



STRATEGIES FOR NORTHERN DEVELOPMENT (SND) – KENYA

REQUEST FOR QUOTATION TO SUPPLY PRINTERS

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REF: [SND Printers/ 003 / 2023](#)



TENDER INVITATION

Re: Supply of Printers

The Strategies for Northern Development (SND), is a local non-governmental organization working with nomadic pastoralist communities in Northern Kenya and Southern Ethiopia. SND was registered in Kenya with the NGO Coordination Board as a fully-fledged NGO on 6th December 2007.

SND is driven by a vision to see a society where all pastoralist communities are resilient and live a dignified life and a mission to empower and transform pastoralist communities to be self-resilient in life. Key thematic areas of focus are;

- i. Peacebuilding and Governance
- ii. Food Security, Sustainable Livelihoods, and Resilience
- iii. Water, Sanitation, and Health
- iv. Child Protection and Education and,
- v. Humanitarian assistance.

SND, through donor funding, has plans to procure 2 Printers to facilitate project implementation and reporting.

For this purpose, we hereby invite bidders to submit quotations for the Procurement and delivery of 2 Printers to our Moyale Office as provided in the Request for Quotation:

DESCRIPTION OF WORK/SERVICE

ITEM.	Qty	DESCRIPTION	SUPPLIER TO SPECIFY THE MODEL	UNIT	UNIT PRICE	DISCOUNT	TOTAL COST (Kshs.)
<u>1</u>	<u>1</u>	<p>Type: Black and White Laser Printer Print Technology: Laser Print Speed: Up to 40 pages per minute Resolution: - Maximum Black and White: 1200 x 1200 dpi Paper Handling: - Input Capacity: 500 sheets - Output Capacity: 250 sheets Duplex Printing: Yes (Automatic) Connection Options: - USB 3.0 - Ethernet - Wi-Fi Mobile Printing: Yes (Supports mobile printing apps) Monthly Duty Cycle: Up to 100,000 pages Operating System Compatibility: Windows, Mac, Linux Additional Features: - High-capacity toner cartridges available - Energy-efficient with automatic sleep mode</p>		Pcs			
2	1	<p>Print Technology: Laser Jet Functions: Print only Condition: Brand-new Print output: Monochrome Print speed: 21 – 30 ppm Wireless printing: Yes (Optional)</p>		Pcs			



All unit costs inclusive of VAT for all taxable items & all other GOK applicable taxes	
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Amount in words.....

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Company's Name

.....

Contractor's Name

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.....

Address

Signature |



- 1) **Price:** The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise
- 2) **Source of Instructions:** The Supplier shall not seek nor accept instructions from any source external to SND in relation to the performance of the contract.
- 3) **Assignment:** The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.
- 4) **Corruption:** The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
- 5) **Confidentiality:** All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Supplier under the contract shall be the property of SND and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.
 - a. The Supplier may not communicate at any time to any other person, government or authority external to SND, any information that has been compiled through association with SND which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.
- 6) **Use of Emblem or Name:** Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of SND in connection with its business or otherwise.
- 7) **Observance of Law:** The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.
- 8) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.
 - a. In the event of and as soon as possible after the occurrence of any cause deemed force majeure, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
 - b. if the Supplier is permanently rendered incapable in whole or part by reason of force majeure to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

- 9) **Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of SND and/or lack of funding. In such a case the Supplier shall be reimbursed by SND for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.
- a. Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.
- 10) **Warranty:** The Supplier shall provide the Buyer with all manufacturers' warranties. The supplier warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non- conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.
- 11) **Inspection and Test:** The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.
- 12) **Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instructions. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 30 days from being notified of any change.
- 13) **Export Licence:** If export licenses are required for the goods, the Supplier has the responsibility to obtain that license.
- 14) **Payment Terms:** Unless otherwise agreed, payment terms will be net 30 days from receipt of a correctly prepared invoice.

ESSENTIAL REQUIRED DOCUMENTS

The tenderer must attach the following documents to the tender to be submitted:

1. **Business registration certificate**
2. **KRA PIN No.**



3. **KRA compliance certificate**
4. **Proof of similar assignments completed**

NB Quotation to be filled as per the specification given and to be submitted on or before 21st October 2023