



ANANDA MARGA UNIVERSAL RELIEF TEAM (AMURT)

OPEN TENDER

TENDER NO: AMURT TENDER/001/2024

SUPPLY AND DELIVERY OF LAPTOPS FOR USAID TUJITEGEMEEE PROJECT

SUBMISSION DEADLINE:

1ST MARCH 2024 AT 12.00 NOON

INTRODUCTION

Ananda Marga Universal Relief Team (AMURT) is a local non-governmental organization registered in Kenya in 1993. Currently AMURT runs programs in areas of Health, Education, Agriculture, Environment, community capacity building and Economic empowerment for youth and vulnerable people in 10 counties across Kenya.

USAID TUJITEGEMEE Program is a five-year program targeting OVC, Adolescent Girls and Young Women (AGYW) implemented by AMURT in the coastal region of Kenya. The program seeks to increase use of quality county-led health and social services in the target counties working closely with national and county government structures.

SECTION I: INVITATION TO TENDER (ITT)

Date: 16/02/2024

1. Ananda Marga Universal Relief Team (AMURT), USAID Tujitegemee Project intends to procure laptops.
2. AMURT herewith invites tender (s) for:

SUPPLY AND DELIVERY OF LAPTOPS FOR USAID TUJITEGEMEE PROJECT

3. This Tender is conducted through the **Open Tender** procedures specified in AMURT's policies on Procurement.
4. Bidders are advised to regularly visit the AMURT website to obtain additional information/addendum on the tender.
5. Applicants can seek clarification by 23rd February 2024 via email to tenders@amurtafrica.org with the subject line clearly indicating category applied for "**AMURT TENDER/001/2024: SUPPLY AND DELIVERY OF LAPTOPS FOR USAID TUJITEGEMEE PROJECT**". No more clarification will be accepted after COB 23rd February 2024.
6. Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend our **online tender opening meeting** on the same day. Interested bidders **must indicate** their email through the link: <https://ee.kobotoolbox.org/x/PERX6Rr6> and thereafter we will share the **Zoom link for the meeting**.
7. Prices quoted should clearly indicate VAT amount and shall include delivery to AMURT offices in Nyali, Mt. Kenya Road, Opposite Mombasa Beach Hotel, Mombasa.
8. All those tenderers participating in the tender will be required to clearly indicate there email through the link: <https://ee.kobotoolbox.org/x/PERX6Rr6> for the purpose of receiving any amendments or additional information and log in details for the tender opening meeting.
9. Interested eligible bidders should submit the completed tender document attaching all statutory/mandatory documents as per section seven through the link: <https://ee.kobotoolbox.org/x/PERX6Rr6> by 1st March 2024.

INSTRUCTIONS TO TENDERERS

1. Source of Funds

- 1.1. AMURT has received funding from USAID towards the cost of the project.

2. Fraud and Corruption

- 2.1. AMURT requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, AMURT defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an employee in the procurement process or in contract execution; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of AMURT, and includes collusive

3. Eligible Goods

- 3.1. All laptops to be supplied under the contract shall have their origin in eligible source countries.
- 3.2. For purposes of this clause, "origin" means the place where the laptops are produced. Laptops are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product result that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3. The origin of the laptops is distinct from the nationality of the tenderer.
- 3.4. **Note: the country of origin for all the laptops should be USA and the software for the equipment should not be transferable.**
- 3.5. The following information pertaining to your proposal must be submitted:
 - a) Manufacturer
 - b) Country of Origin
 - c) Estimated delivery time (must be within 1-2 weeks after receipt of LPO)
 - d) The price quoted should be inclusive of VAT
 - e) Commercial/Proforma Invoice;

4. Cost of Tendering

- 4.1. The Tenderer shall bear all costs associated with the preparation and submission of its tender, and AMURT, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

5. Tender Document

- 5.1. Complete tender documents in English detailing the requirements may be obtained from AMURT website at <https://www.amutafrica.org/Tenders>
- 5.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender document. Failure to furnish all information required by the tender

document or to submit a tender not substantially responsive to the tender document in every respect will be at the tenderers risk and may result in the rejection of its tender.

6. Amendment of Documents

- 6.1. At any time prior to the deadline for submission of tenders, AMURT, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender document by amendment.
- 6.2. All prospective tenderer's that have downloaded the tender document will be notified of the amendment in writing or by email, and will be binding on them. All those tenderers who download the document will be required to clearly indicate their emails through the link: <https://ee.kobotoolbox.org/x/PERX6Rr6> for the purpose of receiving any amendments or additional information.
- 6.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, AMURT, at its discretion, may extend the deadline for the submission of tenders.

7. Tender Prices

- 7.1. The tenderer shall indicate on the appropriate Price Schedule the unit price and total tender price of the laptops it proposes to supply under the contract.
- 7.2. Prices quoted by the tenderer shall be fixed during the performance of the contract and shall not be subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 7.3. AMURT will pay the contracted bidder within 30days after receipt of invoice.
- 7.4. The quoted prices should remain valid from 120 days from the time of closure
- 7.5. Prices quoted shall include transport cost to AMURT Offices in Mombasa, Nyali.

8. Tender Currencies

- 8.1. Tender Prices shall be quoted in Kenya Shillings (Ksh) clearly indicating the VAT amount.

9. Qualifications of the Tenderer

- 9.1. The tenderer shall provide, as part of its tender, documentary evidence to establish the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 9.2. The documentary evidence of the tenderers eligibility to tender shall establish to AMURT's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country.
- 9.3. The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to AMURT's satisfaction:
 - (a) That, in the case of a tenderer offering to supply laptops under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the Manufacturer or producer to supply the laptops;
 - (b) That the tenderer has the financial, technical, and production capability necessary to perform the contract;
 - (c) That the tenderer has a successful performance history.

10. Award Criteria

- 10.1. The Committee will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the most competitive evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

11. Inspection and Tests

- 11.1. AMURT or its representative shall have the right to inspect and/or to test the laptops to confirm their conformity to the Contract specifications. AMURT shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 11.2. The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the laptops' final destination.
- 11.3. Should any inspected or tested laptop fail to conform to the Specifications, AMURT may reject the laptop, and the tenderer shall replace the rejected laptop
- 11.4. AMURT's right to inspect, test and, where necessary, reject the laptop after the arrival shall in no way be limited or waived by reason of the items having previously been inspected, tested, and passed by AMURT or its representative prior to the delivery.

12. Duty and Vat Exemption

- 12.1. **The project is USAID funded and hence VAT is exempt. While AMURT agrees to pay the invoice amount (inclusive of VAT), the vendor will be expected to refund the VAT amount upon submission of the duly approved VAT exemption document from the relevant government body.**

13. Specifications of Laptops

AMURT is interested in buying 45 pieces of Dell Laptops. Interested bidders are invited to quote for below laptops with the specifications given.

Item	Specification.	Quantity	Unit Cost	Vat amount	Total Cost
Laptop	DELL LATITUDE 3440 - Intel Core - i7 1335U 16GB / 512SSD, 14" FHD WIN11. Genuine OS Microsoft Windows 11 Pro.	45			
Wireless Mouse	Logitech M185	45			
Office	Genuine Microsoft Office 2021 volume licenses	120			
Antivirus	Microsoft Defender endpoint security volume licenses.	120			

