



**CAFOD & Trocaire in Partnership (CTP): REQUEST FOR QUOTATIONS (RFQ)**

<b>RFQ ref. #:</b> 710-24-IPPASJ - Purchase of Laptops Computer		<b>Project Code:</b> FCDO (THRIVE)		<b>Date:</b> 19/12/2024	
<b>From:</b>	CAFOD and Trocaire in Partnership (CTP)	<b>To:</b>			
<b>Contact:</b>	Samson Yiey Puol	<b>Contact:</b>			
<b>Mobile:</b>	(+211) 0922640648	<b>Mobile:</b>			
<b>E-mail:</b>	<a href="mailto:ctpsuply@cafod.org.uk">ctpsuply@cafod.org.uk</a>	<b>E-mail:</b>			
<b>Address:</b>	Hai Malakal, Plot 19, BlockXIII, P.O.Box 7	<b>Address:</b>			

CTP is the local representative of international development agencies CAFOD and Trocaire. CTP works through local partners to implement a variety of projects including food security, health, water and sanitation. All items procured by CTP must adhere to strict donor and agency criteria to ensure transparency and accountability.

**Instructions:**  
 Quotations must be delivered by **email address in the above. All quotation response must be in a Portable Document Formant (PDF) and please convert your documents to PDF before you send to us.**

Date Required*:	<b>10-Jan-25</b>	*Note: Quotations <b>MUST</b> be received by this date. Quotes received after this date will be disallowed.
-----------------	------------------	---

**Please supply a quotation for the goods as per details below:**

DETAILS OF GOODS						
Item	Details	Units	Quantity	Unit Price (USD)	Total Price (USD)	Notes
<b>Purchase of Laptops Computer under FCDO (THRIVE) Project</b>						
1	Dell Latitude 5450 -U5 -125U, 16GB RAM, 512GB SSD Storage, 14" Inch FHD Display, Windows 11Pro_Backpack (Laptop bag) - 2 Years Warranty (Intel Core i5, 13th Generation).	pcs	11			
				TOTAL:		

#	Please supply the following information:	Provide your response below correctly	
1	Quote Validity		
2	Delivery Lead Time		
3	Payment Mode		
4	Payment Period		
#	Eligibility Criteria	Document Required	Remarks/Comment (Tick if it is valid)

**Note: Requirements from number 1-4 is Applicable to purchase of Laptops and require the interested Suppliers to supply us with Valid Registration Certificates, and relevant sample contracts as part of RFQ response.**

1	Valid Certificate of Incorporation	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate	
2	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development	
3	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation	
4	Sample of Contracts/LPO for IT Equipment (Laptop).	Provide atleast 3 contract samples for relevant goods (IT Equipments) <b>(attached sample of contracts as an evidences) from INGOs or UN Agencies.</b>	
<b>Annexed: CAFOD Policies and CAFOD Terms &amp; Conditions for supply goods or services (Supplier requires to sign and stamps all the policies as part of their response).</b>			
#			
1	Appendix A_ CAFOD Terms & Conditions for supply of goods or services		
2	Appendix B _ CAFOD Ethical Code of Conduct for Suppliers		
3	Appendix C _ CAFOD Safeguarding Policy		
4	Appendix D _ CAFOD Antibribery Policy		
Supplier name (print):		Supplier Signature:	Date Signed:
Procurement Officer name (print):	<b>Samson Yiey Puol</b>	Procurement Officer signature:	<b>ID</b>
			Date Received: <b>19-Dec-24</b>