

INVITATION TO BID FOR THE SUPPLY OF LAPTOPS TO WANEP-NIGERIA

1. Introduction

WANEP-Nigeria is the Nigerian Country Office of the West Africa Network for Peacebuilding (WANEP), a Sub-regional NGO with a regional secretariat based in Accra, Ghana, whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society-based peacebuilding practitioners and organizations in West Africa by promoting cooperative responses to violent conflicts; providing the structure through which these practitioners and institutions will regularly exchange experience and information on issues of peacebuilding, conflict transformation, social, religious and political reconciliation; and promoting West Africa's social and cultural values as resources for peacebuilding.

2. Purpose of this Request for Bid.

WANEP-Nigeria seeks bids from eligible and interested IT Equipment Supplier to supply laptops.

3. Specifications

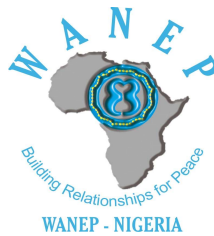
Below are the services required:

Unit	Description (Kindly be detailed as possible)
5	HP Pavilion 14x360 Intel Core I5 512 SSD 8GB Touch Screen Backlit Keyboard Window 11
2	HP Pavilion 14x360 Intel Core I7 512 SSD 16GB Touch Screen Backlit Keyboard Window 11

4. Quotation

The quoted price must be a fixed price, including delivery and all other costs, must be presented in Nigeria Naira, valid for Sixty (45) calendar days after the offer deadline.

5. Bid requirements for qualification.



The proposals should be comprehensive and highlight how the bidding company intends to meet our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following.

- I. Company Profile
- II. Registration Requirement (CAC, TIN, Tax Certificate,)
- III. Price Quotation on company letterhead paper (with a detailed Specifications of the laptops and pictures)
- IV. Evidence of similar job execution with NGO or any other Organization

6. Terms and Conditions

This is a Request for Quotations only. Issuance of this expression of interest does not in any way obligate WANEP-Nigeria to enter into a contractual agreement with any bidding organization.

7. Selection/Qualification criteria

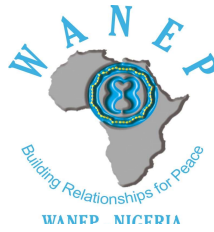
Qualified Vendor will be selected based on

- I. Meeting the technical specification and quality of product
- II. Price reasonability
- III. Testimony, and evidence of past delivery from related organizations
- IV. Payment terms,
- V. Dealership license
- VI. Warranty

WANEP-Nigeria reserves the right to:

- Accept the whole, or part only, of any submission
- Accept none of the Bidding
- Republish this Request for bids if suitable providers cannot be selected.

WANEP-Nigeria may award multiple services to a single or different service provider and all contracts will be non-exclusive.



8. How to apply

Interested service provider should submit their proposal to tenders@wanep.org

- Other information may be required from the supplier as the need may arise.
- Deadline for submitting applications: 20th of April 2024.