



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS KENYA (FAWEK)

Kenya Chapter

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TERMS OF REFERENCE

Procurement of computers for the Imarisha Msichana Project

18th March 2022

1.0 Background

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a legendary membership organization whose mission is to support women and girls in acquisition of quality education and training for sustainable development. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.

To fulfil this mandate, FAWE Kenya in partnership with the Mastercard Foundation and FAWE RS under their flagship project “Imarisha Msichana”, that seeks to significantly reduce the incidences of teenage pregnancy in Kenya during and beyond the COVID 19 crisis, is looking to equip 160 schools in 20 counties in Kenya namely; **Nakuru, Nairobi, Machakos, Elgeyo Marakwet, Kiambu, Garissa, Bungoma, Kakamega, Nyeri, Migori, Murang’a, Kajiado, Narok, Homa-Bay, Trans-Nzoia, Nyandarua, Busia, Meru, Siaya, and Turkana** with at least three (3) computers per school as part of their pilot project.

2.0 Objective:

The objective of this assignment is to engage a local firm to:

- Deliver reliable, durable, and optimally performing desktop computers that meet the minimum specifications required as prescribed in the scope of work.
- Ensure the computers are delivered within agreed timelines and budget.

3.0 Scope of Work:

The firm shall be responsible for the following tasks.

- Delivering **480 (Four hundred and eighty)** desktops with the accompanying accessories i.e., mouse, keyboard, and power cables for each computer.
- The desktops should come pre-installed with licenses of Microsoft windows 11 Professional and Microsoft Office 2021 Home and Student (Media kits for the licenses to be provided)

- Delivery of 480 (Four hundred and eighty) UPS's 800VA minimum plus cable accessories

4.0 Computer specifications:

- Processor: Intel core i5
- Memory/RAM: 8GB
- Storage: 256GB SSD Minimum
- Monitor: 19 inches
- Keyboard, and mouse
- Warranty: 1 Year
- Software: Windows 11 Pro, Microsoft Office 2021 Home & Student and Antivirus (Media kits to be provided)

NB: Please provide two (2) quotations with the option of an all-in-one PC and a PC with the desktop and monitor separated.

5.0 Working relationship and contractual arrangements.

- The contracted firm will be working under the overall supervision of the CEO FAWE Kenya.
- FAWE Kenya shall be responsible for all contractual arrangements.
- The contractor/firm is under the obligation of confidentiality.
- All copies of licenses, warranty, invoices, delivery notes etc. shall be submitted to the CEO FAWE Kenya.
- Any issues and/or anticipated delays that may impact the timelines or budget of the project MUST be communicated well in advance to CEO FAWE Kenya.

6.0 FAWE Kenya's responsibilities

To ensure timely delivery of the equipment, FAWE Kenya will.

- Commit to share all required/requisite documents necessary for prior approval where need be.
- Make all payment(s) to the firm in a timely manner and/or as per the agreed schedule.
- Assign a designated focal person who will be available to respond to any queries or provide the requisite support.

7.0 The contracted firm's responsibilities shall entail.

- As prescribed under the scope of work above (3.0 & 4.0)

8.0 Deliverables:

The contracted firm shall be expected to provide the following deliverables.

1. Fully configured and operational computers that meet the minimum threshold as prescribed in the scope of work above.
2. A detailed delivery schedules.

9.0 Timelines:

Upon signing of the contract, the contracted firm shall be expected to deliver the machines as prescribed in the scope of work within 14 (Fourteen) days.

NB: Any projected timelines that may fall outside the scope, should be clearly detailed.

10.0 Eligibility:

Eligible firms must provide the following mandatory requirements. Non submission of any of the documents will lead to disqualification from the tender process.

- Copy of company Certificate of Incorporation or Registration.
- Copy of valid Tax Compliance Certificate.
- Proof of vendor certification/approval for the product proposed.
- Minimum of three (3) references from clients you have conducted a similar project for.

11.0 Acceptance criteria:

The project shall be considered complete once the minimum criteria set below has been met.

- All computers and accompanying software and accessories have been delivered and in good working conditions.
- A delivery note for the supplies provided and signed off by the CEO FAWE Kenya.

12.0 Expression of Interest

Interested firms are requested to submit:

1. Application / Expression of interest.
- 2.
3. Technical and Financial proposals. The financial proposal should have a proper breakdown of all the costs of equipment and software to be supplied including any other charges to be applied.
4. Bids should be submitted no later than **Saturday 1st April 2023 11:59PM EAT**. Please send the technical and financial proposals as PDF or MS Word attachments addressed to the CEO FAWE Kenya emailed to Procurement@fawe.or.ke with the subject quoting **“Supply of computer equipment”** on the subject line.

13.0 Criteria for Proposal Evaluation

Description	Points
Compliance: Understanding of the scope of work and capacity to carry out the work <ul style="list-style-type: none">● Detailed and responsive technical and financial proposal (i.e., meets the minimum required specifications as per the scope of work)● Warranty period provided.● Referrals based on similar assignments.● Validity period of the quotations provided.	30

<p>Overall Experience and reputation of the company</p> <ul style="list-style-type: none"> ● Company profile and registration documents attached. ● Certification/proof of vendor approval/partnership for the product proposed. ● Minimum of three (3) referrals from previous clients. 	20
<p>Overall Cost & Payment terms:</p> <ul style="list-style-type: none"> ● Clear breakdown of all costs entailed (including VAT). ● Breakdown of your expected payment schedule/terms. 	20
<p>Timeline of project completion:</p> <ul style="list-style-type: none"> ● Clearly defined timelines for delivery including anticipated variations if at all. 	15
<p>After sales services and value addition services</p> <ul style="list-style-type: none"> ● Indicate any value addition services that you provide and after sales services. 	15