

## REQUEST FOR QUOTATION (RFQ)

RFQ Title:	<b>Supply and delivery of 12 laptop computers</b>
RFQ Number	<b>RFQ-2023-021</b>
Request for Quotes Issue Date:	June 02, 2023
Due Date/Time for Questions:	June 06, 2023
Quote Due Date & Time:	June 09, 2023, by 2:00 PM South Sudan time
<i>Quotes submitted after the deadline (time &amp; date) or that do not include all the information requested will not be eligible for further consideration or contract award</i>	
EDC Point of Contact:	Procurement Manager - For Questions/submissions - please quote this RFQ title and send to : <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a>

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 under-served 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 RFQ is to invite you to submit a quotation for Procurement of 12 laptop computers Equipment/Accessories (see technical specifications below). The computer equipment shall be used for project purposes in South Sudan.

### Scope of Work

This procurement is open to offers from legally registered companies from South Sudan OR all countries, except for those designated by the US Government as prohibited source countries.

EDC is seeking an offeror to supply of Laptop Computer in its Juba office. See the detailed minimum technical specifications of the equipment and services listed below for additional information.

### For Supply and delivery of Laptop Computers.

Item	Quantity	Description of the Commodity	UoM	Unit Price (US\$)	Total Price (US\$)
1	12	15"screen Laptop <i>Intel(R) Core (TM) i5-1145G7 @ 2.60GHz 2.61 GHz, 16 GB Ram, 500GB HDD Window 11 Pro 64 bits Operating System</i>	Pcs		

Quotation must be submitted via email to: Education Development Center, Inc., Attention: Procurement Team, E-mail: [YEAProcurement@edc.org](mailto:YEAProcurement@edc.org), before the quotes due date and time; **June 09, 2023, by 3:00 PM South Sudan time.**

### In order to be considered quotes must be valid for at least 30 days and must include:

- Complete vendor contact information on company letter head, signed – including vendors physical address and full legal names.

- A description/schedule of the Laptop Computer being offered.
- The price offered for the goods and/or services, including associated costs; the pricing of the cost must be a detailed breakdown including the unit price of each item, the total price, all pricing must be United States Dollars.
- Current contact information for at least 3 past customer references (see page 3)
- Confirmation that goods are in stock.
- Delivery time.
- Payment terms including banking details.
- All information relevant to demonstrating the vendor's ability to meet EDCs Evaluation Criteria below:
- Valid Tax clearance certificate
- Valid Operational documents
- Valid Licenses certificate
- Valid Registration
- Valid Incorporation

**EDC shall evaluate all quotations based on the following criteria:**

Ability to meet the Description/Scope of Work/Specifications above (Claims settlement capacity and response/settlement time).	
Price and Value	
Acceptable Past Performance	
Delivery Time from receipt of PO & Payment Terms	
Other Factors (if any):	Quote in US\$, specify, indicate separately any applicable taxes.

**Price/Value**

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, (c) accept more than one quotation, (d) May issue Contracts for some or all 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, at its sole discretion EDC determines the discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

Bidders, who have not received any notification from EDC for one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

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

Full Legal Name of Company	
----------------------------	--

Contact Person's full name and phone number	Name: Number:
---	------------------

Quotation Pricing Validity in Days	Number of Days:
------------------------------------	-----------------

Authorized Signature:	Date:
-----------------------	-------

**Please complete the following form with references for where your firm has provided similar goods.**

Reference #1:

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

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

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

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

Type of Commodities/Services Provided: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_

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

**Reference #2:**

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

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

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

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

Type of Commodities/Services Provided: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_

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

**Reference #3:**

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

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

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

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

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

Value of Commodities/Services Provided: \_\_\_\_\_

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