

## Invitation for Bids

### ATI/FD/APU/OBG/001/2018: Supply and delivery of a Cisco Catalyst Switch

The African Trade Insurance Agency (ATI) is a multilateral development institution established by African States with a mandate to promote trade and attract investments in Africa by providing commercial, political risk/investment insurance and other related financial services. The World Bank and the African Development Bank are both partners providing technical and financial support.

ATI hereby invites bids for the supply and installation of Cisco Catalyst Switch with the following specifications:

- At least 192 ports
- 10/100/1000 Ethernet
- PoE/PoE+
- Rack mountable

Your bid must include the following information:

- Certified copy of Certificate of incorporation
- VAT registration certificate
- Tax compliance certificate
- Certified copy of Certificate of change of name (when applicable)
- Copy of Agency / Distributorship Agreement (If Applicable)

1. Bid Price:

- a) The price shall be for the full quantity as described above.
- b) The Price should include rack mounting and installation**
- c) All duties, taxes and other levies payable shall be indicated separately. However, payments to the supplier shall be exclusive of taxes since ATI is exempt from paying taxes on goods in Kenya.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

2. Validity of Quotation: Quotations shall remain valid for a period not less than 60 days after the deadline date specified for submission.

3. Quotations should be sent by completing and signing the price schedule at Annexure I enclosed and attaching any other documents required to be submitted under this invitation. You may also reply by sending a quotation on your own company's letterhead, but the terms and conditions specified in this request for quotations (RFQ) will take precedence over any terms and conditions stated in your quotation.

4. Quotations shall give a comprehensive description of the proposed items, clearly indicating name, model, make etc.
5. Any deviation from the requested specifications shall be highlighted and explained.
7. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed; and (b) conform to the terms and conditions, and specifications. For the purposes of the evaluation, the rates excluding taxes and duties but including expenses like packing and forwarding, freight etc. shall be considered.
8. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
9. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
10. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
11. Payment shall be made within 30 days of receipt and acceptance of the goods.
12. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
13. You are requested to provide your offer latest by Friday, 12<sup>th</sup> October 2018 before 14:30 hours. Any offers received late shall not be considered. Your sealed bid bearing the subject "supply and installation of Cisco Catalyst Switch" must be deposited in the tender box situated on the 5<sup>th</sup> floor, Kenya Re Towers, Upperhill.
14. You can also, instead of a hard copy submit an e-copy of your bid to [procurement@ati-aca.org](mailto:procurement@ati-aca.org) The subject matter of the email to indicate "supply and installation of Cisco Catalyst Switch." **The bid must be protected by a password which should be shared with ATI on Friday, 12<sup>th</sup> October 2018 before 14: 30 hours.**
15. Bidders are free to attend the opening of bids in the ATI Board room immediately after closing date and time for receipt of bids.
16. For any clarifications, contact [procurement@ati-aca.org](mailto:procurement@ati-aca.org) and copy [Rodgers.siachitema@ati-aca.org](mailto:Rodgers.siachitema@ati-aca.org)
17. We look forward to receiving your bid and thank you for your interest in this project.

George Otieno  
Chief Executive Officer

## Annexure I - Price Schedule

Date: .....

Sr. No.	Description of Items Required	Specifications	Quantity	Delivery Period	Payment terms	Unit price	Total Price
	supply and installation of Cisco Catalyst Switch	<ul style="list-style-type: none"><li>• At least 192 ports,</li><li>• 10/100/1000 Ethernet,</li><li>• PoE/PoE+,</li><li>• Rack mountable.</li></ul>					

**Name of bidder:**

**Signature:**

**Date:**

Your bid must, among others include the following:

- Certified copy of Certificate of incorporation
- VAT registration certificate
- Tax compliance certificate
- Certified copy of Certificate of change of name (when applicable)
- Copy of Agency / Distributorship Agreement (If Applicable)