REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. N_214-2025_KEN

Date: July 28, 2025

Dear Sir / Madam,

You are kindly requested to submit your quotation for ICT EQUIPMENT described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. N_214-2025_KEN_ITB** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date:** **August 4, 2025**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Kenya

Annex A
Instructions to Bidders

a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before **Date:** August 4, 2025 **Time: 15:00 hours Rome, Italy** local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. 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.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	**90 days** In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@Idlo.Int
h. Partial Quotations	☒ Not permitted
i. Place of Delivery	Senteu Plaza, 3rd floor, Galana road
j. Delivery Terms	Incoterms DDP Goods will be delivered within 6-8 weeks after receipt of PO or contract from IDLO to Senteu Plaza 3rd floor, Galana road Nairobi, Kenya
k. Customs clearance, if needed, shall be done by:	☒ Supplier
l. Currency of Quotation	Kenya shilling

m. Preliminary Documents to be Submitted	☒ Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; ☒ Latest Business Registration Certificate; ☒ Latest Kenya Revenue Authority Tax Compliance Certificate; ☒ Copy of national ID or passport for director/ account manager ☒ Single permit business license issued by the county of Nairobi ☒**Manufacturer's Authorization** - Submit proof/ letter of authorization from the equipment manufacturer allowing the supplier to sell the equipment. ☒ **Client References** - Provide recommendation letter, copy of LPO or contract for at least 3 clients/companies where similar products have been supplied for the last 3 years(2022-2025). ☒ **Technical Product Information** - Provide product catalogues or technical material for each of the items being supplied to showcase their features and specifications matching conformity.
n. Special Packing Requirement or Temperature Control	☒ N/A
o. After-sales services required, if applicable	☒ Warranty on Parts and Labour (refer to annex B- technical specifications)
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A, point m.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price inclusive of all taxes and freight
q. Contract Award	Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Bid Protest Mechanism	Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO.

	To initiate a protest, suppliers must complete the *IDLO Supplier Bid Protest Form* provided at the following link and submit it via email at bidprotest@idlo.int within ten (10) days after receiving a regret letter or email confirming that they were not successful: https://www.idlo.int/procurement/contact-feedback All protests will be handled confidentially and impartially.
t. Liquidated Damages	☒ **Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.** **Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.**

ANNEX B
TECHNICAL SPECIFICATIONS

Lot 1: Notebook: Lenovo ThinkBook 14 Gen 7 Intel (14") - Qty 2

Category		Specification
Notebook	Processor	13th Generation Intel® Core™ i7-1355U Processor (E-cores up to 3.70 GHz P-cores up to 5.00 GHz)
	Operating System	Win11 Pro 64 bit
	Microsoft Productivity Software	None
	Graphic Card	Integrated Intel® Iris® Xe Graphics
	Memory	16 GB DDR5-5200MHz (SODIMM) (1x16 GB)
	Storage	512 GB SSD M.2 2242 PCIe Gen4 TLC
	Display	14" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch, 45%NTSC, 300 nits, 60Hz
	Camera	1080P FHD with Dual Microphone and Privacy Shutter
	Fingerprint Reader	YES
	Keyboard	Backlit, Storm Grey - English (US)
	WLAN	Wi-Fi 6 2x2 AX & Bluetooth® 5.1 or above
	Ethernet	100/1000M Ethernet
	Battery	4 Cell Li-Polymer 60Wh
	AC Adapter / Power Supply CA	Slim USB-C 100 W 3 pin UK
	Notebook Warranty: Lenovo ThinkBook 14 Gen 7 Intel (14")	
	4 Years Premier Support Plus	
	4 Years Tech Install CRU (Add-On)	

Lot 2: Docking Station: Lenovo ThinkPad Universal Thunderbolt™ 4 Dock - (Qty 4)

		Specifications
Docking Unit	Display	1 x 8K @ 30Hz Via HDMI 2.1, 4 x 4K @ 60 Hz
		1 x HDMI 2.1, 2 x DisplayPort 1.4
	USB	4 x USB 3.2 Gen 2, 1 x USB-C
	Network	1 x Gigabit EthernetThinkPad 135W Power Adapter and Power Cord
	Warranty Period	3 Years
	Warranty Type	CRU (Customer Replaceable Unit)

Lot 3: Monitor - (Qty 1)

