



LUMO COMMUNITY WILDLIFE CONSERVANCY

P. O. BOX 186-80311, NG'AMBWA. TEL. 0740306562 Email: info@lumoconservancy.com

Request for Quotation (RFQ)

Supply of Laptops

Date: July 4, 2023

Subject: Request for Quotations

LUMO Conservancy seeks service providers to submit competitive bids for

Supply of Laptops for LUMO Conservancy Office.

Introduction.

LUMO is an acronym for Lualenyi, Mramba and Oza. LUMO community wildlife conservancy is a pioneer community owned and managed conservancy in Taita Taveta county. The conservancy was established in the late 1990s when three ranches in Taita Taveta county, namely, Lualenyi, Mramba and Oza negotiated for a merger to form a large conservation area and pursue wildlife-based businesses.

Objective for the request for proposals

LUMO Conservancy is seeking quotations from service providers to supply laptops and plans to issue a contract/LPO to one successful bidder through a full and open competition.

GENERAL REQUIREMENTS

Bidders are invited to submit quotations in accordance with requirements of the enclosed RFQ. Quotations must be received by LUMO Conservancy no later than date and local time stated in this RFQ. Bidders shall also sign and date their quotations. Bidders are also required to complete the price schedule (Annex 1).

LUMO Conservancy requires that proposals remain valid for a minimum of 14 calendar days after submission.

This solicitation in no way obligates LUMO Conservancy to award contract, nor does it commit LUMO Conservancy to pay any cost incurred in the preparation and submission of a quotation in response hereto.

Furthermore, LUMO Conservancy reserves the right to reject any and all bids, if such action is considered to be in the best interest of LUMO Conservancy.



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PRICE SCHEDULE

Total price must include all taxes and fees, in Kenyan shillings, based on the technical specifications listed below.

Item	CPU (processor)	Ram (memory)	Storage	Operating system	Warranty	Quantity	Delivery time	Screen	Unit price	Total price
Lenovo laptop	Intel Core i7	16GB or more	512GB SSD	License and activated Windows 10 Pro	1 year or more	3 laptops	1 week	14 inches		



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Evaluation criteria

The LPO will be awarded to the bidder that receives the highest scores as set out in the criteria below.

Selection criteria

Selection criteria	Score (100%)
Technical	60
Compliance to specifications	40
Delivery time (within 1 week)	10
Warranty period of one year	10
Financial	40
Price of items	40
Total Score	100

The currency of the bid will be in Kenyan Shillings

It is anticipated that the award will be made solely on the basis of these original quotations.

However, LUMO Conservancy reserves the right to conduct any of the following:

Conduct negotiations with and/ or request clarifications from the bidder prior to award

While preference will be given to bidders who can address the full requirements of this RFQ, LUMO Conservancy may issue the award if it is in the best interest of LUMO Conservancy.

LUMO Conservancy may cancel this RFQ at any time

TERMS AND CONDITIONS

1. The request for quotes is not and shall not be considered an offer by LUMO Conservancy.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected
3. All quotes will be considered binding offers. Price quoted must be valid for entire period provided by the respondent



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4. LUMO Conservancy reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting RFQ for such rejection or cancellation of the procurement.
5. All information provided by LUMO Conservancy in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. LUMO Conservancy is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.

FORM/CONTENT OF THE RESPONSE

1. Be in English language
2. Contain cost in Kenyan shillings, with applicable tax/charges clearly identified, and provided against the service described above
3. Provide requested payment terms and conditions
4. Include a contact name, email address, and a telephone number to facilitate communication between LUMO Conservancy and the vendor

SCHEDULE OF EVENTS

1. Questions regarding this request may be addressed to info@lumoconservancy.com and must be received not later than 14th July 2023. Responses to the questions will be answered to all interested parties no later than 15th July 2023.
2. Responses to the RFQ should be in a pdf format, and addressed to the attention of the Procurement department, and sent to the email address info@lumoconservancy.com clearly indicating the subject line "Supply of Laptops" and no later than 18th July 2023 at 5:00 pm



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Annex 1:

We, the undersigned, provide the attached quote in accordance with RFQ# _____ dated _____. Our attached quote is for the total price of _____ (figure in words)

I certify a validity period of _____ days for the prices provided in the attached price schedule/Bill of quantities. Our quote shall be binding upon us subject to the modifications.

We understand that LUMO Conservancy is not bound to accept any quote it receives.

Authorized Signature:

Name and Title of signatory

Name of Firm:

Telephone:

Address:

Email:

Company/Firm Seal (Stamp):