

**REQUEST FOR QUOTATION (RFQ)**

**iRise/RFQ0012/2021**

|  |  |
| --- | --- |
| **To** | **: Bidders** |
| **From** | **: iRisehub Foundation** |
| **Subject** | **: Procurement of Electronics** |
| **Ref No** | **: iRise/RFQ0012/2021** |
| **RFQ Issue Date** | **: 1st  July 2021** |
| **RFQ Closing Date** | **: 10th July 2021** |
| **RFQ Closing Time** | **: 23:59 – East African Time (EAT)** |

Enclosed is a Request for Quotation (RFQ). iRise invites qualified suppliers to submit a best-price quotation for Electronic Materials Such as Air Conditions, Tvs with perfect Condition. The issuance of a contract is subject to successful negotiation of the contract budget and terms. The Contract resulting from this award will be a single **firm fixed price contract**.

iRise encourages the interested companies or firms to indicate its interest by submitting a Quotation according to the instructions in Attachment II **“Instructions to Bidders”.** Quotations will be evaluated based on the **“Evaluation Criteria”** in Attachment III. iRise will make an award to the most technical responsive bidder which provides best value to the organization.

To be considered, bidders should submit a complete quotation no later than the closing date and time indicated above. Bidders should ensure that the Quotations are well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted **in writing** and emailed to [Hello@irisehub.so before](mailto:Hello@irisehub.so%20before%20%20) the end of the RFQ deadline. No questions will be accepted if they are received by means other than the specified email address. The solicitation number should be stated in the subject line. Answers will be compiled and distributed before the end of the deadline date**.**

Quotation must be submitted with the above-stated subject, title and Reference Number (iRise/RFQ0012/2021) to Hello@irisehub.so

Addressed to:

*Bid Evaluation Committee*

**Attachment l Specific Provisions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Electronic Materials Purchase BOQ** | | | | | | |
|  | **TECHNICAL SPECIFICATION** |  | |  |  |  |
|  | **Cost Estimation** |  | |  |  |  |
|  | | | | | | |
| **No.** | **Item Description** | **Unit** | **Qty** | | **Unit Cost ($)** | **Total Cost ($)** |
| **1** | **LG Ac Gencool Spilt Unit 18000BTU** | **3** | **Pcs** | |  |  |
| **2** | **Fridge** | **1** | **Pcs** | |  |  |
| **3** | **Water Dispenser** | **3** | **Pcs** | |  |  |
| **4** | **65inch Flat Screen TV** | **1** | **Pcs** | |  |  |
| **5** | **Coffee Machine** | **1** | **Pcs** | |  |  |
| **6** | **Coffee Grinder** | **1** | **Pcs** | |  |  |
| **7** | **Hair Clipper** | **3** | **Pcs** | |  |  |
| **8** | **Blow Dryer** | **3** | **Pcs** | |  |  |
|  | **Total** |  |  | |  |  |

**Attachment II**

# INSTRUCTIONS TO BIDDERS AND MINIMUM REQUIREMENTS

1. **General Instructions**

These Instructions to bidders will not form part of the offer or of the Contract. They are intended solely to aid bidders in the preparation of their Quotations.

# Read and follow these instructions carefully.

1. The supplier, all corresponding and documents related to the quotation must be written in the English language, unless otherwise explicitly allowed.
2. Quotations and all cost and price figures must be presented in **US Dollars**.
3. The Bidder must state in its Quotation the validity period of its offer. The minimum offer acceptance period for this RFQ is **90 days** after closing date of the RFQ. iRise reserves the right not to make any award.
4. Bidders must be licensed and authorized to conduct business in ***their country of residence/or the bidding entity***, evidenced by providing a valid legislation licenses/certificates.
5. A firm fixed price purchase order/contract will be issued to the successful bidder in **US Dollars**.

# Failure to agree and comply with any of the above specification will result in the Bidder being considered technically unresponsive.

1. **Additional Requirements for Submission**
2. No costs incurred by the Bidders in preparing and submitting the Quotation are reimbursable by iRise. All such costs will be at the Bidder’s expense.
3. Responsibility Determination: Award shall only be made to, “responsible” contractors. To enable iRise to make this determination, the Bidder must state in the cover letter of the Quotation that it:
4. has adequate financial resources to perform the work stated herein, or the ability to obtain them without delay;
5. is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
6. has a satisfactory performance record;
7. has a satisfactory record of integrity and business ethics;
8. has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and (f) Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
9. Late Bids: Bidders are wholly responsible for ensuring that their bids are received in accordance with the instructions stated herein. A late bid will be recommended for rejection, even if it was late as a result of circumstances beyond the Bidder’s control. Late offers will only be considered at the evaluation

committee’s discretion.

1. Disposition of Quotation: Quotations submitted in response to this RFQ will not be returned. Reasonable efforts will be made to ensure confidentiality of Quotations received from all Bidders. This RFQ does not seek information of a highly proprietary nature, but if such information is included in the Bidder’s quotation, the Bidder must alert iRise and must annotate the material by marking it “Confidential and Proprietary” so that these sections can be treated appropriately.
2. Clarifications and Amendment to the RFQ: Any question raised regarding this solicitation must be **in writing** emailed to the email address specified in the RFQ covering letter. No questions/clarifications will be accepted if they are received by another means. The solicitation number should be stated in the subject. Responses will be compiled and emailed to the requesting potential Bidder.
3. iRise anticipates that discussions with Bidders will be conducted, however, iRise reserves the right to make award without discussions. It is strongly recommended that Bidders present their best offer.
4. IRise may waive informalities and minor irregularities in Quotations received at their discretion.
5. Eligibility of Firms – Source/Origin/Nationality: All Bidders are required to indicate with supporting documents the source, origin of the goods for the nationality of the principle proprietors.

# Submission of Quotation:

Quotations must be submitted no later than the specified date/time to this email [Hello@irisehub.so](mailto:Hello@irisehub.so) Please mark the email with the RFQ number, indicated on the RFQ cover page.

# IRise reserves the right not to evaluate a non-responsive supplier.

1. **Content of Quotation:**

The quotation shall be comprised of the following sections:

* 1. The Cover Letter (Attachment IV)
  2. Copy of the Bidder’s Valid Business License

# Failure to comply with any of the above points will result in the Bidder being considered “unresponsive” and the Quotation rejected.

**Attachment III**

# EVALUATION CRITERIA

A. All quotes will be evaluated according to the following process. iRise will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and has been determined to be the lowest evaluated quotation, provided further that the supplier is determined to be qualified to perform the contract satisfactorily.

* **Selection Criteria**: Suppliers whose bids fit the technical requirements stated in **section A and B** of the RFQ and who have proved their ability to complete the work through performance, financial and technical records will move to the next stage to be judged on the value of their bid or quote. The supplier must demonstrate that they have the necessary qualifications, capability experience, services and facilities to provide what is being procured.
* **Award Criteria:** The value of each bid or quote will be compared to others received by IRise. Using the Quotation Form and other information, IRise will compare these quote or bids on price, overall cost of the product and other factors.

IRise reserves the right to consider other factors in this process. IRise may not be able to notify if a supplier has lost an award.

# Relative Importance of the Evaluation Factors

IRise will evaluate Quotations on a best value basis. IRise considers the Bidders’ technical capability and competence to be more important than the price offered. IRise will not, however, select a Bidder for award on the basis of superior capability without consideration its price and other cost factors. Bids exceeding IRise’s cost estimate without adequate justification in the technical Quotation and budget notes will be

considered “non-competitive”.

# ATTACHMENT IV

City: Country:

To: Chairman IRise Bid Evaluation Committee Dear Sir / Madam:

We, the undersigned, offer to undertake the

**RFQ No** , in accordance with your Request for Quotation dated

(**MM/DD/YYYY]** and our Technical and Cost/Business Quotation submitted herein.

# Our organization’s details are as follows:

i Company’s Name ii Company’s Address iii Name of Company’s authorized representative:

1. Telephone #/Cellular
2. Phone #, Email address:
3. Validity Period of Quotation vii A valid Business License / Certificate

Our Quotation shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the Quotation. We understand you are not bound to accept this or any Quotation you receive.

We also certify that our organization:

1. has adequate financial resources to perform the work stated herein, or the ability to obtain them without delay;
2. is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
3. has a satisfactory performance record;
4. has a satisfactory record of integrity and business ethics;
5. Has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and (f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

(g) Will deliver within days

Sincerely,

Authorized Signature: Name:

Title of Signatory and stamp: Date: