REQUEST FOR QUOTATION

Dear Sir/Madam,

1. The African Ministers Council on Water is an Intergovernmental Organization and a Specialized Technical Committee of the African Union, formed in Abuja, Nigeria by African governments primarily to promote cooperation, security, social and economic development and poverty eradication among member states through the effective management of the continent’s water resources and provision of water supply services. The African Ministers’ Council on Water (AMCOW) requests for quotation from interested vendors to submit quotation for SUPPLY AND INSTALLATION OF BOOKEYE 5 V2 PROFESSIONAL SCANNER; details specifications requirements are as follows:

   1 unit of Elarscan, bookeye Scanner:
   • Computer: 64-bit Linux, Intel I3, Quad Core Processor, 16 Gigabyte RAM, 256GB SSD HDD for extra-large jobs
   • Touch screen Monitor: 21” Touchscreen
   • USB Ports: 5 USB Ports 3.0
   • Interface: 1GBit Fast Ethernet with TCP/IP Based Scan2Net Interface
   • Camera: CCD Camera
   • SCAN2NET OCR Software for OCR optimization
   • Easy Installation via SCAN2NET Technology
   • Installation and training in Abuja
   • Two years’ warranty

2. Your quotation should be received on or before 5:00pm, on 24th August 2020 through sealed envelope to be delivered at the address given below or:

   Address for delivery:
   The Executive Secretary
   African Ministers’ Council on Water (AMCOW)
   No. 11 T.Y. Danjuma Street, Asokoro District – Abuja.

   OR

   Email to: info@amcow-online.org

3. Quotations should be enclosed in an envelope that should be subsequently sealed and addressed to the address given above. The envelope should have the RFQ reference number 08/AMCOW/ES/2020 conspicuously super scribe.

3.1 It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in paragraph 2 above. If being delivered by hand, the quotations must be delivered at the above address during the working hours of AMCOW from 9.00 hrs to 17.00 hrs, Monday through Friday except for holidays being
observed by the AMCOW. Proposals received after the above-mentioned closing time or deadline will be rejected.

4. Quotations should remain valid for a period not less than 60 days after the deadline date specified for submission.

5. Quotations should be sent by completing the price schedule at Annexure I enclosed. You may also reply by sending a quotation on your own company’s letterhead, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your quotation.

6. Corrections, if any, should be made by crossing out, initialling, dating and re-writing.

7. Quotations shall give a comprehensive description of the proposed items, clearly indicating name, model, make, etc and be accompanied by comprehensive technical information in the language required, such as leaflets, brochures or catalogue pages. If the proposed items do not comply exactly with the technical specifications and descriptions provided in the RFQ, the nearest functional equivalent or closest standard should be offered as an alternative. The supplier shall state in his bid the full name and address of the manufacturer’s representative closest to the consignee, who can provide after-sales-service, spare-parts and warranty services.

8. Any deviation from the requested specifications shall be highlighted and explained. When comparative specification tables or other tables are provided by the Purchaser, such tables shall be completed and item reference numbers should be referred to. The country of origin shall be specified for each item offered.

9. The contract shall be governed by the General Conditions for works/goods, with this RFQ sent to you earlier. No terms and conditions put forward at any time by the bidder shall form any part of the contract unless specifically agreed to by the Purchaser.

10. The rates quoted should be fixed for the duration of the contract and should not be subject to adjustment on any account.

11. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

11.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and to reject all quotations at any time prior to the award of the contract.

12. The normal payment terms of the African Ministers’ Council on Water (AMCOW) is 30 days upon satisfactory delivery of goods or services and acceptance thereof by the African Ministers’ Council on Water (AMCOW).

13. Please also see any special Instructions/Conditions attached. In case of any inconsistency between the General Terms and Conditions of Purchase and the Special Conditions, the special conditions will take precedence.

14. We look forward to receiving your quotation based on the above specifications and thank you for your interest in supplying to the African Ministers’ Council on Water (AMCOW).
Price Schedule

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Detailed Specification of Items/Options</th>
<th>Country of Origin</th>
<th>Unit Price</th>
<th>Total Price</th>
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Total for all Items
Less: Discount
Net Total of all items
Add: Misc. Charge, if any
Freight, if applicable

Grand Total
Grand Total in words

Completion time required at _______________________________________
Payment Terms _______________________________________
Shipping Mode _______________________________________
Delivery date _______________________________________
Warranty/ Guarantee offered _______________________________________
Training _________________________________________________________
Support Services __________________________________________________
Date of validity of offer _______________________________________
Currency stated in _______________________________________

Any additional special conditions are given on the next page. In case of any conflict, these supersede any General Conditions for Purchase of Goods.

by signing and returning this price schedule, we agree to supply to the African Ministers’ Council on Water (AMCOW) the above mentioned items at the rates quoted. We agree that the contract will be governed by the General Conditions of Purchase of Goods of the African Ministers’ Council on Water (AMCOW) and the special conditions for this purchase.

Vendor Comments (If any) _______________________________________

Name & Signature of Persons completing this Request ___________________________

Seal of the company giving the name and address ___________________________