



BID DOCUMENT FOR PROCUREMENT OF IT EQUIPMENT

TENDER NO: IPCNHQ/NCB/2024002

DATE OF ISSUE: 12TH APRIL, 2024

BID SUBMISSION CLOSING DATE: 25TH APRIL, 2024

BID OPENING DATE: 25TH APRIL, 2024

INTRODUCTION

Development Aid from People to People (DAPP) Malawi is a local, non-governmental organization, which works to promote social and economic development through Health, Education and Training, Agriculture and food security, Fundraising and Environmental projects and programs.

The objective of DAPP Malawi is to promote social and economic development. Through a variety of development models, DAPP complements the government's effort in implementing the Malawi Growth and Development Strategy. The people engaged in the development initiatives of DAPP Malawi are trained and equipped with tools and knowledge enabling them to transform their dreams and wishes for a better life into practical actions.

Presently, the DAPP projects are focused on four of the pressing development issues in Malawi:

- Increasing access to inclusive quality education
- Improving food-security and economic growth through Climate Smart Agriculture among small holder farmers
- Improving children's conditions
- Combating HIV & AIDS, TB, Malaria, Malnutrition and Pandemics

DAPP is in its 29th year of creating long-term development in the country. Since its inception in 1995, DAPP has built up a sound institutional capacity and an impressive track record with the people of Malawi. The projects are carried out in close partnership with the National Government, local and District Authorities and a range of National as well as International partners.

1. INVITATION OF TENDER BIDS

DAPP is currently seeking to purchase Lot 1: **15 LAPTOPS, LOT 2: 10 PRINTERS and LOT 3: 16 DESKTOPS**

DAPP is therefore inviting interested organizations, companies and individuals to express interest through submission of comprehensive and competitive bids for the above-mentioned items.

2. BIDDER'S INFORMATION

All prospective bidders are required to take note of the information below and use it accordingly

I. Eligibility;

- This tender is open to all bidders whether it is a company, partnerships or individuals as long as specifications and legal documents required set out in this document are met.
- All interested bidders have the right to bid for all lots 1 and 2. They also have the right to bid for either lot 1, lot 2 only.

However, bidders MUST clearly specify the lot they are bidding for and quote prices separately in case the bid is for all lots.

- A firm that is under a sanction of debarment by EU, UN and USG from being awarded a contract is ineligible to participate in this procurement.
- A bidder that has been debarred by the Office of the Director of Public Procurement and Disposal of Assets (PPDA) at the date of the deadline for bid submission or thereafter, shall be ineligible.
- Bidders shall provide such evidence of their eligibility, satisfactory to the DAPP, to verify that the bidder has the legal capacity to enter into a contract; is not insolvent, bankrupt, not have had their business activities suspended and not be the subject of legal proceedings for any of the foregoing; and has fulfilled their obligations to pay taxes according to the tax laws of their country of registration.

II. Supplying Period and place

All successful bidders are expected to supply items within the stated period below. Note that the period might be extended at the discretion of DAPP Malawi.

III. Delivery of items

All items will be delivered to **DAPP OFFICES at Chileka (Chilangoma) in Blantyre**

Successful bidders will cater for the cost of delivering the items, therefore prices to be quoted should include transport cost for the deliveries.

IV. Right to accept any tender bid

The procurement committee reserves the right to accept or reject any tender bid without any obligation to disclose reasons for rejection or acceptance.

Successful bidders are expected to display a high sense of integrity and ethics in the course of doing business with the procurement committee, DAPP staff and

community structures. Bidders indulging or attempting to indulge in a corrupt practices shall risk being removed from the list by procurement committee.

DAPP reserves the right to disqualify, where the bidder has been found by a national or an international entity to have engaged in corrupt or fraudulent practice to declare that such Bidder as disqualified to be awarded any contract. In pursuance of this DAPP understands for the purpose of this procurement the terms set forth below as follows;

- a) **Corrupt Practice:** means of offering, giving, receiving or soliciting, directly or indirectly anything of value to influence the action of responsible officers in the procurement process.
- b) **Fraudulent Practice:** Means of deliberate misrepresentation or omission of facts in order to influence a procurement process or the execution of the contract
- c) **Coercive Practices:** means of harming or threatening to harm, directly or indirectly persons or their property to influence their participation in a procurement process or affect the execution of the contract.
- d) **Collusive Practices:** Means of a scheme or arrangement between two or more bidders with or without the knowledge of DAPP, designed to establish prices at artificial non-competitive levels.
- e) **Conflict of interest:** This is a situation in which an officer in a position of trust has competing professional and or personal interests. Such competing interests can make it difficult to fulfill his or her duties fairly. Even if there is no evidence of improper actions. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly. A conflict of interest can exist whether or not money is involved and whether the conflict is actual or perceived.

3. INSTRUCTIONS TO BIDDERS

All bidders shall be required to satisfy the following qualification requirements.

3.1 Tender document: All bidders should download the tender document from DAPP Website.

: www.dapp-malawi.org/contact-us/contact-us

3.2 Clarification of Bidding Document

A Bidder requiring any clarification of the bidding document shall contact the DAPP in writing at the DAPP address specified in the Bid Document.

The DAPP will respond in writing to any request for clarification and the Purchaser shall also promptly publish its response at the web page, provided that such request is received prior to the deadline for submission of Bids within a period specified in bid document.

Should the clarification result in changes to the essential elements of the bidding document, DAPP shall amend the bidding document and at its discretion, extend the deadline for the submission of Bids shall and also promptly publish the addendum on the DAPP web page

3.3 Amendment of Bidding Document

At any time prior to the deadline for submission of Bids, DAPP may amend the bidding document by issuing addenda.

Any addendum issued shall be part of the bidding document and shall be communicated to bidders publicly and on DAPP website

3.4 Preparation of Bids

Language: The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and DAPP, shall be written in English

Documents Comprising the Bid

- (a) Bid Submission Sheet prepared in accordance with Form 1
- (b) Bidder information form prepared in accordance with Form 2
- (c) Bid-Securing Declaration, in accordance with Form 3
- (d) Manufacturer's authorization or Dealership Certificate (N/A)

Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form 4 of Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Country

3.5 Period of Validity of Bids

Bids shall remain valid until the 90days from the date of submission or any extended date if amended by the DAPP. A Bid that is not valid until the date specified or any extended date if amended by the DAPP shall be rejected by the considered as nonresponsive.

3.6 Bid Security

The Bidder shall furnish as part of its Bid, a Bid-Securing Declaration. A Bid Securing Declaration shall use the form included in Form 3, of Bidding Forms.

4. SUBMISSION AND OPENING OF BIDS

4.1 Sealing and Marking of Bids

The Bidder shall enclose the original and each copy of the bid, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. And should be addressed to:

The Chairman

Internal Procurement Committee

Development Aid From People to People (DAPP)

P.O Box 2732,

Blantyre.

If all envelopes are not sealed and marked as required, the DAPP will assume no responsibility for the misplacement or premature opening of the Bid.

4.2 Deadline for Submission of Bids

Bids must be received by the DAPP at the address below and no later than **2:00pm** on 25th April 2024

DAPP LOLA PROJECT

MANDALA ROAD

PLOT BE37

BLANTYRE

Late Bids: DAPP shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by DAPP after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

4.3 Bid Opening

DAPP shall, at the Bid opening, publicly open and read out all Bids received by the deadline at the date, time and place specified in the Bid document in the presence of Bidders' designated representatives and anyone who chooses to attend.

5. EVALUATION AND COMPARISON OF BIDS

5.1 Confidentiality

Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the information on Intention to Award the Contract is transmitted to all Bidders.

5.2 Clarification of Bids

To assist in the examination, evaluation, comparison of the Bids, and qualification of the Bidders, DAPP may, at its discretion, ask any Bidder for a 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 DAPP shall not be considered. DAPP request for clarification and the response shall be in writing.

5.3 Responsiveness of Bids

DAPP's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission.

If a bid is not substantially responsive to the Bidding Document, it shall be rejected by DAPP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

EVALUATION CRITERIA

DAPP's evaluation of Bids may take into account, in addition to the Bid Price quoted, the following factors and using the following criteria and methodologies.

(i) Preliminary Examination of Bids- Eligibility and Administrative Compliance

- a. Registration:** All bidding companies, firms or individuals must have a proper business registration certificates which are valid from appropriate government authorities and evidence of tax compliance i.e. **Public Procurement and Disposal Authority certificate (PPDA)** if in process of renewal provide

evidence, Tax registration certificate, Tax Clearance certificate and VAT registration certificate. These must be attached in the bid document.

- b. Professional and Technical Capacity:** The bidders must have performed similar supplying business for the period of not less than two (2) years to reputable organizations. The experience should be verifiable i.e., all bidders must attach at least two trade references whom they have had direct business with within the past 2 years.
- c. Physical and postal business address:** Bidders must operate from physical business premises where they can easily be located. They should also provide their postal addresses, telephone numbers and email addresses where applicable. DAPP reserves the right to conduct a supplier location verification exercise to verify the existence of the supplier.
- d. Financial Capacity:** Applicants must demonstrate having the bid items in stock or capacity to deliver within a given period from the day of contract award.
Audited Financial Statements: The Bidder shall submit audited financial statements or, for the immediate last two (2) years prior to bid submission deadline, demonstrating the current soundness of the Bidder's financial position.
Financial Resources: Demonstrate access to or available of, financial resources OR line of credit from private financial institutions to meet the required amount of bid

Specific Experience: The Bidder shall demonstrate that it has successfully completed at least three contracts within the last 2 years prior to bid submission deadline, each with a value of at least **MK60,000,000.00** that have been successfully and substantially completed contracts that are similar in nature and complexity to the Goods and Related Services under the Contract.
- e. Tax registration and remission:** Bidders must show their compliance to tax remission. Therefore, the bidders **MUST** include in their bid document evidence of tax clearance by Malawi Revenue Authority for the fiscal year ending 31st March 2025. For those in renewal process, provide evidence of renewal submission to MRA.
- f. Manufacturer's/Distributors authorization (NA):** A Bidder who does not manufacture shall provide evidence of being duly authorized by a manufacturer meeting the criteria to supply the Goods;

- g. Payment:** Successful suppliers will be paid within the period of 30 working days upon receipt of goods ,acceptance and submission of all the necessary payment documents i.e. supplier invoices and delivery notes.

(ii) Detailed Technical Evaluation

DAPP shall evaluate the technical aspects of the bid submitted to confirm that all requirements specified in Statement of Requirements of the Bidding Documents, have been met without any material deviation or reservation.

Conformity to specification: All bidders should clearly specify the type and other particulars and features of the items as requested in this bid document.

If, after the examination of the terms and conditions and the technical evaluation, DAPP determines that the bid is not substantially responsive, it shall reject the bid.

Documentary Evidence: The Bidder shall furnish documentary evidence to demonstrate that the goods it offers meet the following usage requirement:

1. Catalogues

2. Certification for international standardization

(iii) Financial Comparison of Bids

DAPP shall financially evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

Pricing: Successful bidders shall be required to deliver items at DAPP offices in Blantyre, the prices quoted MUST include such costs.

The successful bidders shall further be required to pay all taxes arising out of this transaction.

DAPP shall compare bid prices of all substantially responsive bids to determine the lowest evaluated bid.

6. AWARD OF CONTRACT

DAPP shall award the Contract to the Bidder offering the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

- (a)substantially responsive to the bidding document; and
- (b) the lowest evaluated cost.

FORM 1

Bid Submission Sheet

The Bidder must prepare this Letter of Bid with its letterhead clearly showing the Bidder's complete name and business address.

Date of this Bid submission: _____

Bid No _____

To: *The Chairman*

Internal Procurement Committee

Development Aid From People to People (DAPP)

P.O Box 2732,

Blantyre.

- (a) No reservations:** We have examined and have no reservations to the bidding document.
- (b) Eligibility:** We meet the eligibility requirements and have no conflict of interest
- (c) Bid Securing Declaration:** We have not been suspended nor declared ineligible by the DAPP based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in Malawi.
- (e) Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*;
- (f) Bid Price:** The total price of our Bid is: *[insert the total price of the Bid in words and figures]*
- (h) Bid Validity:** ***Our Bid shall be valid until 90 days from the date of submission*** *[insert day, month and year]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(o) DAPP is Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and

(p) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Name of the Bidder: _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Bid: _____

Signature of the person named above_____

Date signed _____ **day of** _____

FORM 2

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid submission]

RFB No.: [insert number of RFB process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

Page _____ of _____ pages

1. Bidder's Name_____

[insert Bidder's legal name]

2. Bidder's actual country of registration_____

4. Bidder's year of registration: _____

5. Bidder's Address in country of registration:

[insert Bidder's legal address in country of registration]

6. Bidder's Authorized Representative Information

Name: _____

[insert Authorized Representative's name]

Address:

[insert Authorized Representative's Address]

Phone #_____

[insert Authorized Representative's telephone/fax numbers]

Email Address:_____

[insert Authorized Representative's email address]

7. Attached are copies of original documents of [check the box(es) of the attached original documents]

FORM 3

BID-SECURING DECLARATION

Date: _____

Bid No _____

To: The Chairman

Internal Procurement Committee

Development Aid From People to People (DAPP)

P.O Box 2732,

Blantyre.

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding or submitting proposals in any contract with the DAPP for the period of 2 years, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid prior to the expiry date of the Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the DAPP prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiry date of the Bid validity.

Name of the Bidder _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, ____

1. List of Goods and Delivery Schedule

Lot 1: Laptops

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination	Delivery Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the Bidder]
1	Laptops	26	Each	Chilangoma Blantyre	1 Weeks	3 weeks	

Lot 2: Desktops

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination	Delivery Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the Bidder]
1	Desktop	16	Each	Chilangoma Blantyre	1 Weeks	3 weeks	

SPECIFICATION INFORMATION

LOT 1 : LAPTOPS

SPECIFICATION FOR LAPTOPS	Mandatory /Option	DELIVERY PERIOD
LAPTOPS QTY 26	M/O	1-3 weeks
1. Processor: - Intel Core i5, 12th Gen, or AMD Ryzen 5 or 7..	M	
2. RAM: - Aim for at least 8GB/16GB or more of RAM for smooth multitasking and running multiple applications simultaneously	M	
3. Storage: - Opt for Solid State Drives (SSDs) instead of traditional Hard Disk Drives (HDDs) as they provide faster boot times and improved overall system responsiveness. A combination of SSD storage (256GB or higher) along with additional HDD storage if needed is ideal.	M	
4. Display: - . A Full HD (1920 x 1080 pixels) IPS	M	
5. Graphics Card: - equipped with dedicated graphics cards from NVIDIA GeForce GTX series /RTX series, or AMD Radeon RX series/Pro WX Series	M	
6. Battery Life: - longer battery life above 6hrs	M	
7. Warranty - The bidder shall provide 1 year Warranty	M	

LOT 2 : DESKTOP

SPECIFICATION F	Mandatory /Option	DELIVERY PERIOD
QTY 16	M	1-3 weeks
Processor: <ul style="list-style-type: none">- 11th, 12th or 13th Gen Intel Core i5, i7 or i9 Processor-	M	
Operating System: <ul style="list-style-type: none">- Microsoft Windows 10 or Windows 11 Pro-	M	
Memory (RAM): <ul style="list-style-type: none">- 8-16 GB of RAM Storage: <ul style="list-style-type: none">- 512 GB solid state drive, or larger.	M	
<ul style="list-style-type: none">- Video/Graphics: Integrated or discrete graphics processor capable of 1440 X 900 resolution, or better (1920 X 1080)-	M	
<ul style="list-style-type: none">- Monitor: display- for desktop: 24" – 27" widescreen flat-panel display-	M	
<ul style="list-style-type: none">- Network: 802.11ac (or better) Wi-Fi capability and Ethernet Box.-	M	
<ul style="list-style-type: none">- Warranty: 1 year on-site (better) or depot warranty, accidental damage service highly recommended	M	

6. BID DOCUMENT SUBMISSION AND OPENING

Tender bids for the supply of items in lot 1 and 2 must be submitted in a properly bound document sealed in envelopes quoting prices for each category and be deposited in the tender box located outside our DAPP offices situated at DAPP MANDALA OFFICE, PLOT NUMBER BE37 , GINNERY CORNER

All tender bids must clearly be marked on the envelope and addressed it to:

**The Chairman
Internal Procurement Committee
Development Aid From People to People (DAPP)
P.O Box 2732,
Blantyre.**

All tender bids **MUST** be submitted not later than 14: 00hrs on 25^h April, 2024.

Opening of Bids: All bids shall be opened in the presence of all interested bidders or representatives on 25th April, 2024 at 14:00 Hrs. at the same venue where the tenders bids shall be deposited.

DAPP reserves the right to reject any or all applications and assumes no responsibility to disclose reasons for the rejection or acceptance.