



**REQUEST FOR QUOTATION (RFQ)
(Goods and services)**

Qualified Somali Vendors	Date: August 14, 2018
	Reference No: <u>MOF/SFF-LD/RFQ/2018/003</u>

Dear Sir / Madam:

The Ministry of Finance (MOF) of Federal Government of Somalia kindly request you to submit your quotation for office furniture and IT equipment as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 and MOF General Terms & Conditions are at Annex 3.

Quotations may be submitted on or before 4:00 PM Somalia local time on Tuesday, August 21, 2018 via

E-mail: sffldprocurement@gmail.com and mark the subject line of your e-mail the: **Ref No. MOF/SFF-LD/RFQ/2018/003**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by MOF after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Exact address of delivery	Mayor's office, Galkio North-Puntland State of Somalia
Latest Expected completion, commissioning and handing taking over date	Two weeks after issuance of purchase order
Delivery Schedule	Required
Currency of Quotation	United States Dollar (USD)
Tax on Price Quotation	Must be exclusive of 3% FGS tax
Deadline for the Submission of Quotation	Tuesday, August 21, 2018 at 4 PM local time
Warranty	Warranty on goods for One year (Server, Printers, photocopier machine, Desktops and Laptops)
Bid submission requirements	Bids can be submitted in hard copy or through e-mail.
Date, time and venue for opening of Proposals	There will be no public opening of the quotations.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> ✓ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of technical requirements in Annex 1; ✓ Latest Business Registration Certificate ✓ Catalogs or Technical documentation of items ✓ Company Profile ✓ Client listing for the provision of similar goods provided with contact details, email address for reference check.
Period of Validity of Quotes starting from the Submission Date	120-days
Partial Quotes	Permitted per lot
Payment Terms	✓ 100% upon delivery, installation and testing
Liquidated Damages	0.5 % of total contract amount for each day of delay and maximum of 30 days after which contract will be terminated.
Evaluation Criteria	<ul style="list-style-type: none"> ✓ Technical responsiveness/Full compliance to requirements and lowest evaluated price ✓ Full acceptance of the PO General Terms and Conditions ✓ Earliest Delivery / Shortest Lead Time
MOF will award to	One or two suppliers
Type of Contract to be Signed	Purchase Order
Performance warranty/ security	Not required
Special conditions of Contract	Cancellation of PO/ if the delivery/completion is delayed by one month.
Conditions for Release of Payment	Written Acceptance of Goods based on full compliance with RFQ requirements by the end user
Contact Person for Inquiries (Written inquiries only)	Fatima Ahmed sffldprocurement@gmail.com

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of MOF requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by MOF. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Ministry of Finance's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by MOF after it has received the quotation. At the time of Purchase Order, MOF reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum twenty five per cent (20%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of MOF herein attached as Annex 3.

MOF is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

**Ali Haji Adan
Project Coordinator, SFF-LD Project
Ministry of Finance, FGS.**

Technical Specifications

LOT 1 OFFICE FURNITURE SPECIFICATIONS

S. No	Items to be Supplied*	Quantity	Description / Specifications of Goods
1	Conference Tables	3 pcs	Wooden conference table for 10 persons Size: 3 miter Color: Optional; Style: Modern designs
2	Executive Office Chairs	18 pcs	With Arm rest, high back, Swivel Semi executive chair (adjustable) with arms, high back, swivel
3	Meeting Chairs	50 pcs	Leather cantilever Conference chair with arm rest Size: 50*50*93cm
4	Steel filing Cabinets	5 pcs	Four (4) layers metal office Steel File Cabinet With Safe Lock
5	Wooden Filing Cabinets	5 pcs	Filing Cabinet Color: mahogany, walnut , red brown Assembly: Assembly Required Size: 300*300 Feature: Freestanding
6	Waiting chairs for office	5 set	Durable Waiting Chair for Office, Public Seating, Three Seaters Material: Metal, Chrome steel Dimensions of three seaters:1750*650*780
7	Standing rotating fans	10 pcs	Black/gray 16-18 inch rotating fan
8	Office Tables with Side Racks	10 pcs	Size : 120cm 3 drawers and side racks with keyboard tray

LOT 2- IT EQUIPMENT SPECIFICATIONS

Printer scanner copier 3 in 1, (HP Color LaserJet Pro MFP M274n) or equivalent

No: 1	Items to be Supplied*	Quantity	Description / Specifications of Goods
	Color LaserJet Printer MFP 274	4 pcs	Description / Specifications of Goods
			<ul style="list-style-type: none"> ✓ Print technology :Laser ✓ Display: 3.0-in touchscreen, LCD (color graphics) ✓ Processor speed :800 MHz ✓ Automatic paper sensor :Yes ✓ Ink Palette Supported (Colors): Blue, magenta, yellow, black ✓ Connectivity standard : Hi-Speed USB 2.0 port built-in Fast Ethernet 10/100 Base-TX network port Host USB
PRINTING			
	Print speed black & Color		Up to 18 ppm
	Print quality black /Color (best)		Up to 600 dpi
SCANNING			

	Scanner type	Flatbed, ADF
	Scan file format	PDF, searchable PDF, JPG, RTF, TXT, BMP, PNG, TIFF
	Optical resolution	1200 x 1200 dpi
	Grayscale Depth	8-bit
	Scan speed (normal, A4)	Up to 21 ppm (B& W), up to 14 ppm (color)
COPIER		
	Copy speed (normal)	Black: Up to 18 cpm Color: Up to 18 cpm

NO. 2	Items to be Supplied*	Quantity	Description / Specifications of Goods
	LaserJet P 2035 Printer	5 pcs	Description / Specifications of Goods
			Functions: Printing only Processor: Custom Priority Processor Processor speed: 266 MHz Print Resolution: 1200 dpi Memory: 16 MB Maximum input capacity (sheets): Up to 300

No. 3	Items to be Supplied*	Quantity	Description / Specifications of Goods
	Canon photocopier Ir 250	1 pcs	Description / Specifications of Goods
			<ul style="list-style-type: none"> ✓ Copy/Print Speed 20 per minute ✓ Standard A3 Laser Network Printing (UFR II LT Printer Kit) ✓ Network A3 Colour Scanning (600 x 600 dpi) ✓ Standard Duplex Facility ✓ Direct USB Printing (Pen Drive) ✓ Canon 400 MHz custom processor with Standard 10 Base T/100 Base TX (RJ 45)/USB 2.0 ports ✓ Standard Memory 256 MB RAM ✓ Standard Print Resolution 600 dpi x 600 dpi (reading) / 1200 dpi x 1200 dpi (writing) ✓ Warm Up Time 30 Seconds ✓ Electronic Rotate Sorting ✓ Scan once print many

No.4	Items to be Supplied*	Quantity	Description / Specifications of Goods
	camera canon EOS 6D, Mark II	1 pcs	Description / Specifications of Goods
			<ul style="list-style-type: none"> ✓ 26.2Mega Pixel Full-Frame CMOS Sensor ✓ Canon EF 24-105mm f/4L IS USM ✓ Canon EF 100-400mm f/4.5-5.6L IS USM Telephoto Zoom Lens for Canon SLR Cameras ✓ Native ISO 40000, Expanded to ISO 102400, Built-In GPS, Bluetooth & Wi-Fi with NFC with Pro battery power grip - Vertical shutter with half-press function, comfortable vertical shooting, Doubling the battery capacity. ✓ 65 inch travel tripod Portable for Canon Nikon Sony DV

	<p>DSLR Camera Camcorder, Cam/iPhone & Carry Bag & Phone</p> <ul style="list-style-type: none">✓ Camera Light Panel Dimmable for DSLR Camera Camcorder with Battery, Charger, High Brightness, 3300K-5600K Bi-Color, White Filter and LCD Display✓ SanDisk Ultra 64GB Class 10 SDXC UHS-1 Memory Card up to 48MB/s✓ BOYA BY-DTUM48C UHF Dual-Channel Wireless Lavalier Microphone System with 48 Channels with BY-UM2 Gooseneck Microphone for Canon Nikon ENG EFP DSLR Cameras Sony RX0 Camcorders
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No.5	Items to be Supplied*	Quantity	Description / Specifications of Goods
	Projector Epson S05	2 pcs	Description / Specifications of Goods
			<ul style="list-style-type: none"> ✓ Light output: 3,200 lm ✓ Resolution: 800x600 ✓ Contrast: 15,000 : 1 ✓ Projector type: LCD ✓ Projection distance minimal: 1.77 m ✓ Projection distance maximum: 2.4 m ✓ Zoom ratio: 1.35 x

Desktop specifications			
NO. 6	Items to be Supplied*	Quantity	Description / Specifications of Goods
	WINDOWS Desktop	8 PCS	Mini Tour description
	Operating System English		Microsoft Windows 10 Professional Edition 64-bit DVD+ DRDVD
	Processor Type		Intel Core i3 7 th generation Processor Speed: 3.6 Ghz
	Memory		RAM size : 4 GB, DDR4
	Hard Drive		Hard drive size: 1TB 1 To 7200 RPM SATA 6G 3.5 HDD
	Graphics Card		Display resolution: 1920 x 1080 dpi,
	Integrated peripherals		Audio: Internal stereo speakers and monophonic microphone; jacks for headphones and microphone.
	Ports		Input signal: 1 VGA; 1 DVI-D; 1 DisplayPort, 3x USB3.0
	Ethernet		Network 100/1000
	External display – flat screen		Monitor 22”:
	External Keyboard/Mouse		USB Keyboard - ENGLISH ; USB Mouse
	Warranty		1 Year

Laptop specifications

No. 7	Items to be Supplied*	Quantity	Description / Specifications of Goods
WINDOWS Laptop		7 PCS	Mini Tour description
Operating System English			Microsoft Windows 10 Home Edition 64-bit DVD+ DRDVD
Processor & Graphics			Intel® Core™ i5-8250U (1.6 GHz, up to 3.4 GHz, 6 MB cache, 4 cores)+Intel® UHD Graphics 620 Intel® Core™ i5-8250U (1.6 GHz, up to 3.4 GHz, 6 MB cache, 4 cores)+AMD Radeon™ 530 Graphics (2 GB GDDR5 dedicated)
Memory			4 GB DDR4-2400 SDRAM
Display			15.6" diagonal HD SVA BrightView WLED-backlit (1366 x 768)
Storage			1 TB 5400 rpm SATA; 128 GB M.2 SSD,
Integrated peripherals			Audio: Internal stereo speakers and monophonic microphone; jacks for headphones and microphone.
Pointing Device			HP Imagepad with multi-touch gesture support
Keyboard			Full-size island-style backlit keyboard
Audio			Bang & Olufsen, dual speakers, HP Audio Boost
Battery Life			Up to 9 hours and 15 minutes with HD panel; Up to 9 hours with FHD panel
Dimensions (W X D X H)			14.8 x 9.61 x 0.89 in
Expansion Slots			1 multi-format SD media card reader
External I/O Ports			1 USB Type-C™ 3.1 Gen 1 (Data Transfer Only); 2 USB 3.1 Gen 1 (Data Transfer Only); 1 HDMI 1.4; 1 RJ-45; 1 headphone/microphone combo
Network Interface			Integrated 10/100/1000 GbE LAN
Warranty			1 Year

Laptop specifications			
No. 8	Items to be Supplied*	Quantity	Description / Specifications of Goods
	MacBook Pro (15-inch)	2 PCS	Mini Tour description
	Operating System English		<ul style="list-style-type: none"> ✓ 2.6GHz 6-core 8th-generation Intel Core i7 processor, Turbo Boost up to 4.8GHz ✓ Retina display with True Tone ✓ Touch Bar and Touch ID ✓ Radeon Pro 560X with 4GB of GDDR5 memory ✓ 16GB 2400MHz DDR4 memory ✓ 512GB SSD storage ✓ Four Thunderbolt 3 ports ✓ Backlit Keyboard - US English
	Warranty		1 Year

Server specifications			
No. 9	Items to be Supplied*	Quantity	Description / Specifications of Goods
	HP ProLiant ML10 Gen9 Server	2 PCS	Mini Tour description
			HP Server ProLiant ML10 Gen9 Tower <ul style="list-style-type: none"> ✓ Intel Xeon Processor E3-1225 v5 ✓ Base Frequency 3.30 GHz ✓ Turbo frequency 3.70 GHz ✓ 8MB Cache ✓ 8GB RAM DDR4 ECC ✓ 2TB (1TB + 1TB) HDD 7200RPM ✓ Gigabit Ethernet Port ✓ Display Port ✓ DVD Writer ✓ Video Interfaces VGA ✓ DOS (Without OS)
	DIMENSIONS & WEIGHT		Width 6.5 in; Depth 15 in; Height 14.3 in
	Warranty		1 Year

Universal Power Supply Power back-up unit (UPS) specifications			
No. 10	Items to be Supplied*	Quantity	Description / Specifications of Goods
	UPS	5 PCS	Features
			<ul style="list-style-type: none"> ✓ 1000 VA / 600 watts Universal Power Supply ✓ Very easy to use ✓ Just plug and play!

		<ul style="list-style-type: none">✓ Back-up time of 15 - 40 minutes depending on load✓ Overload protection✓ Fuse protected✓ Sealed maintenance free lead acid battery✓ Typical recharge time is 2 hours for full back-up✓ Battery back-up alarm✓ Low battery alarm✓ Overload alarm✓ Operating voltage: Unit is 240 Volts operable between 210-240 volts 50-60 hertz
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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the Ministry of Finance (MOF) of Federal Government of Somalia's General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements as per RFQ Reference No. _____

TABLE 1: Offer to provide Goods Compliant with Technical Specifications

No.	Description	Quantity	Price USD	Total amount USD
1.	Conference Tables	3 pcs		
2.	Executive Office Chairs	18 pcs		
3.	Meeting Chairs	50 pcs		
4.	Steel filing Cabinets	5 pcs		
5.	Wooden Filing Cabinets	5 pcs		
6.	Waiting chairs for office/reception area	5 set		
7.	Standing rotating fans	10 pcs		
8.	Office tables	10 pcs		
9.	MacBook Pro (15-inch)	2 pcs		
10.	LaserJet Printer MFP 274	4 pcs		
11.	LaserJet P 2035 Printer	5 pcs		
12.	Canon photocopier Ir 250	1 pcs		
13.	camera canon EOS 6D, Mark II	1 pcs		
14.	Projector Epson S05	2 pcs		
15.	Windows Desktop	8 PCS		
16.	Windows Laptop	9 PCS		
17.	HP ProLiant ML10 Gen9 Server	2 PCS		
18.	UPS	5 PCS		
Sub-total				
FGS Tax 3%				
Grand Total				

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind MOF unless agreed to in writing by a duly authorized official of MOF.

2. PAYMENT

- 2.1 MOF shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by MOF, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of MOF.

3. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by MOF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

4. INSPECTION

- 4.1 MOF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 4.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

5. RIGHTS OF MOF, FGS

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to make delivery of all or part of the goods by the agreed delivery date or dates, MOF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 5.1 Procure all or part of the goods from other sources, in which event MOF may hold the Supplier responsible for any excess cost occasioned thereby.
- 5.2 Refuse to accept delivery of all or part of the goods.
- 5.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of MOF.

6. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with MOF to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by MOF.

7. SETTLEMENT OF DISPUTES

- 7.1 **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
- 7.2 **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.