



Association Rwandaise pour la promotion du Développement Intégré
Agréée par A.M. n° 595/07 du 20/06/1983, paru dans le J.O. n° 14 du 15/07/1983, revu par
A.M. n° 113/11 du 07 Octobre 2004. enregistré par RGB 07/03/2013 sous le N° 595/07

Ref: 39/NM./M.P......

Kigali 5th August 2024

Subject: Request of quotation for Computer Laptop

From: ARDI

To

The Representative of Company

Dear representative;

ARDI is implementing a project in Nyamagabe district named “**Autonomisation des femmes rurales à travers la résilience aux changements climatiques, District de Nyamagabe /Province du Sud**” from March 2024-March 2025 funded by ACORD.

In order to facilitate field activities’ implementation and supervision, ARDI is requesting your company to participate as bidder for the procurement of One Computer Laptop for Field Extension officer recruited for this project in Nyamagabe district.

The following table shows the specifications needed for the required computers Laptop:

Quantity	Description	Specifications
1	Computer Laptop with bag	HP250 inch G8 Notebook PC (6S6V0EA) i5

If you are interested, you can send your Quotation invoice through the e-mail info@ardirwanda.org or bringing the hard copy of your quotation at ARDI Rugende Office before 5 H 00 PM on 9th August 2024 at ARDI office. You will be notified of the selection results within 48 hours after the opening bids received. To note that the delivering will done from 12th-17th August 2024 at ARDI Office. On the appendix of this letter you have all details for this offer.

MUSABIMANA Patrice
Executive Secretary





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Request for Quotation (RFQ) N°.....

1. General information to the bid

Commodity/Service Required:	SUPPLY OF 1 COMPUTER LAPTOP
Type of Procurement:	ONE TIME
Type of Contract:	FIXED PRICE
Term of Contract:	5 DAYS OF DELIVERY
Contract Funding:	EU
This Procurement supports:	Autonomisation des femmes rurales à travers la résilience aux changements climatiques, District de Nyamagabe /Province du Sud »
Submit Proposal to:	info@ardirwanda.org or Hard copy
Date of Issue of RFQ:	5 August 2024
Date Questions from Supplier Due:	6-7 August 2024
Date Proposal Due:	9 August 2024 at 5:00PM
Approximate Date Purchase Order Issued to Successful Bidder(s):	12 August 2024 at 4:00PM

Method of Submittal: Email to the above listed email addresses

Respond via e-mail with attached document in pdf format. **The documents MUST be password protected.**

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2. Specifications

The following table shows the specifications needed for the required computers Laptop:

Quantity	Description	Specifications
1	Computer Laptop with bag	HP250 inch G8 Notebook PC (6S6V0EA) i5

3. Instructions to Bidders/Sellers

The Bidder shall submit the following additional documents on its quotation bill:

Bidder Information:

- A **copy of the business registration certificate** issued by RDB indicating that is a company specializing in this area;
- A **copy of tax clearance** certificate from RRA, still valid;
- Presentation of **2 certificates of good** completion of the similar service.

N.B.: The cost will include the price of Laptop, bag, and the guarantee notification for 1 year.

4. The evaluation of bidder

The evaluation process will focus on the following criteria:

- Price of service requested by bidder /50
- Meeting the specifications/characteristics requirement /30;
- Presentation of required documents annexed to the quotation/ 20.

Note:

- All bidders will be notified of the result of their quotation evaluation,
- The Estimated bill of quantity, prices are tax inclusive, shall remain fix and unchangeable during the execution of the contract;
- The Service provider will be paid within 1 day after the presentation of EBM invoice to ARDI. The payment will be done through the **company's account** presented with the quotation.

The format for quotation to fill is on the last page or you can use your own format.

Done at Kigali on 05 August 2024

MUSABIMANA Patrice

Executive Secretary

