



## **ITC Request for quotations 2200280400**

### **ANNEX A - TERMS OF REFERENCE**

#### **Acquisition of Fashion CAD CAM software and equipment In Kenya**

## Context

This request for quotes is part of Ethical Fashion Initiative in Kenya, for development projects implemented by the International Trade Centre (ITC). The project aims to contribute to economic development and employment opportunities in the artisanal sector in the country. A local social enterprise offers training opportunities and promotes the creation of decent and sustainable jobs, which respect the standards of International Labor Organization (ILO), creating opportunities in the «lifestyle» sector, which includes fashion but also furniture, and interior design.

It is in this context; ITC is launching a request for quotes (RfQ) for the acquisition of Fashion CAD CAM software and equipment's in Cote d'Ivoire and Kenya.

### 1. OBJECTIVE

Strengthen the production capacities of social enterprise and its workshop to respond effectively to the demands of international customers (production, design, quality, etc.).

### 2. INFORMATION

#### a) Market Participation

The participation in the RfQ is open on equal terms to all companies (local or foreign).

#### b) Distribution into lots

Considering the different nature of the items to be supplied, separate lots/items were created.

The tenderers may submit a RfQ for some of the lots or for the entire contract.

Per lot, all services must be included including packing for shipment. Submission for any part of the items that are the subject of a lot is excluded and will result in the rejection of the offer.

Lot 1: fashion CAD software for patternmaking, size gradation, cutting placement. 1 time purchase.

Lot 2: 1 digital drawing board or table with automatic contouring. Specify compatibility with different fashion CAD softwares.

Lot 3: 1 printer / plotter of patterns. 2 heads is enough. Width minimum 160 cm. Deliver with ink. Specify compatibility with different fashion CAD softwares.

Lot 4: Transit to Kenya free of taxes and customs as ITC is a United Nations agency. (DAP).

Consignee and contact information:

**UNDP KENYA, P.O BOX 30218-00100 NAIROBI**

Registry Kenya [registry.ke@undp.org](mailto:registry.ke@undp.org)

Contact Person: Aggrey Onyango

Phone: [0793298951](tel:0793298951)

Final delivery place:

Don Bosco Boys Technical Training Centre  
P.O.Box 24236, Karen, Nairobi Postal Code. 00502  
Kenya

### **c) Source of Material**

The tenderers must specify on the description sheet and the price offer, the brand, the model / reference number, and the country of manufacture.

## **3. CONDITIONS AND PICK UP TIME**

### **d) Places of delivery**

Precise exact place for pick up as your location influence our future shipment expenses.

### **e) Delivery time**

The supplies must be ready for pick up within **30 days** of acceptance of the offer.

### **f) Terms of pick up**

Each delivery must be accompanied by a statement drawn up by holder (delivery slip) indicating in particular:

- ✓ The delivery date
- ✓ The reference of order
- ✓ The identification of the holder
- ✓ The identification of the delivered material
- ✓ The distribution of equipment per package
- ✓ Dimensions and weight per package

Each package must clearly bear the order number as it appears on the delivery note and contain the packing list giving the inventory of its contents. The delivery of the equipment is confirmed by the signing by the receiving agent of a duplicate of the delivery slip.

### **g) Verification operations**

The material delivered is subject to quantitative and qualitative verifications intended to ascertain that it meets the stipulations provided for in this call for tenders.

The purpose of quantitative verification operations is to check the conformity between the quantity delivered and the quantity indicated on the price offer, subject to partial deliveries.

The purpose of qualitative verification operations is to check the conformity in all respects of the material delivered with the technical specifications defined in these ToR.

This check is carried out on the basis of the technical description of the equipment by the members of the technical subcommittee and by comparison with the models described by the technical documentation filed during the tendering process.

### **h) After sales services**

Describe in your offer your after sales services.

## **4. RECEPTION AND WARRANTY**

The equipment and materials will be accepted after delivery, assembly, testing, start-up. A warranty is required, please describe your best offer. All the lots are concerned.

## **5. TERMS AND CONDITIONS OF PAYMENT**

The payment for the contract will be made as and when the deliveries and the reception are made with the presentation of the accounts established by means of a transfer to the company's account.

## 6. OFFER FILE

The offer must comply with the following structure:

- Lot 1: Detailed technical specifications must be provided.
- Lots 2 and 3: Description, dimensions, weight, photos of each item of equipment and compatibility with software must be provided.
- Best price offer EXW for lots 2 and 3.
- Best price offer DAP for lot 4.

Item	Description	Price
Lot 1	fashion CAD software for patternmaking, size gradation, cutting placement	
Lot 2	1 digital drawing board or table with automatic contouring. Specify compatibility with different fashion CAD softwares	
Lot 3	printer / plotter of patterns. 2 heads is enough. Width minimum 160 cm. Deliver with ink. Specify compatibility with different fashion CAD softwares	
Lot 4	Cost of transport to Don Bosco Boys Technical Training Centre, Nairobi	
Total EXW		
Total DAP		

Delivery time EXW and DAP and warranty for Lot 1:

Delivery time EXW and DAP and warranty for Lot 2:

Delivery time EXW and DAP and warranty for Lot 3:

## 7. PROCEDURE FOR SUBMITTING PROPOSALS

Mandatory requirements:

- Detailed technical specifications must be provided for Lot 1
- Description, dimensions, weight, photos of each item of equipment and compatibility with software must be provided for lots 2 and 3
- Warranty proposed for Lots 1-2-3
- Description of after sales services
- Delivery time EXW within 30 days
- Acceptance of UN Conditions of contract (please sign Annex B)
- Certificate of registration of the company

If one of the mandatory requirements above is not met, the offer will be technically disqualified.

The submissions must be sent by email to Geoffroy Batt [batt@intracen.org](mailto:batt@intracen.org) no later than **May 29 2024 before midnight (Geneva time)** mentioning the subject line « Invitation to tender »: Acquisition of Fashion CAD CAM software and equipment in Kenya.