		Specification
Monitor	Screen Size Class	32"
	Viewable Screen Size	31.5"
	Resolution	4K UHD (3840 x 2160)
	Panel Type	IPS
	Pixel Per Inch (PPI)	140
	Viewing Angles	Horizontal Viewing Angle: 178°, Vertical Viewing Angle: 178°
	Adjustability	Height, Swivel, Tilt Adjustable
	Pivot Adjustability	Optional
	Response Time	5ms
	Standard Refresh Rate	120 Hz
	Native Contrast Ratio	3,000:1
	Color Gamut	DCI-P3 99%, sRGB 100%
	Ports / Connectivity	
	Display	HDMI, DisplayPort, Thunderbolt, 1 Thunderbolt 4 downstream port
	USB Type-A	2x USB Type-A ports
	USB-C	2x USB-C (1 USB-C power up)
	Audio Line-out	Yes (jack)
	Speakers	Integrated
	Webcam	Optional
	LAN (Ethernet)	Optional (RJ45 Ethernet port, 1GbE)
	Physical / Ergonomics	
	Stand Included	YES
	VESA Mount Compatible	Yes
	Cable Management	Cable Lock Slot
	Security Lock Slot	Yes
	Power Connector	Yes (Standard power connector- UK)
	Features	
	Energy Conservation	Yes (e.g., Energy Star certified, low power consumption modes)
	Eye Comfort Technology	Yes (e.g., Flicker-Free, Low Blue Light)
	Ambient Light Sensor	Optional
	Warranty	2 years

Lot 4: Monitor: ThinkVision T24mv-30 FHD (USB-C) 23,8" - (Qty 2)

		Specifications
Monitor	Panel	23.8" FHD IPS Panel with Natural Low Blue Light
	Resolution	1920 x 1080
	Response time	4ms
	Contrast Ratio	1000:01:00

	Built-in Camera	5MP IR+RGB camera with Windows Hello Facial Recognition feature
	Audio	2x5W integrated speakers
	Stand:	Tilt Angle (-5° / 23.5°), Swivel Angle (+45° / -45°), Lift Range (155 mm), Pivot (-90° / 90°)
	Connection Type:	1 x HDMI2.1, 1 x DP1.4, 1 x DP out, 1 x USB 3.2 Gen1 (Upstream, by USB Type-C), 4 x USB 3.2 Gen1 Type-A (Downstream), 1 x Audio Combo (3.5 mm, In/Out) 1 x RJ-45
	Warranty Period	3 Years - OnSite Coverage

Lot 5: Headphones - Qty 4

Headphones	Model Type	Over-ear
	Noise Cancelling	Yes
	Connectivity	USB
	OS Compatibility	Windows, macOS, iOS, Android
	Warranty	Minimum 1 year
	Microphone	High quality Mic
	Speakers	High Quality Audio

Lot 6: Mouse/Keyboard Combo - Qty 4

Keyboard	Size	Full-size
	Ergonomics	Silent with soft touch buttons
	Ambient Light Adjustment	Auto-adjust ambient light sensor (for backlighting)
	Connectivity	Wireless / Bluetooth
	Power Source	Rechargeable
	Layout	Standard QWERTY, US English
	OS Compatibility	Compatible with Windows, macOS
	Warranty	Minimum 1 year
Mouse	Connectivity	Wireless / Bluetooth
	Power Source	Rechargeable
	Ergonomics	Silent with soft touch buttons
	Buttons	Standard Left/Right Click, Scroll Wheel
	DPI/Tracking	Adjustable DPI, Optical/Laser Sensor
	OS Compatibility	Compatible with Windows, macOS
	Warranty	Minimum 1 year

ANNEX C
SUPPLIER'S QUOTATION

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. N_214-2025_KEN**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in KES	Total amount in KES
1.	Notebook laptop	Refer to annex B	EA	**2**	☐ Comply ☐ Not Comply.		
2.	Docking Station	Refer to annex B	EA	4	☐ Comply ☐ Not Comply.		
3.	Monitor 32"	Refer to annex B	EA	**1**	☐ Comply ☐ Not Comply.		
4.	Monitor 24"	Refer to annex B	EA	**2**	☐ Comply ☐ Not Comply.		
5.	Headphones	Refer to annex B	EA	**4**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
6.	Mouse/Keyboard Combo	Refer to annex B	EA	**4**	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Freight (if applicable)							
Insurance (if applicable)							
Customs Clearance (if applicable)							
Other Charges (please specify)							
Taxes/ VAT (if applicable)							
Grand Total							

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	Yes, we will comply	***No, we cannot comply***	***If you cannot comply, pls. indicate counter proposal***
Delivery Lead Time - Maximum 6-8 weeks			
Warranty and After-Sales Requirements			
a) Lot 1- warranty			
b) Lot 2- warranty			
c) Lot 3- warranty			
d) Lot 4- warranty			
e) Lot 5- warranty			
f) Lot 6- warranty			
Other requirements *[pls. specify]*			

Name, position and signature of the Bidder	**Bidder's Stamp**
Duly authorised to sign this Bid **Date:**	

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf