



**REQUEST FOR QUOTATION (RFQ)**

<b>DISTRIBUTION</b> ICT SUPPLIERS	RFQ NUMBER	IWMI/LKA/G001/2023
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TITLE	<b>Procurement of Standard Laptops and Accessories for IWMI HQ</b>	DATE	18-Jan-23
SUBJECT	<b>Procurement of 23nos. of Standard Laptops and Accessories for IWMI HQ</b>		

TO (VENDOR)		DESTINATION E-MAIL:	
FROM CONTACT PERSON	<b>Surani Liyanaarachchi - Senior Procurement Officer,</b> International Water Management Institute (IWMI), 127 Sunil Mawatha, Pelawatta, Battaramulla, Sri-Lanka	RETURN TELEPHONE	Tel: + 94-11-2880000 Fax: + 94-11-2786854 Email: S.Liyanaarachchi@cgiar.org
NUMBER OF PAGES INCLUDING THIS ONE	Five (6)		

**MANNER OF SUBMISSION**

Offers must be submitted **via mail** (G.HALVITIGE@CGIAR.ORG) and must be addressed to "**Head of Finance, International Water Management Institute, 127, Sunil Mawatha, Pelawatte, Battaramulla, Sri Lanka**" and submitted on letterheads furnishing bidder's name, address and contact telephone number with signature & official stamp.

<b>CLOSING DEADLINE: DATE</b>	<b>1-Feb-23</b>	<b>TIME</b>	<b>12.00 Midnight (SL Time)</b>
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**IMPORTANT**

To enable you to submit a proposal, please find enclosed:

Annex A- Technical Requirement/ Technical Specifications  
Annex B - Supplier Registration Form Failure to comply with the conditions stated herein will lead to the rejection of offer submitted.

IWMI reserves the right to :-

1. Decide on the selection criteria, which will be based on price and quality as assessed by IWMI
2. Identify the supplier who submits the most responsive bid
3. Accept whole or part of your offer.

Information provided by the bidder will constitute the basis for any eventual award of contract. The decision of IWMI will be final.

The contract will be subject to IWMI's General Conditions for the purchase of goods and services.

**REQUIREMENTS****THE OFFICE INVITES YOUR COMPANY TO MAKE A FIRM OFFER FOR THE FOLLOWING**

<b>MERCHANDISE</b>	Standard Laptops and Accessories	<b>QUANTITY</b>	Please refer Annexure A
<b>SPECIFICATIONS</b>	Please refer Annexure A	<b>DELIVERY PLACE</b>	Delivery address <b>International Water Management Institute (IWMI)</b> 127 Sunil Mawatha, Pelawatte, Battaramulla, Colombo, Sri Lanka

**YOUR OFFER SHOULD CLEARLY INDICATE**

1. Please note that price needs to be quoted as per the following :  
TOTAL PRICE (USD)

2. PRICES SHOULD BE NET AFTER DEDUCTION OF DISCOUNTS AND SHOULD BE INCLUSIVE OF ALL TAXES IN THE MANUFACTURERS/SUPPLIERS COUNTRY OF ORIGIN

3. STANDARDIZATION : Details of any standardization to be provided

4. PLACE OF MANUFACTURE AND COUNTRY OF ORIGIN: To be specified

5. DETAILED SPECIFICATIONS : Detailed specifications should be submitted. If more than one option is quoted, detailed specifications for each option must be included in the bid documents

6. FOLLOWING INFORMATION SHOULD BE INCLUDED :

- Warranty and conditions of warranty if any (Please mention whether you can provide warranty for the batteries)
- Standard software and hardware support end date - Any annual maintenance fees

7. VALIDITY OF THE OFFER:

The offer in all its terms and conditions should be valid for a period of 30 days from the 01st February 2023

8. PAYMENT TERMS:

Payment terms to be stated by the supplier

9. COMPANY PROFILE : To be submitted with background, expertise/experience in supplying laptops/ notebook computers and providing related Goods/ services.

10. DELIVERY: Date(s) should be stated and will be an important element in the selection criteria. Suppliers are hereby advised to indicate realistic time frames for delivery, since IWMI needs the items on a priority basis. Please note that requests for granting extensions of delivery deadlines given by IWMI at any stage of the process will not be entertained.

11. LIQUIDATED DAMAGES: Late delivery, or dispatch outside the agreed schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 1 percent of the Contract value per day or part thereof. The assessment will not exceed 10 percent of the Contract value.

12. Any queries with regards to this bid should be addressed to Surani Liyanaarachchi via e-mail to [S.Liyanaarachchi@cgiar.org](mailto:S.Liyanaarachchi@cgiar.org) Last date for raising such queries shall be 3 days before the bid closing date mentioned

13. OTHER TERMS: All the applicable genral terms and conditions are listed in the "General terms and conditions" document and vendors can access it via <https://www.iwmi.cgiar.org/about/our-policies/> Also, it contains Procurement Grievance Submission Process for Suppliers.