

# 1. Request for Quotation

## Re-advertisement

### Purchase of General Laptops/ SWASSA DRC program

PRF Name: Purchase of Laptops_ SWASSA DRC		RFQ No: MC-GOM-17765
Location: GOMA, DRC		Correspondence Language(s): FRENCH/ENGLISH
<p>Brief Summary Description of Project:</p> <p>Mercy Corps has been operating in Democratic Republic of the Congo (DRC) since August 2007 in North Kivu, South Kivu, Province Orientale and Kinshasa. Currently Mercy Corps activities focus on provision of water, Sanitation and Hygiene (WASH) services in camps of internally displaced people and large –scale WASH infrastructure and service delivery development in urban centers with an increasing shift towards transitional and integrated development programming.</p> <p>Mercy Corps DR Congo is looking for regional/international suppliers for the purchase of laptops - Mercy Corps invites interested and qualified vendors to send quotes as per the following instructions.</p> <p>1- The quotation should be submitted as per the following instructions and in accordance with the below general conditions.</p> <p>a) <b>PRICE:</b> all prices shall be quoted in USD. The quoted price shall be inclusive of all related costs including taxes, duties and other levies to the final place of delivery. The final place of delivery is Goma, Democratic Republic of Congo.</p> <p>b) <b>EVALUATION OF QUOTATION:</b> Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, Mercy Corps will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical.</p> <p>c) <b>AWARD OF PURCHASE ORDER:</b> the award will be made to the bidder who is offering the lowest evaluated price that meets the specifications.</p> <p>d) <b>VALIDITY OF THE OFFERS:</b> your quotation(s) shall be valid for a period of Two month from the deadline for receipt of quotation(s).</p> <p>2- Mercy Corps is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.</p>		

- 3- The bidder whose bid is accepted will be notified of the award of contract by Mercy Corps prior to expiration of the quotation validity period.
- 4- Normal commercial warranty/guarantee of 12 months shall be applicable to the supplied goods.

**Technical Specification of the Goods Required**

Items	Specifications	
	Features	Specification
<b>Laptop</b>	Keyboard	Full size, backlit keyboard, English US
	Processor	Intel Core i7
	RAM	16GB Onboard Memory
	Graphics	Intel HD Graphics
	Display	14.0" HD (1366x768) Display
	Resolution	1,440 x 900
	Storage	512GB Solid State Hard Drive
	Ports	USB 3.0
	Operating system	Genuine OS
	Warranty	one year
	Battery	42-watt-hour or more
	Other accessories	Carry case bag, AC-DC adaptor

**Language: French/English**

**Deadline for Offer Submission:**  
**Monday, February 13th, 2023, at**  
**5:00 PM (Goma Time)**

**Submit Offers to:**  
[drctendersubmissions@mercycorp](mailto:drctendersubmissions@mercycorp) and copy  
[ethony@mercycorps.org](mailto:ethony@mercycorps.org)

*Mercy Corps reserves the right to accept or reject any late offers*

**Questions and Answers (Q&A): N/A**

If any, Submit Questions in writing to: [drctender-questions@mercycorps.org](mailto:drctender-questions@mercycorps.org)

## 2. General Conditions

### 2.1 Applicant Eligibility

Applicant may not apply, and will be rejected as ineligible, if he:

- Is not registered organization in respective country.
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Is guilty of serious misrepresentation in supplying information
- Is in violation of the policies outlined in Mercy Corps Anti Bribery or Anti-Corruption Statement
- Applicant (or applicant's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

### 2.2 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- Any form of bribe or kickback in relation to its activities

This prohibition includes any request from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

- Conflicts of interests in the awarding or management of contracts

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

- The sharing or obtaining of confidential information

Mercy Corps prohibits its employees from sharing, and any applicants from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing applicants or competing offers, etc. Any information provided to one offer or must be provided to all other applicants.

- Collusion between/among applicants

Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting Statements of Qualifications can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices



or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

[integrityhotline@mercycorps.org](mailto:integrityhotline@mercycorps.org)

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

### **2.3 Certification Regarding Terrorism**

It is Mercy Corps' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, and abuse.

### **2.4 Content**

The EOI shall contain only the sections listed below and shall respond fully to all requirements of the RFQ. See below for required sections.

## **3. Submittal Requirements**

- Legal registration certificate (e.g. to whom it may concern certificate or equivalent).
- A copy of valid tax registration certificate or a copy of the latest tax clearance.
- Submission of filled, signed, and stamped Attachment 1 – Supplier Information Form.

### **3.1 Technical Submittals:**

- Organization profile
- Organizational structure showing names and positions of current senior staff
- Bank details and any other important information.

## **4. Attachments of the RFQ Package:**

- Attachment 1 – Supplier Information Form
- Attachment 2 – Price Offer Sheet Template

*The information provided will be used to evaluate the Company before contracting with the Mercy Corps.*

***Please complete all fields.***

**Attachment 1- Supplier Information form**

Company Name	
Any other names company is operating under (Acronyms, Abbreviations, Aliases)	
Previous names of the company	
Address	
Website	
Phone/Fax Numbers	Phone: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____
# of Staff	
# of Locations	
Avg. Value of Stock on Hand (USD)	
Government - owned (yes/no)	

Name(s) of Board of Directors	
Name(s) of Company Owner(s)	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

**Financial Information**

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No
Specify Standard Payment Terms (Net15, 30, etc.)	

**Product/Service Information**

List Range of Products/Services Offered	
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Basis For Pricing (Catalog, List, etc.)	

**References**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

**Supplier Self-Certification of Eligibility**

Company certifies that:

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government’s sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
3. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.

4. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.

It pays taxes as and when due and is not **currently** the subject of any investigation or proceeding related to back-owed taxes.

6. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
7. It pays social security obligations as required in the countries where it operates.
8. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
9. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, internal sexual misconduct, abuse or exploitation of children, involvement in a criminal organization or any other criminal activity.
10. It treats its employees with dignity and respect and maintains social operating standards, including: working conditions and social rights; avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from harassment (including sexual harassment), exploitation, abuse, bullying and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
11. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company's business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not use for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
12. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
13. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
14. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
15. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.





If the Company cannot certify to any of the above, it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR MERCY CORPS USE ONLY**

Following documents have been provided

Documents	
Legal Business Registration	
Latest Tax Registration Certificate	
Latest Tax clearance	
Company Profile	
Signed price offer sheet	

I \_\_\_\_\_ an employee of Mercy Corps having completed and reviewed

**this form confirm the accuracy of information provided:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date\* \_\_\_\_\_

\*Supplier to be re-authorized one year from this date.

**Attachment 2 -Price Offer Sheet template**

The prices mentioned in the list below must be in US Dollars, including all related costs

DESCRIPTION – SPECIFICATIONS <i>(minimum specifications of goods to be supplied)</i>	Quantity	Unit price	Total Amount	Warranty provided	Delivery period
L14 Gen 2 Notebook ( Intel Core i7-1165G7 Quad-Core Processor, 16GB Onboard Memory, 512GB Solid State Hard Drive, 14.0" HD (1366x768) Display No-touch Laptop, Windows 10	<b>10</b>				

Preferred payment terms :

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By signing the Price Offer Sheet you certify that your Company confirms the above prices, delivery and payment terms and all information provided in the tables above.

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: