

## EDUCATION DEVELOPMENT TRUST

### REQUEST FOR QUOTATION (RFQ)

#### FOR LAPTOPS AND IT ACCESSORIES

**RFQ #:** 017/22

**Date:** May 24, 2022

Education Development Trust is seeking qualified suppliers to provide their best price quote for the item(s) below. If interested, the quotation should be submitted on company letterhead and signed. Please refer to the Terms and Conditions (below) in preparing your quotation. Please acknowledge receipt of this request and indicate intention to quote.

Item #	Category	Description Pages	Qty	Unit Cost	Total
1.	Blue Pin Laptop Chargers	HP	4		
2.	Type C Laptop Chargers	HP	2		
3.	Wireless Jabra Headsets	Jabra Evolve2 65 or Jabra Evolve2 75	9		
4.	Wireless mouse	Logitech m185	13		
5.	Logitech Wireless Keyboard and Mouse Combo	MK235 or MK330	3		
6.	Laptop Bags	Backpack, orthopaedic, 4 partitions, side pockets for water, padded shoulders and inside padded for laptop compartment.	8		
7.	Jabra Speaker phone	speak 710 or 510	1		
8.	HP laptop with accessories <ul style="list-style-type: none"> <li>Backpack bag</li> <li>Logitech mouse m185</li> </ul>	HP EliteBook 840g8 ci7 16gb ram 512gb 14" FHD win 10 pros	2		
9.	Dock Station	Vention Type C To MultiFunction 6 In 1 Docking Station Type C To Usb 3.0 (3 Ports) + Vga + Hdmi + Type C Pd	3		

# TenderSoko

10.	Desktop Monitor	HP pavilion 27	1		
	<b>Total</b>				
	Provide Delivery date for each item:				
	Delivery location: all repairs will be done at supplier workshop				
	<b>Additional information</b>				
	Please contact procurement for more clarifications where need be				

## Terms and Conditions

**Quotation Validity period** 60 days

<b>Delivery and packaging Instructions:</b>	Ed Dev Trust offices
<b>Payment Terms:</b>	<b>Option 1:</b> 100% payment within 30 days from delivery and receipt of invoice and delivery notes. Supplier must be willing to provide us with 30 days credit facility or choose not to quote.
<b>Quotation must include the following:</b>	Quote shall be marked with RFQ# above Copy of valid Company Trade license, Tax certificate (VAT Registration), Detailed description of the quoted items; Information on delivery cost, method, date; where applicable Detailed information on any warranties offered by the vendor; Quotation in KES inclusive of tax, excise and other duties or taxes; Information on the number of days for which the quote is valid; Statement that vendor will adhere to Education Development Trust terms and conditions.
<b>Evaluation criteria:</b>	Offers will be evaluated based on their responsiveness to the specification, qualifications and experience of the vendor, location, price, after sale service, delivery time and related criteria.

## Submission of Quotes

**Submission Deadline:** The quote must be submitted to Education Development Trust no later than 27th May 2022 at 2.00 pm  
Quotations submitted after the deadline will not be considered.

<b>Submission Method:</b>	<ul style="list-style-type: none"> <li>Offer can be submitted either in hard copy or electronically:</li> <li>submit your quotation on company letterhead signed by an authorized person of the company.</li> <li>If you choose to submit a hard copy deliver it to the Education Development Trust Office in a sealed envelope and addressed to Wanjiku Gacuru - Procurement and</li> </ul>
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Logistics Officer

- If you choose to send your quote by e-mail you must sign, scan and send the quote as an attachment in PDF format to [ssaprocurement@educationdevelopmenttrust.com](mailto:ssaprocurement@educationdevelopmenttrust.com)

**Education Development Trust Code of Conduct & Ethics Policy:** In accordance with the Education Development Trust Code of Conduct and Ethics Policy, Education Development Trust requires full and open disclosure when dealing with procurement. As such, Education Development Trust employees must avoid any conflict of interest or the appearance of a conflict of interest. Education Development Trust employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Education Development Trust employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

***Education Development Trust reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves.***