

Request for Quotation

Subject: **SUPPLY OF LAPTOPS**

RFQ No: BW009/2022

Date of Issuance: **10 August 2022**

Conservation International (CI) is implementing the Green Climate Fund project on **Ecosystem Based Adaptation and Mitigation in Botswana’s Communal Rangelands** in Botswana. The goal of the project is to reduce climate vulnerability of communal farmers in Botswana by restoring rangelands, enabling and monitoring climate resilient livestock farming and promoting sustainable value-chains. Within this context, CI is procuring laptops for the **financial year 2023 (July 2022-June 2023)** with specifications detailed in section 4. CI-IT has done a competitive process to narrow down to the brand listed in the specifications and invites all eligible suppliers to provide their best offer for this solicitation by the due date stated in section 2.

1. **Type of Contract.** The anticipated type of award resulting from this RFQ is a firm Fixed Price Purchase Order. The chosen vendor will agree to comply with all terms.
2. **Submission of Quotations:**
 - a. **Deadline.** All quotations are due on **August-31-2022** by no later than **17:00 CAT**. Late submissions will not be accepted. Quotations should be sent by email, in PDF format, to **GCFprocurements@conservation.org**. The subject line of the email must reference the RFQ No. of this solicitation.
 - b. **Validity of bid.** **120** days from the submission deadline.
 - c. **Clarifications.** Requests for clarification to this RFQ must be made in writing via e-mail to: **GCFprocurements@conservation.org** no later than **August-17-2022, 17:00 CAT**.
3. **Quotations must include:**
 - a. Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations etc.
 - b. Two client references that bidder recently provided similar goods/equipment/services to.
 - c. Signed quotation (see Attachment 2) with contact information on vendor’s letterhead that addresses all elements in this solicitation.
 - d. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
4. **Specifications.** CI would like to purchase **twenty-five (25)** laptops similar or equivalent to what is described below:

Lenovo T14S ThinkPad Processor: i7 Hard Drive: 512 SSD Memory: 16 GB RAM 3 Year Warranty	OR	HP Elite DragonFly Max Processor: 11 th Gen i7 Hard Drive: 512 SSD Memory:16 GB RAM 3 Year Warranty
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5. Evaluation of Quotations.

In evaluating quotations, CI will seek the best value for money considering the merits of the technical and costs factors. Quotations will be evaluated using the following criteria:

Quotations will be evaluated ONLY against the Evaluation Criteria in the RFQ (no other evaluation criteria may be considered for selection).

Evaluation Criteria	Score (out of 100)
Quotation fully complies with requirements of the RFQ.	30
Client references	10
Delivery terms and conditions	10
Price	50

6. **Currency.** Price must be quoted in BWP with taxes/duty shown separately. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.
7. **Price for shipping.** Please provide prices and additional expenses for shipping (If any). CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.
8. **Warranty & Replacement:** Explain in detail the terms and conditions of the warranty provided by the company, and to what extent they apply.
9. **Post-Performance:** Explain any post-performance your company may offer.
10. **Resulting Award.** CI reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a purchase order, nor does it commit CI to pay any costs incurred by the bidder in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.
11. **Confidentiality.** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.
12. **Code of Ethics.** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics and the Green Climate Fund's Policy on Prohibited Practices. Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork.

CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

13. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

Attachment 2: Quotation Form

Attachment 1

Representation of Transparency, Integrity, Environmental and Social Responsibility

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CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI's Code of Ethics, we certify:

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c. We are/were not involved in writing or recommending the scope of work for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.

- e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension". [Include additional sanctions lists of the country of a public donor, if required by the donor.]

Name: _____

Signature: _____

Title: _____

Date: _____

