all applicable taxes. All pricing must be in US Dollars
4. Confirmation that goods are in stock;
5. Documentation of incorporation/ Certificate of Registration
6. A valid Tax certificate;
7. Delivery schedule for five (5) tablets and five (5) tablet cases by March 10, 2023 and for the ten (10) tablets and ten (10) tablet cases by March 13, 2023 terms;
8. Payment Terms including banking details.

Ensure at a minimum your quotation include the following:

Item	Quantity	Description of Commodity	Manufacturer	Unit Price in US \$	Total Price in US \$
1	15 Tablets				
2	15 Tablet Cases				

Quotation must be delivered via email to: Education Development Center, Inc., Attention: Procurement Manager, E-mail: [YEAProcurement@edc.org](mailto:YEAProcurement@edc.org). All quotations must be received by EDC, before the deadline date and time, 9 March 2023, 16:00 South Sudan Time.

Please complete the following form and submit with your formal quotation.

Full Legal Name of Company	
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Contact Person's full name and phone number	Name:
	Number:

Quotation Pricing Validity in Days	Number of Days:
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Authorized Signature:	Date:
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Please complete the following reference form and please provide references for where your firm has provided similar goods.

**Reference #1:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Provided: \_\_\_\_\_

Value of Services Provided: \_\_\_\_\_

Month/s and Year During Which Services were Provided: \_\_\_\_\_

**Reference #2:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Value of Services Provided: \_\_\_\_\_

Month/s and Year During Which Services were Provided: \_\_\_\_\_

**Reference #3:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Value of Services Provided: \_\_\_\_\_

Month/s and Year During Which Services were Provided: \_\_\_\_\_