



**INVITATION TO TENDER DOCUMENT**

No: **AFRII/CASCADE/01/2024**

**TYPE OF CONTRACT: CONTRACT FOR THE PROVISION OF GOODS/SERVICES**

**PURPOSE: PROCUREMENT OF 258 SMART MOBILE PHONES**

<b>DATE CALL FOR TENDERS LAUNCHED</b>	<b>5<sup>TH</sup> APRIL 2024</b>
<b>DEADLINE FOR REQUESTING ADDITIONAL INFORMATION</b>	<b>18<sup>TH</sup> APRIL 2024</b>
<b>DEADLINE FOR RECEIPT OF TENDERS</b>	<b>20<sup>TH</sup> APRIL 2024</b>
<b>AMMENDED DEADLINE FOR RECEIPT OF TENDERS</b>	<b>26<sup>TH</sup> APRIL 2024 AT 1:30PM</b>
<b>OPENING OF THE TENDERS</b>	<b>22<sup>ND</sup> APRIL 2024</b>
<b>AMMENDED OPENING OF THE TENDERS</b>	<b>26<sup>TH</sup> APRIL 2024 AT 2:30PM</b>

# FOR THE PROCUREMENT OF 258 SMART MOBILE PHONES

## **Introduction**

Africa Innovations Institute (AfrII) a nonprofit making organization based in Bukoto-Kampala Uganda is seeking for a company with the potential to supply an estimated 258 phones. AfrII uses a combination of national level and community-based approaches to implement its programmes, which are directed towards strengthening agricultural value chains, adaptation to climate change, infectious disease control and capacity building.

In order to tender, interested parties who would like to propose their services should place their bid based on the best value for money, and they must ensure that their offer adheres to the conditions stipulated by AfrII under the technical specifications indicated in this here document.

All professional companies who fulfil the technical criteria specified under the terms of reference below, are invited to tender.

## **PART I: INVITATION TO TENDER AND PROCEDURES**

### **1.0 Instructions and Procedures**

#### **1.1 General Information**

Part I of the "Invitation to Tender and Procedures", must not be included in any tendering or contract award which could result from this invitation to tender. The aim of this section is simply to inform potential suppliers.

#### **1.2 Transaction**

AfrII invites potential suppliers to submit tenders for the provision of mobile smart phones. However, AfrII reserves the unilateral right to cancel the call for tenders before the deadline stipulated.

#### **1.3 Eligibility**

This call for tenders is issued at the local level and is open to all qualified individuals/companies who are capable of **supplying the goods/service being requested** to the extent permitted by law in Uganda and based on the guidelines followed by AfrII.

#### **1.5 Bid Price**

Potential suppliers are not obliged to prepare or submit bids for this call for tenders. If they do so, it is at their own risk and expense. Under no circumstances will AfrII reimburse tenderers any costs associated to the preparation and submission of a bid.

#### **1.6 Tender Evaluation Process**

Each potential supplier must carefully examine **all** the provisions stipulated in the call for tenders and fully comply with them. Not doing so will be at their own risk and expense. Any ambiguities or incoherences that may appear within the contents of the document will be addressed to the detriment of a potential supplier if he or she has not asked for the clarification of these provisions before the deadline stipulated for the request of additional information.

#### **1.7 Ethics and Integrity**

AFRII is committed to respecting the highest ethical and professional standards for all its

procurement operations. AfrII strictly forbids and has a zero-tolerance policy for corruption as well as for fraudulent practices such as forgery. By bidding on this call for tenders, suppliers commit themselves to strictly comply with this code of conduct. They shall not breach the code of conduct nor give the impression of having done so.

### **1.8 Language**

The language for all the documents to be submitted in reply to this call for tenders, as well as for all other related correspondence, shall be in English

### **1.9 Requests for Additional Information**

The requests for additional information on this call for tenders or counter offers must be submitted in writing, and received by AfrII by **26<sup>th</sup> April 2024 by 1:30pm** at the latest, in order to allow AfrII to draft a complete and detailed response. Such requests must be submitted by mail ([accounts.AfrII@gmail.com](mailto:accounts.AfrII@gmail.com)) and addressed to the AfrII Coordinator, at Plot 1544 Koire Close, Bukoto, Kampala.

AfrII cannot be held responsible for questions or further information requests that have not been received by the deadline stipulated, or which do not concern the technical specifications of the documents that need to be submitted or the goods sought through the call for tenders.

## **2.0 Call for Tenders Procedures**

### **2.1 Invitation**

This call for tenders serves as an invitation for potential suppliers to submit bids for the goods described in this document. It is composed of a:

- (1) cover page.
- (2) introduction.
- (3) Part I : Instructions and procedures.
- (4) Part II: Technical specifications.
- (5) Annex A: Supplier questionnaire.
- (6) Annex B: Authorisation for the verification of financial information.

### **2.2 Receipt of Tenders**

Potential suppliers can send their bids by mail, submit them in person or through an intermediary. **Bids cannot be submitted via e-mail or fax.** All bids sent by mail, delivered in person or through a courier must be sent to or handed in at the reception desk of **Africa Innovations Institute, located on Plot 1544 Koire Close, Bukoto by 26<sup>th</sup> April 2024 by 1:30pm at the latest.**

### **2.3 Tender Content and Submission**

The tenderers' files must be composed of:

- an admissible tender in ADMINISTRATIVE AND TECHNICAL terms, as well as
- a FINANCIAL bid.

These two parts must be presented in **two separate sealed envelopes clearly marked "Technical and administrative bid" or "Financial bid"**, followed by the reference number **<Number>/<Year>/<Mission>/<Name of the goods or service>**. **No additional information that could possibly help identify the bidder can appear on the envelope.**

The tenderer must affix their seal to and sign every page in the bid.

The "Technical and administrative bid" **must include**, at least, but not only, the following elements:

- Annexes A and B of the present document, duly filled out attesting that the bidder is entitled to carry out professional activities in the field: at the very least, proof of registration in the Commercial register and possession of a national identification number.
- The bidders bank account details.
- The details and authority of the individual who pledges the commitment of the tenderer.
- The tenderer's prior references for similar procurements, to be demonstrated **via the submission of at least three (3) copies of prior contracts, signed and authorized by both parties.**

Two (2) photocopies of these items must be submitted. The originals may be requested at the moment of the award of the tender. These documents must be valid for the year 2024.

The envelope marked "Financial bid" **must include** at least, but not only, the following elements:

- A comprehensive financial bid indicating sums **including taxes.**
- The prices must be fixed, and non-revisable, without reserved and valid for **3 months** following the deadline for the submission of tenders.
- Effective delivery times.

All tenders must be drafted in English All bids must be signed and dated by the individual representing the tenderer (who will write their name as well as their position, in print, and shall include their signature). The tenderer must affix their seal to and sign every page in the bid.

#### **2.4 Processing Tenders**

The tenders will be opened, before the public, at the AfrII office on **26<sup>th</sup> April 2024 at 2:30pm**  
All tenderers are invited to appear at the tender-opening session at that date and time.

Once they are received, the tenders will be stored together, safely. All necessary measures will be taken to avoid loss, modifications or disclosure to non-authorised individuals. Notwithstanding the above, AfrII will not be held accountable for any instances of loss, modification, or disclosure.

#### **2.5 Tender Evaluation and Contract Award(s)**

The tender evaluation process will be carried out by an Internal Tender Evaluation Committee. The process will cover three stages, which are as follows:

##### **A) First Stage (Preliminary Check)**

This stage of the evaluation process will rely on the following criteria, which will permit AfrII to determine if the tender complies to the terms and conditions:

- The tender has been signed.
- The tender submitted has been received by AfrII before the stipulated submission deadline.
- The validity period for the tender is of at least three (3) months from the stipulated submission deadline.
- The tender submitted contains all necessary documentation (no exceptions) and information, in conformity with paragraph 2.3 below.
- The financial bid (budget) has been duly filled out and signed.

Any tender that does not abide by these criteria will be immediately rejected and shall not be taken into consideration during the technical evaluation.

#### **B) Second Stage (Technical Evaluation)**

This stage in the evaluation process will ensure that technical bids comply with the technical reference terms, which appear under Part II below.

The tenderer will be rejected if the documents do not comply to the provisions in place under the law of Uganda

After the evaluation of technical bids, the tenderers who do not qualify will be automatically eliminated and will not be taken into consideration during the next stage.

#### **C) Third Stage (Financial Evaluation)**

AfrII will take the following factors into account when evaluating the financial bids:

1. Value for money (80%).
2. Delivery period (10%).
3. The bidder's prior experience (10%).

The chosen tenderer will be the one whose bid is deemed to be eligible and comply with the first and second stage of the evaluation process, and whose bid will have obtained the highest score during the third stage, which considers the delivery period and the price of each individual good.

### **2.6 Amendments**

If - at any point in time before awarding a contract - AfrII deems that it is necessary to make a significant modification to the provisions, a written amendment to these provisions shall be sent out to all suppliers who have requested a copy. No declarations, oral or otherwise, to limit, curtail, exclude, modify or affect in any other way any terms or conditions stipulated in this call to tender should be taken into consideration, and suppliers should not heed any such declaration.

### **2.7 Modifications or Withdrawals**

None of the documents submitted may be modified, filled out, corrected or withdrawn by request of the supplier after the deadline for the submission of tenders stipulated on the cover has passed. None of the tenders can be modified, filled out or corrected after the deadline. Nevertheless, if AfrII deems it necessary, it may request further clarification or explanations from the supplier. Such a request, as well as its reply, must be communicated in writing.

### **2.8 Contract Award**

After having thoroughly evaluated and compared the tenders, AfrII will make its decision concerning the contract award and will notify the successful bidder(s) by mail with

acknowledgement of receipt or handed personally against signature. AfrII will inform the successful bidder(s) of which tender(s) has (have) been accepted.

Unsuccessful bidders will also be notified. This decision is final and not open to appeals. AfrII will keep the files of the unsuccessful candidates.

After close scrutiny and evaluation of all tenders, AfrII will draft a document which shall contain a detailed report concerning the evaluation carried out, including a comparison of the different tenders as well as a substantiated recommendation for award. A sample of the contract to be signed with the successful tenderer(s) is attached to this document.

## **PART II: KEY FEATURES OF THE GOODS**

### **1. Characteristics and Quantities**

The technical specifications of the supplies presented below is given on an indicative basis and only the minimum requirements are mentioned.

### **TECHNICAL SPECIFICATIONS FOR 258 SMART MOBILE PHONES**

<b>Feature/Attribute</b>	<b>Minimum required specification</b>
<b>Mobile Phone</b>	Hand held GSM smart Phone
<b>Display</b>	6.6 inches and more
<b>Random Access Memory (RAM)</b>	8GB RAM
<b>Internal Storage</b>	128 GB
<b>Battery Capacity</b>	Capacity 5000mAH above
<b>Camera</b>	Very strong rear and front camera
<b>Camera Resolution</b>	720x1612 pixels minimum
<b>Memory Card</b>	Provision for memory card to increase storage.
<b>Colour</b>	Dark colours with preference to black
	GSM
<b>Operating system</b>	Android 13
<b>After sales services</b>	The supplier must be ready to offer after sale services for these phones
<b>Additional required features</b>	<ul style="list-style-type: none"> <li>• Rubber Phone cover</li> <li>• Screen guard</li> </ul>
<b>Warranty</b>	Warranty of at least 12 months
<b>Free service</b>	Repairs during warranty period

**QUANTITY:** 258 phones. **Note 1:** AfrII reserves itself the right to verify these specifications before the purchase using a phone and computer Expert.

**Note 2:** AfrII reserves itself the right to cancel this bid should the budget not be available at the time of selection or the price range out of its financial capacities.

## ANNEX A: SUPPLIER QUESTIONNAIRE

**Please provide all the information requested  
and attach an additional sheet of paper, if necessary**

SUPPLIER INFORMATION	
Legal denomination of the Company:	
Full name of contact person:	
Position of contact person:	
Company's full address:	
Telephone:	
E-mail:	
Website:	
Full invoicing information (if different from Company's address)	
Parent Company (if applicable):	
Parent Company's Contact Information:	
Associates, Subsidiaries, Overseas Branches (if applicable)	
Areas of activity	
Date of establishment in <Country>:	

Number of permanent employees:	
<b>COMMERCIAL REGISTRY AND NATIONAL IDENTIFICATION NUMBERS (please attach supporting documentation)</b>	
<b>TAX NUMBER (Please attach tax return for previous fiscal year)</b>	
<b>BANK ACCOUNT DETAILS</b>	
Bank:	
Bank's address:	
Account number:	
Account holder:	
SWIFT/ABA Code:	
<b>REFERENCES: COMPANIES AND INSTITUTIONS THAT MAY BE CONTACTED IN ORDER TO OBTAIN FURTHER INFORMATION</b>	
Provide at least three (3) references (Company, Address, E-mail, Contact Person) (besides AFRII) who have used your services during the last 24 months. Please attach copies of three contracts, certified by both parties.	
<b>SERVICES AND POST-SALES SUPPORT</b>	
Is your company able to provide a warranty for the goods?	



Please briefly describe the process of how the warranties are honoured for the goods in question.
Which are the different types of post-sales services that your company offers?

**ANNEX B : STATEMENT OF CONFIDENTIALITY AND IMPARTIALITY**

**PUBLICATION REFERENCE:** \_\_\_\_\_

I, the undersigned, in my capacity as .....  
of the Company known as .....  
hereby authorise AfrII or its appointed representatives to conduct any evaluation they may deem  
useful for the verification of the veracity and validity of the information I have supplied under  
the framework of this call to tender, referenced below. At the same time, I hereby confirm  
having acknowledged the information available concerning this call to tender. Furthermore, I  
hereby commit myself to undertaking my responsibilities with honesty and fairness.

I hereby state that I am not<sup>1</sup> associated in any way to any of the other parties involved, and that  
no benefits or advantages shall be derived by them from the decision taken during the evaluation  
process. To the best of my knowledge, there is no fact or element, be it past, current or likely to  
appear in the foreseeable future, which could challenge my position in relation to these parties.  
If, during the evaluation process, such a relationship is established, I solemnly swear to  
immediately cease to take part in the evaluation process.

I hereby commit myself to safely preserving the information and all documents ("confidential  
information") which shall be transmitted to me, or of which I shall be made aware of or which I  
will complete myself within the framework of the evaluation process or in relation to it, and I  
solemnly swear that I will not profit from them in an or share them with third parties, and that  
they will be solely used for the purposes of this evaluation. Furthermore, I solemnly swear that I  
will not keep a copy of any written information nor of the sample documents provided.

Finally, I hereby commit myself to not disclosing confidential information to any employee or  
expert, unless the latter is willing to sign this declaration and be subject to its provisions.

<b>Name</b>	
<b>Signature</b>	

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<sup>1</sup> I hereby state to have taken into consideration all prior and current relationships, whether direct  
or indirect, be them of a financial, professional, or any other nature.

<b>Date</b>	
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