

Cordaid Ethiopia

Request for Quotation for Supply of IT Equipment

LOT I: Laptops

LOT II: Tablets

Reference number: RFQ #22/2025

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Request for Quotation (RFQ) – IT Equipment

Section 1: Cover page

Procurement Title: IT Equipment

Reference Number: RFQ No. 22/2025

Procurement description: Supply of IT Equipment; Laptops & Tablets

Issuance Date: Sunday September 28th, 2025

Deadline for submission: Wednesday October 15th, 2025

Submission method: All quotations should be submitted through the following email address procurementET@cordaid.org with subject line **RFQ No 22/2025**. Interested applicants are expected to submit both technical and financial proposals into two separate files.

Introduction:

Catholic Organization for Relief & Development Aid (Cordaid) is a Dutch based humanitarian & development organization with its Global office in the Netherlands with Charities and Societies Agency's registration no. 1428 under proclamation No. 621/2009 in Ethiopia. Cordaid supports and implements development and humanitarian programs with local NGOs in different regions of Ethiopia.

Procurement Description:

Cordaid Ethiopia is soliciting bids for **Supply of IT Equipment: Laptop & Tablets**. This procurement will be conducted in accordance with **Cordaid's procurement policies** and, where applicable, the relevant **donor procurement regulations**.

Bidders are requested to submit their **most competitive offers** in line with the instructions and product specifications provided. Any award issued as a result of this **Request for Quotation (RFQ)** will be subject to all the terms, conditions, and specifications outlined in this document.

Section 2: General Instruction to Bidders

Introduction	- Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by Cordaid. - This RFQ is conducted in accordance with Cordaid Operations Policies and Procedures and Contracts Administration policies. - Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by Cordaid. - Cordaid is under no obligation to award a contract to any Bidder as a result of this RFQ. - Cordaid reserves the right to cancel the procurement process at any stage without any liability of any kind for Cordaid, upon notice to the bidders or cancellation of the RFQ with written notices.	
Procurement Description with specification	Supply and delivery of LOT I: Laptops – refer to Annex 1 LOT II: Tablets – refer to Annex 2 Please refer to Annexes for detailed specifications.	
Quantity	LOT I: Laptops	13 pcs
	LOT II: Tablets	62 pcs
Cost of preparation of quotation	Cordaid is not responsible for any costs incurred in the preparation or submission of quotations, regardless of the outcome of the selection process.	
Supplier Code of Conduct, Fraud, Corruption	- Cordaid upholds the highest standards of ethics and integrity in procurement. It has zero tolerance for fraud, bribery, kickbacks, or any form of gift or gratuity monetary or in-kind. Collusion, including bid-rigging among vendors or with Cordaid staff, is strictly prohibited. - Vendors are selected solely on merit and must demonstrate strong business ethics. Any attempt to influence the process through unethical means will result in disqualification. - Additionally, Cordaid has a policy that requires staff to disclose when participating, potential conflict of interest due to the staff-member's relationship with a vendor, and if necessary, to refrain from participation in a procurement involving that vendor. - For more information, please refer to the link below regarding the Cordaid Code of Conduct. Cordaid-Code-of-Conduct.pdf - Any concern regarding the procurement process can be reported to the following email address procurementET@cordaid.org. Any suspicion about potential misconduct or policy violations may be reported through the various channels listed on the website https://www.cordaid.org/en/who-we-are/our-integrity-policy/.	

	Alternatively, you can email compliance-partnership-et@cordaid.org Any concerns about potential misconduct or policy violations may be reported to email integrity@cordaid.org.
Conflict of Interest	Cordaid staff are required to declare any conflict of interest and may be removed from the process if such a conflict exists. Vendors must also disclose any conflicts of interest, especially if they were involved in preparing the RFQ (e.g., specifications, cost estimates, etc.). Bidders must declare if: Any of their owners, officers, or key personnel are related to Cordaid staff, involved in procurement, or affiliated with the government or implementing partners under this RFQ.
Currency of Quotation and terms	The currency should be in USD. Quotes unit and total prices inclusive of all applicable taxes and duties (VAT, excise, customs if any) should be clearly indicated.
Price Validity and variations	Quotation must remain valid for not less than 60 days after the deadline specified above. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted during the validity of the quotation.
Negotiations	Cordaid reserves the right to negotiate technical and financial aspects with shortlisted bidders.
Cordaid Address	Cordaid Ethiopia Country Office, Bole Millennium Hall area, next to Avanti Restaurant, Addis Ababa, Ethiopia https://maps.app.goo.gl/TMF6JpCiXdKzTp9D6
Right to Reject/Cancel:	Cordaid may reject any or all bids, modify the RFQ, or cancel the process at any time without obligation.

Section 3: RFQ Mandatory Requirements and Specific Instructions

3.1 Mandatory Requirements/ Administrative requirements	
Documentation required	Valid Business License of 2017 E.C - Valid registration documents - Tax clearance certificate - TIN & VAT certificate
Business Information	Company profile, and evidence of financial capacity
References	At least three INGOs reference with company official headed letter.
Bid Security	The bidder should submit CPO amounting to 2% of the total bid amount in ETB as per the exchange rate of the date of submission, calculated per lot for total quantities with the name of Cordaid ONLY. No bid bond/ bank guarantee is accepted. CPO should be delivered in person to the Cordaid Office to the above address before or on deadline. The CPO must be valid for at least 180 days from the bid submission deadline. The CPO shall be returned to unsuccessful bidders within 15 days of the contract award.
Technical and Financial Proposal	Technical and Financial Proposal should be submitted in separate files to the following email address: procurementET@cordaid.org The RFQ should confirm that the detailed specifications, i.e. standard, quality, are strictly in accordance with the specifications shown in the RFQ. The RFQ must clearly indicate technical specifications.
Note: Any supplier who fails to meet the above requirements shall not be considered for technical or financial evaluation.	
3.2 Specific Instructions	
Payment terms	Payment will be made within 30 days upon receipt and acceptance of the goods by Cordaid. Payment will be

	processed after Cordaid confirms that the items meet the required technical specifications and upon submission of a detailed payment request. Please note that payment will be made in USD if the supplier holds a foreign currency account in Ethiopia. Otherwise, payment will be made in ETB using the exchange of Awash Bank on the date of the payment.
Delivery dates and place	Delivery date: Within 10 days upon signing of Purchase Order or Contract. Delivery place: Cordaid Ethiopia Country office.
Clarifications	Send all questions or request for clarifications in writing to procurementET@cordaid.org

Section 4: Evaluation Criteria

Cordaid will evaluate all bids on a Best Value for Money basis, considering technical compliance, Specifications, delivery, warranty, and past performance. The evaluation process will have the following components after the administrative evaluation has been done. The technical part will be 80% and Financial of 20%. Only suppliers who are technically qualified will be considered for financial evaluation considering price and value for money.		
Description		Scoring Guide
Specifications (30%)	Meets or exceeds minimum CPU, RAM, storage, display, battery, and security requirements. Compliance with connectivity, ports, webcam, keyboard, and build quality. Model year (less than 1 year) Pre-installed OS and licensed software as required.	30 = Exceeds requirements 20 = Meets minimum requirement 10 = Acceptable (Minor deviation from specification) 0= non-complaint
Documentation (10%)	Complete technical datasheets, license, certificates, manufacturer certifications, warranty certificates, and user manuals.	10= Complete- Full 5 = Partial 0 = None

	Manufacturer authorization (if bidder is reseller).	
Warranty & After-Sales Support (10%)	Minimum 2-year onsite manufacturer warranty. Availability of service center and repair facilities of the manufacturer's service center in Ethiopia. Warranty claims procedures should be clearly documented.	10 = >2years warranty or more and available after sales services center 5 = 1 year warranty & available after sales services center 0 = <1 year
Delivery Time (10%)	Immediate from stock is advantageous.	10 = Immediate or ≤10 working days 5= 3–4 weeks; 0 = >4 weeks
Past Performance (10%)	At least three references from INGOs/ NGOs	10 = ≥ 3 INGOs references 5 = ≥2 INGOs or NGOs references 0 = None
Award Type: Fixed-Price Purchase Order (FPO) or Contract. Cordaid reserves the right to issue multiple awards or none at all. Upon award, the selected supplier must provide a complete list of serial numbers for all items to be supplied for manufacture verification as a prerequisite for receiving the official award.		

