



Somali Federal Republic  
House of the People  
Office of the Speaker's

**REQUEST FOR QUOTATION  
(RFQ)**

|  |                                     |
|--|-------------------------------------|
| NAME AND ADDRESS OF FIRM: _____<br>_____ | DATE: 25/11 2018                    |
|  | REFERENCE: <b>RFQ- HoP-2018-003</b> |

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business as per instructions below:

1. Quotations submitted by hand/mail should be in sealed envelopes and sent to the following address:

**Address:** House of the People, Somali Federal Parliament  
ATT: Said Mohamed Addo  
**Chief Cabinet of Officer of the Speaker of House of the People (HoP,**  
Mogadishu, Villa Hargeisa, Villa Somalia

**Marked RFQ- HoP-2018-003**

2. Quotations submitted by **email** should be sent to the following email address:

[info@parliament.gov.so](mailto:info@parliament.gov.so) [abdikarimbuh@yahoo.com](mailto:abdikarimbuh@yahoo.com)

OR Hand delivery to Speaker's Office in Villa Hargeisa, Mogadishu.

3. Quotations should reach the above address no later than 02 Dec **2018**.

**Specifications & Requirements, AND FORMAT FOR THE PRICE QUOTAITON**

Must be duly completed by the Bidder and returned with the Bid. Supplementary information shall be attached according to the requirements herein

| S/N | Description of Items                              | Specifications  | Quantity |
|-----|---|---|----------|
| 1   | Desktop HP all in one (Offices of the Leadership) | HP EliteOne 800 G3 60.4 cm (23.8") Touch All-in-One PC-EMEA English Operating system Windows 10 Pro 64 Processor Intel® Core™ i7-7700 with Intel® HD Graphics 630 (3.6 GHz base frequency, up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB cache, 4 cores) | 12       |

|   |   |  |        |
|---|---|--|--------|
| 2 | HP Office Jet Printer (Offices of the Leadership)             | Brand New HP Officejet Pro 8610 Wireless e-All-in-One Inkjet Printer   | 12pcs  |
| 3 | HP Spectre x360 Laptop - 13t touch (Parliamentary Committees) | Windows 10 Home 64, 8th Generation Intel® Core™ i5 processor, Intel® UHD Graphics 620 (8 GB), 8 GB memory; 256 GB SSD storage, 13.3" FHD touch display | 15 pcs |
| 4 | Printer Ink Cartridges  | HP Officejet Pro 8610 e-All-in-One Printer Ink Cartridges (HP 950XL High Yield Black Original Ink Cartridge)   | 30 pcs |
| 5 | Printer Ink Cartridges  | HP Officejet Pro 8610 e-All-in-One Printer Ink Cartridges HP 951 3-pack Cyan/Magenta/Yellow Original Ink Cartridges)                                   | 30 pcs |
| 6 | Printer Ink Cartridges  | HP 30A Black Original LaserJet Toner Cartridge, CF230A   | 30pcs  |
| 7 | Air conditions  | Split Wall Mounted Air Conditioners, 23000, Voltage (V): 220 LG/ Super General   | 7 pcs  |

**FORMAT FOR THE PRICE QUOTATION**

| S/N | Description of Items | Specifications | Unit | Unit Price | Total |
|-----|----------------------|----------------|------|------------|-------|
| 1   |                      |                |      |            |       |
| 2   |                      |                |      |            |       |
| 3   |                      |                |      |            |       |
| 4   |                      |                |      |            |       |
| 5   |                      |                |      |            |       |
| 6   |                      |                |      |            |       |
| 7   |                      |                |      |            |       |
| 9   | <b>Freight</b>       |                |      | n/a        |       |
| 10  | <b>Insurance</b>     |                |      | n/a        |       |
| 11  | <b>Grand Total</b>   |                |      |            |       |

**Note: Delivery Time should be stated in the quotation**

The evaluation will be based on the Grand Total prices quoted by the suppliers

**Terms and Conditions**

The supplier will be based on the evaluation on the grand total price quoted.

|                                   |  |
|-----------------------------------|--|
| <b>Conditions:</b>                |  |
| Warrant/Guarantee                 | Business Office.                               |
| Quote Price                       | The Price quoted shall be as per in USD        |
| Location of Service               | Mogadishu                                      |
| Deadline for submission of quotes | <b>02 Dec 2018</b> by 1500 hrs.                |
| Evaluation criteria               | The lowest quote will be awarded the contract. |

|   |   |
|---|---|
| Bid Valid Period  | 60 Days   |
| Payment Terms   | To be made exclusive of VAT (net) 30 days following receipt of invoice for delivered equipment.<br><br>Payment shall be made by check or bank transfer.   |
| Preliminary Examination- Completeness of Bid  | Partial Quotes are not acceptable   |
| Contact person for inquiries (only written inquiries)   | Mr. Said Mohamed Addo<br>Chief Cabinet of Officer of the Speaker of the House of the People (HoP)<br>Email: <a href="mailto:info@parliament.gov.so">info@parliament.gov.so</a><br>Phone: 0612224442/616101444 |
| BID Security  | NOT Required  |
| <b>REQUIREMENTS</b>   |   |
| <p><b>1. Language</b><br/>1.1. All documentation shall be submitted in English</p> <p><b>2. Evaluation of quotations</b><br/>(i) Compliance with the specifications<br/>(ii) Supplier must be able to deliver required equipment<br/>(iii) Supplier must be a government registered business</p> <p><b>Preliminary Examination:</b></p> <p><b>2.1</b> Prior to the detailed evaluation, the House of the People will determine the responsiveness of each supplier to the Request for Quotation (RFQ). A substantially responsive quote is one which conforms to all the terms and conditions of the RFQ without material deviations.</p> <p><b>2.2</b> The House of the People will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.</p> <p><b>2.3</b> Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the correction of errors, its quotes will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p><b>2.4</b> A quotation determined as not substantially responsive will be rejected by the House of the People and may not subsequently be made responsive by the supplier by correction of the non-conformity.</p> |   |
| <p><b>3. Award Criteria:</b> The House of the People will issue PO/Contract to the selected lowest and qualified supplier. The House of the People reserves the right to accept or reject any quote, to annul the solicitation process and reject all quotes at any time prior to award of contract, without thereby incurring any liability to the affected supplier(s) or any obligation to provide information on the grounds for the purchaser's action.</p>  |   |
| <p><b>4. Identification of Quotation:</b> The supplier shall ensure that the quote is on their letter head and / or their quote is stamped.</p>   |   |
| <p><b>5. Anti-Terrorism clause:</b> The Contractor agrees to undertake all reasonable efforts to ensure that none of the House of the People funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that</p>   |   |

the recipients of any amounts provided by the House of the People hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

I acknowledge that I have read and accept the conditions on reverse

NAME OF COMPANY REP, & FUNCTIONAL TITLE: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

E-MAIL ADDRESS: \_\_\_\_\_ ; (for both quotation/queries);