



REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF SMART PHONES

Introduction

The Conservation Farming Unit (CFU), a company limited by guarantee under the Ecosystems Conservation and Community Livelihood Enhancement Project wishes to invite bidders for the supply and delivery of android mobile devices.

Instructions

- a) All quotations should be submitted in Zambian Kwacha
- b) The quotation should include unit price and Total Price
- c) The prices and discounts quoted shall conform to the requirements specified.
- d) Award of order will be based on compliance to specifications, terms and conditions as provided.
- e) The applicable law shall be the Zambian Law.
- f) This request for the quotation shall not constitute a contract.

Summary of Technical Specifications

The Goods and Related Services shall comply with the following Technical Specifications and Standards:

Qty	Specification
50	Android Smart Phone 128 ROM +4GB RAM (expandable) 16MP Camera Back+ 8MP Camera front 4G Network Screen Protector and phone protective cover

Conditions

The following Procurement Terms and Conditions of CFU shall apply;

- i. Quotation validity is 30 days
- ii. Prices quoted shall be fixed during the validity period not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non responsive and shall be rejected.
- iii. Delivery: Latest date 7 days from the date of receipt of the Local Purchase Order by the Supplier.
- iv. Payment: Within 7 days after receipt of invoice by the CFU
- v. The bids should be supported by copies of the Company profile, valid Tax Clearance Certificate from the Zambia Revenue Authority (ZRA), Certificate of Incorporation from Patents and Company Registration Authority (PACRA) and ZICTA Certificate.
- vi. Warranty Period: Minimum of 13 months.
- vii. The Bids should include atleast 3 months after sales support.

Preparation and Submission of Tender

- i. The Bidder shall bear the costs associated with the preparation and submission of its bid, and the CFU shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- ii. The bids, as well as all correspondence and documents relating to the bids exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature that are part of the Quotations shall be in English.
- iii. The closing date for the submission of Quotations is Friday the **1st of September 2023**.
- iv. CFU will not consider any bid that arrives after the deadline for submission of bids. Any bid received by CFU after the deadline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

Evaluation and Comparison of Bids

Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all bidders.

Any effort by a Bidder to influence the procuring Entity in the examination, evaluation, comparison, and post qualification of the bids or

Contract award decisions may result in the rejection of its bids.

From the time of the bid opening to the time of Contract award, if any Bidder wishes to contact the procuring Entity on any matter related to the bidding process, it should do so in writing.

To assist in the examination, evaluation, comparison and post-qualification of the bids, the procuring Entity may, at its discretion, ask the Bidder for clarification of its bid. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the bids.

Prompt after notification, the Procuring Entity shall send the successful Bidder an Official Order.

The bidder must submit all the bids to the email address provided below.

CONSERVATION FARMING UNIT

Email: info@conservationagriculture.org

Tel: 0965 238058 0966371473