



**Islamic Relief  
Worldwide**

Faith inspired action

## **REQUEST FOR QUOTATION (RFQ) – SUPPLY OF OFFICE LAPTOP**

Location: JUBA OFFICE.

### **Background**

Islamic Relief is an independent humanitarian and development UK based organization, with an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic Relief South Sudan began its humanitarian operation in South Sudan in 2004 focusing on providing life-saving aid and implementing developmental programmes to support people affected by drought and conflict by establishing three sub-offices in Narus (Kapoeta East), Wau, Warrap, a satellite office in Yei and its main offices in Juba.

In this regard IRSS is looking for a competent bidder quote for supply of Laptops.

### **1- LAPTOP SPECIFICATION**

#### **HP Spectre x360 14 Inch with Its Pen. (QTY 1PC)**

**CPU** Intel Core Ultra 12<sup>th</sup> or 13<sup>TH</sup> Gen Intel Core i7

**Graphics** Intel Arc Graphics or Intel Iris Xe Graphics

**Storage** 1TB PCIe Gen4 NVMe TLC M.2 SSD

**Ram** 16GB LPDDR5x or LPDDR4x

**Display** 14-inch OLED touchscreen, 2.8K (2880 x 1800) or 3K (2880 x 1800) resolution

**Networking** Intel Wireless-AC 9560, Bluetooth 5.0, Ethernet extension connector

**Video Ports** HDMI 1.4

**USB Ports** Thunderbolt 4 with USB Type-C, USB Type-A, headphone/microphone combo

**Audio** Audio by Bang & Olufsen, dual stereo speakers, dual microphones enhanced by AI noise reduction

**Power Adapter** 65W Upto 15hrs

**Operating System** Windows 11 Pro

**Accessories** Laptop Stand, Backpack and HP wireless Mouse

## **2- LAPTOP SPECIFICATION**

### **HP EliteBook 840 G9 14 Inch QTY 2PCS**

**CPU** Intel Core i7-1255U Processor  
1.2 GHz Efficient-core base frequency, up to Efficient-core 3.5 GHz frequency with Intel Turbo Boost Technology  
12 MB cache and 10 cores

**Graphics** Intel Iris Xe Graphics (integrated)

**Memory** 16GB DDR4-SD RAM, 512 Solid State Drive

**SSD** 512GB

**Display** 14" diagonal WUXGA touch screen display

**Networking** Intel Wireless-AC 9560, Bluetooth 5.0, Ethernet extension connector

**Video Ports** HDMI 1.4

**USB Ports** 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 AC power; 1 HDMI 2.1; 1 stereo headphone/microphone combo jack; 1 RJ-45; 2 USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™ 2.1)

**Audio** Audio by Bang & Olufsen, dual stereo speakers, dual microphones enhanced by AI noise reduction

**Power Adapter** 65W

**Operating System** Windows 11 Pro

#### Table of Content.

S/N	ITEMS DESCRIPTION	QUANTITIES	UNIT PRICES	TOTAL PRICES
1	HP EliteBook 840 G9 14 Inch	2		
	<b>Grand total.</b>			

#### REQUIRMENTS

SCORE CRITERIA SHEET REQUEST FOR QUOTATION FOR SUPPLY OF HP LAPTOP		
	<b>Total</b>	<b>100</b>
<b>1</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	<b>20</b>
	Certification of Incorporation	4
	Tax Clearance Certificate. Must be valid and updated.	4
	Operation License - Must be valid and updated.	4

	South Sudan membership certificate (Chamber of Commerce)	4
	ID and MOU of the directors	4
<b>2 (a)</b>	<b>Value of Similar Work Experience in last 3 years (Contract/LPO)</b>	<b>40</b>
	No similar past work experience (Contract/LPO)	0
	One (1) similar past work experience (Contract/LPO)	10
	Two (2) similar past work experience (Contract/LPO)	20
	Three (3) similar past work experience (Contract/LPO)	30
	Four (4) similar past work experience (Contract/LPO)	40
<b>2 (b)</b>	<b>Bank Statement (Certified statements)</b>	<b>20</b>
	No Certified Bank statement.	0
	Certified Bank statement from 1 <sup>st</sup> Feb to 31 <sup>st</sup> July 2025 with closing balance to sufficiently cover for the value of the tender.	20
<b>3</b>	<b>Quoted Price</b>	<b>20</b>
	Within Budget	20
	No within Budget	0

### Supplier Code of Conduct

#### 1 Islamic Relief's Supplier Code of Conduct

#### 2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

#### Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights;

and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

#### Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labour;

**Principle 5:** The effective abolition of child labour;

and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

#### **Environment**

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility;

and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

#### **Anti-Corruption**

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

**Note!** IRW-SS reserves the right to cancel or vary the quantity on this quotation and must be born in mind that, this quotation is not a contract and therefore not legally binding.

HARD COPY TO IRSS **TENDER BOX** IRSS Hai Cinema, 2nd class, Plot no 52, Block B-XV Central Equatorial State, NOT later than the deadline of THURSDAY **4<sup>th</sup> Sept 2025 4.00pm (Local time)**