

**NURI Coordination Function**  
 Umoja House 2<sup>nd</sup> floor, Plot 20 Nakasero Road,  
 P.O. Box 29851, Kampala



**SUPPLY OF GOODS**  
**70 laptops and training sessions**

NURI (Northern Uganda Resilience Initiative) is one of several development engagements under the Denmark-Uganda Country Programme 2018-2022. The Country Programme aims to contribute to poverty reduction through inclusive and sustainable economic growth, promoting democracy, good governance and human rights and support Uganda’s stabilizing role in the region.

Call for:       Quotation       Inclusion in standing list

Supply of	Laptops
Selection method	Lowest price
Submission of bid no later than	17 October 2019 at noon
Submission of bid by	e-mail to <a href="mailto:procurement@nuri.ag">procurement@nuri.ag</a> or alternatively in an envelope to our office in Kampala
Write in e-mail subject or on envelope	“70 laptops”
Delivery destination for goods	NURI’s office in Arua, Adjumani, Moyo, Kitgum, Agago, Nebbi and Kampala
Delivery of goods no later than	(incl. training) November 2019
Our physical address	NURI Coordination Function, Umoja House 2nd floor, Plot 20 Nakasero Road, Kampala

Bidder may bid for a lesser quantity than indicated below:       yes       no

Bidder must submit a separate quotation for each lot:       yes       no

or

Bidder must submit one quotation with one price covering all lots:       yes       no

The quotation for one lot should contain one price in UGX that must cover all costs, taxes, fees etc for delivery at site.

Specification of the lot(s):

Lot	Qty	SPECIFICATIONS
01	70 pcs	<p><i>Delivery</i></p> <p>The supplier must deliver the laptops at site at NURI’s offices in Arua, Adjumani, Moyo, Kitgum, Agago, Nebbi and Kampala. At least 10 laptops should be delivered at each location, the exact quantity per location to be informed when the order is issued.</p>

*Training session*

The supplier must at each location conduct a training session for the users of the delivered laptops at that location.

At the end of the training session the laptop users must have learned how to:

- Set up their NURI e-mail account in MS Outlook
- Create and send e-mails
- Add attachments to e-mails
- Search for e-mails in the inbox based on subject, keywords, sent from, sent to and combination hereof
- Set up signatures and auto-response/out-of-office reply
- Archive old e-mails and the purpose of archiving
- Print e-mails to pdf-files for separate offline archiving

The training session must last at least 6 hours. Training venue will be at the NURI office at the location, but the supplier must ensure internet connection for 10 users.

*Round of maintenance of software and systems*

Between 6 and 7 months after delivery the supplier must at each location, together with the laptop users, verify and optimize the performance of the laptops' software and systems. The supplier must ensure that software and systems are properly updated.

*Minimum specification for laptops*

- i7 or similar, 2.5 GHZ
- 8GB RAM, 500GB Hard Disk Drive
- 3 x USB ports, 1 x HDMI port, AUX port
- Screen size 15.6" with anti-glare
- Wireless 802.11/n
- Windows 10 Pro, 64 bit, with genuine and activated license
- Microsoft Office Pro 2019 with genuine, activated license
- Kaspersky Security Cloud
- Mouse
- Carry case - rucksack type
- Maximum weight 2.0 kg
- 1-year warranty

*Payment schedule*

	<p>10% after completing a training session at one of the 7 locations, 30% after completed round of maintenance of software and systems.</p> <p><i>Eligibility</i></p> <p>To be eligible the bidder must with the bid submit references to three similar training sessions conducted by the supplier for similar customers at locations outside of Kampala.</p> <p>The bidder must with the bid submit declaration of ability to perform hardware repair and maintenance in Uganda.</p> <p>The bidder must on eventual request deliver a sample to NURI's Kampala office with one working days' notice.</p>
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The bidder must include in the bid submission a declaration of willingness to fulfil the order according to specifications in the call for quotations labelled "70 laptops and training sessions".

We may request copies of trading license, certificate of registration, tax clearance certificate and identification and names of authorised signatories for company. If requested, the documentation must be e-mailed with no more than one working days' notice.

Please be aware that there are no bid documents to be filled in and no fees to be paid.

For tender procedures visit our website [www.nuri.ag](http://www.nuri.ag)