REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF DESKTOP COMPUTERS AND BACKUP DISKS

Egerton University SACCO Society Ltd ICT Department, P.O. Box 178 - 20115, Nakuru, Kenya

RFQ Reference No.: EUSACCO/ICT/RFQ/IT-EQUIP/2026/001

Date of Issue: 11 November 2026

1. Introduction

Egerton University SACCO Society Ltd ("the SACCO") invites sealed quotations from eligible and qualified suppliers for the supply and delivery of four (4) desktop computers with monitors and two (2) backup disks, as specified in this RFQ.

2. Scope of Supply

The successful supplier shall:

- Supply and deliver all items listed in Section 3, brand new, genuine and in original manufacturer packaging, to the SACCO at Saccos Head Quarters, Njoro Nakuru.
- Unbox, inspect, set up and test each unit with the SACCO ICT Department, and hand over all accessories (power cables, keyboard, mouse, monitor cables and manuals).
- Provide manufacturer warranty documentation and after-sales support.
- Replace any item that is defective or damaged on delivery at no cost to the SACCO.

3. Technical Specifications

The specifications below are minimum requirements. Equivalent or superior products from other manufacturers will be considered, provided they meet or exceed every stated specification, and bidders must clearly state any deviation.

Item	Description	Qty
1	**Desktop PC**: HP Pro Tower 290 G9 Desktop PC (or equivalent), Intel Core i5 processor (12th generation or newer), 16GB RAM, 512GB SSD, FreeDOS (no pre-installed operating system), wired keyboard and mouse, wired/wireless networking, with a 21.45-inch Full HD (1920 x 1080) monitor and all necessary power and display cables	4
2	**Backup Disk**: 4TB external hard disk drive, USB 3.0 (or higher), with USB cable and power supply where required, from a reputable manufacturer	2

Notes for bidders

- Desktop PCs are supplied with FreeDOS. The SACCO will install its own operating system. Bidders may offer a genuine Windows licence as a **separately optional item** (see Section 5).
- Bidders must state the exact make, model and part number of every item quoted and attach manufacturer datasheets.
- All equipment must be new, unused and of current production, with no refurbished or grey-market items.

4. Supplier Requirements

Bidders shall submit copies of:

1. Certificate of Incorporation / Business Registration.
2. Valid Tax Compliance Certificate.
3. VAT Registration Certificate (where applicable).
4. Current Business Permit.
5. Manufacturer authorization or dealership/partner certificate for the brand offered (for example, HP authorized reseller).
6. Warranty details for all items.
7. Duly signed Bidder's Declaration (Annex B).

5. Pricing

Bidders shall provide, using the price schedule in Annex A:

- Unit price and total price for each item, in Kenya Shillings (KES).
- Total cost inclusive of all taxes, with VAT shown separately.
- Optional items priced separately (for example, genuine Windows licence, additional warranty).
- Quotation validity period of at least 30 days from the closing date.

6. Delivery Period

The bidder shall state the proposed delivery period from the date of the LPO or contract award. The SACCO expects delivery within 7 days.

7. Warranty and Support

1. Desktop PCs and monitors: minimum manufacturer warranty of **one year**, or the standard manufacturer warranty if longer. Bidders shall state the warranty type (on-site or carry-in) and the response time.
2. Backup disks: minimum manufacturer warranty of **one year.**
3. Defective items shall be repaired or replaced at the supplier's cost, including transport.
4. The bidder shall state the local support contact and service centre location.

8. Evaluation Criteria

Quotations will be evaluated in stages:

1. **Preliminary examination (Pass/Fail):** completeness of the mandatory documents in Section 4 and submission before the deadline.
2. **Technical compliance (Pass/Fail):** compliance with every specification in Section 3, shown by datasheets and a compliance statement. Substantially non-compliant quotations will be rejected.
3. **Financial evaluation:** the lowest evaluated total price (inclusive of all taxes) among technically compliant quotations, taking into account warranty, delivery period and after-sales support.

The SACCO may request clarifications or product samples or demonstrations.

9. Submission of Quotations

Interested bidders should submit quotations by email to **procurement@egertonsacco.coop**, cc **ict@egertonsacco.coop**, with the subject line:

"RFQ FOR SUPPLY AND DELIVERY OF DESKTOP COMPUTERS AND BACKUP DISKS"

The quotation shall be addressed to:

The Chief Executive Officer Egerton University SACCO Society Ltd P.O. Box 178 - 20115 Nakuru, Kenya

Late or incomplete quotations may be rejected. Bidders bear all costs of preparing and submitting their quotations. Requests for clarification should be sent in writing to ict@egertonsacco.coop by 18 November 2026.

10. Terms and Conditions

- Payment will be made within 30 days after delivery, inspection and acceptance, upon submission of a valid invoice and delivery note.
- The SACCO will inspect the items on delivery, and any item that does not meet the specification will be rejected and must be replaced by the supplier at its own cost.
- Bidders must declare any conflict of interest. Any attempt to influence the evaluation, including offering inducements to SACCO staff or officials, will lead to disqualification.

11. Reservation of Rights

Egerton University SACCO Society Ltd reserves the right to accept or reject any quotation in whole or in part, to cancel the procurement, and is not bound to accept the lowest or any quotation received.

Annex A – Price Schedule

All amounts in KES.

Item	Description	Make/Model	Qty	Unit Price (excl. VAT)	Total (excl. VAT)
1	Desktop PC with 21.45-inch FHD monitor		4		
2	4TB backup disk		2		
	Delivery charges (if any)				
	Sub-total (excl. VAT)				
	VAT (16%)				
	Total (incl. VAT)				

Optional items (priced separately): genuine Windows licence per PC: KES _____; additional warranty: KES _____.

Proposed delivery period: _____ days from LPO/contract award.

Annex B – Bidder's Declaration

We, **[Company Name]**, declare that: the information in our quotation is true and correct; all items offered are new and genuine and meet or exceed the stated specifications; we have no conflict of interest in this procurement; we have not offered and will not offer any inducement to any SACCO staff or official; and our quotation is valid for [90] days from the closing date.

Name: _____ Designation: _____

Signature: _____ Date: _____ Company Stamp: _____