Section 5 Penalty Clauses

5.1 Delay in Delivery:

If the Supplier fails to deliver the goods within the agreed delivery schedule, a penalty of 0.5% of the total bid award value per week of delay will apply, up to a maximum of 10% of the bid award value. Delays caused by force majeure shall not incur penalties. The Supplier invoking force majeure must promptly notify the Cordaid party in writing, providing evidence of the event and its impact on performance.

5.2 Failure in delivery

If the bidder withdraws, fails to sign the contract if awarded, the mandatory CPO requested under section 3.1 Bid security will be forfeited immediately and deposited into Cordaid's account.

5.3 Defective Goods / Non-Conformance:

If any goods supplied do not conform to the technical specifications or quality standards, the Supplier shall, at their own cost, repair or replace the goods within 7 days. Failure to do so will result in a penalty of 1% of the contract value per week until rectified, up to a maximum of 5%.

Section 6: Annexes

Annex 1; Laptop - Technical specification

Description	Specification (minimum requirements)
Processor Performance	Latest generation enterprise-class CPUs: • Intel Core i7 (13th Gen or higher) • AMD Ryzen 7 (7000 series or higher) • Or equivalent
Memory and Storage	• RAM: Minimum 8 GB DDR4 (expandable preferred) • Storage: Minimum 500 GB SSD (NVMe)
Brand & Model	• Supplier must state brand, model, and country of origin. • Devices must be brand-new, factory-sealed, and manufactured within the last 12 months.
Battery Life	• Minimum 8 hours under normal usage.
Display Quality	• Full HD display (1920 × 1080 resolution).
Build Quality & Durability	• Must comply with MIL-STD-810H or equivalent durability certification.
Operating System	• Windows 11 Pro (licensed and pre-installed).
Security Features	• Trusted Platform Module (TPM) 2.0 • BitLocker/MDM ready
Connectivity & Expansion	At least: • USB-C and USB-A ports • Wi-Fi 6 • Bluetooth 5.x • HDMI

Device Management Compatibility	Must be compatible with enterprise device-management platforms (e.g., Microsoft Intune).
Model Year	Devices should preferably be of the latest model year (not more than one year old).
Manufacturer's authorization	- Bidder must provide either: - Manufacturer's Authorization Letter, or - Valid proof of authorized distributorship/reseller certification in Ethiopia.
Warranty:	Minimum two-year manufacturer's onsite warranty within Ethiopia. - Supplier must provide warranty certificate and local service-center details.
Accessories:	Each laptop must be delivered with all genuine, compatible accessories (power adapter, cables, etc.).
User Manual	Provide printed or electronic user manuals.

Annex 2: Tablet- Technical specifications

Description	Specification (minimum requirements)
Memory and Storage	8 GB RAM 128 GB storage
Brand & Model	State brand, model, and country of origin. must be brand-new, factory-sealed, and less than one year from manufacturing date.
Battery Life	8 hours
Display Quality	HD 1280 x 720 (720p)
Build Quality & Durability	MIL-STD compliance, IP67 rating
Operating System Compatibility	Compatibility with enterprise/Edu tools, latest OS version, patch support
Security Features	Biometric login, device encryption, secure boot, MDM support
Connectivity Options	Wi-Fi 6, Bluetooth 5.x, LTE, USB-C or docking support

Device Management Support	Compatibility with MDM platforms (Intune, JAMF, Knox, etc.)
Manufacturer's authorization	• Manufacturer's authorization letter or • Evidence of authorized distributorship/reseller certificate for the proposed brand in Ethiopia.
Warranty:	Minimum two-year manufacturer's onsite warranty within Ethiopia; include warranty certificate and service-center details.
Accessories:	Each tablet must be delivered with a genuine & compatible accessory with Ethiopia.
User Manual	Provide printed or electronic user manuals.