



REQUEST FOR PROPOSALS

SUPPLY AND DELIVERY OF
COMPUTERS, LAPTOPS AND
ACCESSORIES FOR MMWCA

Contents

PART 1:	INSTRUCTIONS AND CONDITIONS TO BIDDERS.....	3
1.1.	INTRODUCTION	3
1.2.	SUMMARY	3
1.3.	PROCUREMENT PROCESS	3
1.4.	CONDITIONS	3
1.5.	QUERIES AND QUESTIONS DURING THE RFP PERIOD	4
1.6.	AMENDMENTS TO RFP DOCUMENTS.....	4
1.7.	PROPOSAL LODGEMENT METHODS AND REQUIREMENTS	4
1.8.	LATE AND INCOMPLETE PROPOSALS.....	4
1.9.	WITHDRAWALS AND CHANGES TO THE PROPOSAL.....	4
1.10.	VALIDITY OF PROPOSALS	4
1.11.	EVALUATION OF PROPOSALS.....	4
1.12.	CONFIDENTIALITY	4
1.13.	SUBMISSION REQUIREMENTS	5
PART 2:	REQUIREMENTS.....	6
1.	OBJECTIVES.....	6
2.	SCOPE OF THE WORK.....	6
2.1.	DURATION	8
2.2.	PAYMENT TERMS.....	8
2.3.	APPLICATION REQUIREMENTS	8
PART 3:	EVALUATION OF PROPOSALS	10

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites your organisation to submit a financial and technical proposal for IT support services. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 18th March 2024
- RFP closing date and time: 27st March 2024, 17:00 EAT
- Estimated contract award date: 1st April 2024

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact Evans Kimojino evans@maraconservancies.org . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 21st March 2024, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their proposal to MMWCA no later than 27th March 2024, 17:00 EAT by email to: procurement@maraconservancies.org . The subject heading of the email should be 'RFP for Delivery of Computers, Desktops and Accessories by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 17:00 EAT, March 27th 2024

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2: REQUIREMENTS

1. OBJECTIVES

MMWCA is seeking issuing a request for proposals (RFP) to firms interested in the supply of laptops, desktops and accessories to MMWCA.

2. SCOPE OF THE WORK

MMWCA is seeking a firm that will provide:

- i. Sales and services of personal computer hardware (desktops, laptops, tablets and accessories) to MMWCA at best-value
- ii. Credit terms of at least 30 days
- iii. Local order fulfillment within competitive delivery lead-times.
- iv. Provide timely & responsive support and services
- v. Provide innovative solutions that addresses the needs across the organization

2.1. DURATION

The successful bidder shall be engaged by MMWCA for a period of 12 months.

2.2. PAYMENT TERMS

A contract of agreement will be issued between MMWCA and the supplier prior to commencing any job.

2.3. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the consultant is expected to submit:

1. Technical proposal detailing:
 - i. Provide Company Profile with Organogram/Organization Chart
 - ii. Provide Certificate of Incorporation, Certificate of Registration
 - iii. Provide CR12 certificate
 - iv. Provide Valid Tax Compliance Certificate
 - v. Provide 3 written references on a company letterhead from previous or current customers (with telephone and email contacts)
 - vi. Provide Documentary evidence of physical location
 - vii. Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA
 - viii. Attach manufacturer's authorization letter or a letter from an authorized dealer who is authorized by the manufacturer to supply their products. (Letters from Authorized dealers should be accompanied with the dealers' manufacturers' authorization)
2. Financial proposal - MMWCA is seeking a fixed-price proposal for the products as per the specifications described in appendix 1

PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

Criteria	Points
Mandatory Documents: <ul style="list-style-type: none"> i. Certificate of Registration /Incorporation (2 Points) ii. CR 12 certificate (2 Points) iii. Valid Tax Compliance certificate (2 Points) iv. Valid Single Business Permit from County Government (2 Points) v. Dully filled, signed and stamped supplier information form (1 Point) vi. Dully filled, signed and stamped conflict of interest form (1 Point) <p><i>Firms under the `Special Groups` Category (Youth, Women and PWDs) can submit a valid copy of AGPO certificate in place of these.</i></p>	10 Points
Company Profile: <ul style="list-style-type: none"> i. Company Profile with Organogram/Organization Chart and location of comapny– 5 points ii. 5 written references on a company letterhead from previous or current customers (with telephone and email contacts) – 30 points iii. Documentary evidence of physical location – 5 points iv. Attach manufacturer’s authorization letter or a letter from an authorized dealer who is authorized by the manufacturer to supply their products. (Letters from Authorized dealers should be accompanied with the dealers’ manufacturers’ authorization) – 10 points 	60 Points
Financial Proposal <p>Cost for supply and delivery of Laptops as per specs listed in Appendix A – 20 points</p> <p>Cost for supply and delivery Desktop Computers as per specs listed in Appendix B – 20 points</p>	30 Points
Total	100 points

The contract will be awarded to the proposal with the highest score.

APPENDIX ONE

1. LAPTOPS

	SENIOR MANAGERS	MEDIUM LEVEL STAFF	LOWER LEVEL STAFF
Processor	Intel Core i7-8550U	Intel Core i7-6500U	Intel Core i7-6500U
Memory	16 GB LPDDR3-2133SDRAM	16 GB DDR3L-1600SDRAM	16 GB DDR3L-1600SDRAM
Hard Drive	1 TB SSD	1 TB SSD	1 TB SSD
Graphics	Integrated	Integrated	Integrated
Screen size	13 inches	13 inches	13 inches
Touch	Optional	Optional	No
External Ports	1 HDMI 1 USB 3.1 1 headphone/ microphone combo	1 multi-format SD media card reader 2 USB 3.0 1 USB 2.0 1 HDMI 1 RJ-45 1 headphone/ microphone combo	1 multi-format SD media card reader 2 USB 3.0 1 USB 2.0 1 HDMI 1 RJ-45 1 headphone/ microphone combo
Battery Life	Minimum 8 hours	Minimum 8 hours	Minimum 8 hours
Camera	Yes	Yes	Yes
Operating System	Windows 11 Professional (64 Bit - English) with license and proof from Microsoft on legality of the Operating System	Windows 11 Professional (64 Bit - English) with license and proof from Microsoft on legality of the Operating System	Windows 11 Professional (64 Bit - English) with license and proof from Microsoft on legality of the Operating System
Microsoft Office	Microsoft Office 2021 Professional Plus with license and proof from Microsoft on legality.	Microsoft Office 2021 Professional Plus with license and proof from Microsoft on legality.	Microsoft Office 2021 Professional Plus with license and proof from Microsoft on legality.
Warranty	Three Years	Three Years	Three Years
Accessories	Standard laptop bag	Standard laptop bag	Standard laptop bag

APPENDIX TWO

1. DESKTOP

	DESCRIPTION
Monitor	20 inches TFT Screen
Processor	Intel Core i7-8700T processor
Memory	16 GB DDR4-2666 RAM
Storage	PCIe NVMe TLC 512 GB SSD
Graphics	Integrated
Networking	Ethernet (RJ-45)
Audio	Integrated
External Ports	Standard ports, expansion slots and bays
Operating System	Windows 11 Pro 64 with license and proof from Microsoft on legality of the Operating System
Microsoft Office	Microsoft Office 2021 Professional Plus with license and proof from Microsoft on legality
Warranty	Three years
Accessories	Keyboard, mouse and cable connectors