



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Request for Quotation

RFQ/2021/004

For 10 pcs of Lenovo ThinkPad T490

[2nd August 2021]

International NGO Safety Organisation

INSO – South Sudan
Thongping, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road,
Juba- Central Equatoria State
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, as stated below, no later than: **12th August 2021 COB (1600 Juba time)**

The submission must include:

- ✓ The quotation for the service noted in the detailed specifications below (note that the quotation for each Laptop).
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the **validity period** of the quotation.
- ✓ Client references/testimonials as relevant with full contact details
- ✓ For company: any of certificate of incorporation of the company, registration, and company contracts ... including tax clearance certificate.
- ✓ For private: A copy of ID and the physical address in South Sudan including contacts (phone, email...)
- ✓ Warranty terms
- ✓ Delivery period/date
- ✓ Terms of payment

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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.

Send via email to deliver simultaneously to the two following emails addresses:

- INSO Information Manager: info.manager@ssd.ngosafety.org.
- INSO SSD Logistics Officer: logistics@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

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

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

The provision of Lenovo ThinkPad T490 should include the following:

- Lenovo ThinkPad T490 14.0" FHD
- RAM: 8/16GB DDR4
- Display: 14" FHD (1920x1080) IPS, Anti-glare
- Processor Intel core i7, 2.3GHZ, 9th generation
- Windows 10Pro
- Storage of 256GB SSD (Solid State Drive), at least 500GB Hard disk (HDD)

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- The quote should include any fee related to delivery cost and clearance in South Sudan (DDP) and should be quoted clearly.
- The price should be tax (excise duty) inclusive
- Your terms and conditions and the duration of the quoted price should be a least 30 working days.
- Warranty should be at least 2 years.

Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque on the account of the company.
- ✓ The availability of the laptops should be no later than 23rd August 2021.
- ✓ Prices and lead times should be firm and valid for 30 days.
- ✓ The price should be in Dollars (USD).
- ✓ The prices quoted by the Bidder shall be fixed.
- ✓ No price negotiations will take part after the tender.
- ✓ The contract 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.

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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.

Quotations will be evaluated (in no 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.

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