

REQUEST FOR QUOTATION (RFQ) NO. N_592

SERVICE CONTRACT FOR PROCUREMENT OF IT EQUIPMENT

Date: 7th May 2020

Dear Sir/Madam,

You are kindly requested to submit your quotation, for the IT equipment described in Annex A.

For any questions/clarifications related to this RFQ please contact Lide Auzmendi Murua, lauzmendi@idlo.int

Description of requested IT equipment	See Annex A
General terms and conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods.
Quotations submission	All quotations shall be submitted through the following e-mail address: lauzmendi@idlo.int
Partial quotations	Partial quotations are not permitted
Validity of quotation	30 days
Place of delivery	34 Harbour Mews, West Bay Street, Cable Beach, Nassau 201 Hampton Ridge, 18 Atlantic Drive, Nassau
Delivery terms	Goods will be delivered within 14 days after PO or contract signature by last party.
Payment terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the supplier.

Please provide your quotation on or before: **14th May 2020, 18:00, Rome (Italy) time.**

ANNEX A

Lots	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
Lot 1	Laptop	<ul style="list-style-type: none"> - Windows 10 Pro 64bit (genuine) - Intel® Core™ i5 (Gen 9th or more recent) - Intel® HD Graphics integrated - 8GB DDR4 Memory - 256GB SATA Solid State Drive - 13.3-inches FHD (1920 x 1080) Camera & Mic integrated, Non-touch - Dual Point Keyboard - 802.11ac Dual Band Wireless Adapter + Bluetooth - Primary Battery, Express Charge Capable - No Office package, no antivirus - 3 Years warranty and Onsite Service - Docking Station (to connect external monitor, mouse and keyboard) 		2	USD	
Lot 2	Printer	<ul style="list-style-type: none"> - Print, copy, scan, fax - Color - 21-30 ppm - 11-20 ppm - 1000-2500 pages - USB, Ethernet, Wireless 802.11 b/g/n 		2	USD	
Sub-total of goods						
Taxes (if applicable)						
Total amount including taxes						

<p>Name, position and signature of the official representing requested entity</p> <hr/> <p><i>Duly authorised to sign this quotation</i></p> <p>Date:</p>	<p>Stamp (if applicable)</p>
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