

**REQUEST FOR EXPRESSION OF INTEREST
FOR THE PROVISION OF
HP EliteBook 830 G7**

Reference: EOI No. HQ_001_2021

Date: 11 January 2021

Dear Sir/Madam,

The International Development Law Organization (IDLO) calls for Expressions of Interest (EOI) from qualified and willing international and national Suppliers.

About IDLO

IDLO is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

Purpose

The purpose of the EOI is to pre-qualify Suppliers based on the below criteria. If the Supplier meets the criteria, it will be included in the List of Pre-Qualified Suppliers that are considered to be qualified by IDLO to participate in the subsequent formal solicitation.

The deadline for subsequent formal solicitation will be advised later.

Procurement Arrangements

The formal solicitation will be used to award Contract to fulfil IDLO's requirement.

Eligibility Criteria

IDLO Rome-based Headquarters requires Vendors for the supply of ICT Equipment to be delivered by no later than 1 February 2021. Eligibility criteria for the requested services include:

1. ICT Equipment specifications must meet or exceed the below requirements:
 - a. Brand and Model: HP EliteBook 830 G7
 - b. Screen size: 13.3 inches
 - c. Core i5 or i7
 - d. 16 GB (RAM)
 - e. 512 GB SSD (Hard Disk)
 - f. Keyboard: US international, backlight desirable
 - g. Warranty: 4 Years Onsite, Next Business Day

2. Delivery of 20 units of the above-mentioned items within 10 working days from the issuance of Purchase Order/Contract. If this is not possible, please specify quantity available immediately or next delivery date for 20 units.

3. Submission of Required Eligibility Documentation:
 - a. Latest Business Registration Certificate
 - b. Latest Internal Revenue Certificate



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- c. Manufacturer's Authorization of the Company as a Sales Agent (if Vendor is not the manufacturer)
 - d. Patent Registration Certificates
 - e. Quality Certificates for the Goods (ISO)

Inquiry

For any questions/clarifications related to this EOI, please contact IDLO by email on tenders@idlo.int and mention **EOI No. HQ_001_2021 - Inquiry** in the subject header no later than 72 hours prior to the deadline for submission of EOI.

Procedure for submission of EOI:

The EOI submitted by email must be limited to a maximum of **5MB**, virus-free in one email transmission. Any attachments must be free from any form of virus or corrupted contents, or the EOI shall be rejected.

Step 1: Submit a cover letter expressing the interest in participating in the EOI, with a confirmation that the information submitted is correct and Supplier can work/deliver to **Rome, Italy**.

Step 2: Submit documentations to evidence the Eligibility Criteria

Deadline for Submission of EOI:

On or before **14 January 2021** at **15:00 Hours Rome, Italy** local time.

Thank you and we look forward to receiving your Expression of Interest.

Sincerely yours,
International Development Law Organization | IDLO
Procurement Unit