



REQUEST FOR QUOTATION

SUPPLIES UNIT

DATE: Friday, March 17, 2026

SUBJECT: AMMENDED REQUEST FOR QUOTATION – ICT EQUIPMENT

Mandatory requirements

- Quotations with Detailed specifications, Delivery Period, Warranty, Sample pictures and prices in Zambian Kwacha (ZMW).
- Reseller Certificate (Lenovo/HP)
- Manufacturer warranty certification
- Company Profile
- Certificate of Incorporation
- TPIN
- Valid Tax Clearance Certificate
- Latest Bank Statement for the past three months
- Three written Recommendations from companies for similar assignments
- Bank details on a bank letter head
- Physical and official email address

SPECIFICATIONS

ITEM	DESCRIPTION	QUANTITY
1	Whole -in- one Desk Top Computers- (A54WTET HP Pro One 440 G9 24 AIO PC ,intel® Core™ i7-14700T, 16GB RAM, 512 GB PCIe® NVMe™ SSD, Windows 11 Pro,23.8" diagonal, FHD (1920 x 1080), Black 1 Year Warranty)	7
2	Desktop computers– (HP PRO TOWER 400 G9 I7-13700 32GB RAM,1TB SSD DVDRW Windows 11 Pro 1 Year warranty + HP Series 5 524sh 23.8" FHD Monitor, Height/Tilt Adjustable, Black Color, Connectivity: 1 VGA, 1 HDMI 1.4. WARRANTY)	44
3	Heavy duty printer- (EPC11CJ42402BY - Epson Workforce Enterprise AM-C5000 Color Multifunction Printer + Epson Cabinet For AMC Series,1 Year Warranty)	1

4	LED projectors with screens-Epson EpiqVision Mini EF12, HDMI cable, remote and Warranty	10
5	LCD Projectors -(EPSON EBFH06, Epson Carry Case, 3M HDMI, WARRANTY)	11
6	Printers (ordinary)-(HP Color LaserJet Pro MFP 3303sdw Printer, Print, Copy and Scan - Duplex Printing, ADF, Wireless, Ethernet, USB Interface with LCD Touchscreen - 499M6A WARRANTY)	1

CONDITIONS

1. Indicate the delivery time/stock availability. Suppliers MUST make full delivery before invoicing.
2. Terms of payment are 30 days from the date of invoice.
3. The prices should be valid for 60 days from the date of the quotations. Prices should be VAT Exclusive.
4. Please note this is not an order.
5. Amref Health Africa has zero tolerance for unethical or corrupt behavior at any level of the organization and takes appropriate remedial action where necessary. We award business solely on merit, based on the principles spelt out in the statement of business ethics that can be obtained from the Amref website using the link below:
<https://amref.org/download/business-ethics-statement/>
6. Your Quotation should correspond to the specifications of the Request for Quotation, if not indicate your remarks.

7. Data Protection and Privacy statement

You agree to have read and understood the Privacy Notice available at (www.amref.org/data-privacy-statement.) in relation to the processing of personal data and information. During interaction with the buyer, your personal, private and sensitive data or information may be obtained and used to process, manage and administer your account or for purposes incidental to business. This may include the transfer of the personal data outside the source jurisdiction. You acknowledge and consent to the disclosure, processing or transfer of personal data for such purpose.

Application Criteria:

- Only electronic submissions will be accepted.
- Submission should be made through procurement.zambia@amref.org not later than 12:00hrs, 24th March, 2026.
- All clarifications and questions should be addressed to procurement.zambia@Amref.org not later than 17:00hrs, 19th March, 2026.
- Your quotation should reference ICT Equipment on the subject line.
- **Note:** *Amref Health Africa Zambia may request for necessary and/or more information during the evaluation. Amref Health Africa Zambia will only contact the successful bidder (s) within the period of 2 weeks from the closing date of submission.*

Amref reserves the right to accept or reject any quotation without giving any reason.

EVALUATION CRITERIA

A: Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria.

Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS				
Mandatory Requirements				
No.	Particulars	Marks	Compliant	Non-compliant
1.	Quotations with Detailed specifications, Delivery Period, Warranty, Sample pictures and prices in Zambian Kwacha (ZMW).	1 or 0		
2.	Reseller Certificate/Authorisation (Lenovo/HP)	1 or 0		
3.	Manufacturer warranty certification	1 or 0		
4.	Company Profile	1 or 0		
5.	Certificate of Incorporation	1 or 0		
6.	TPIN	1 or 0		
7.	Valid Tax Clearance Certificate	1 or 0		
8.	Latest Bank Statement for the past three months	1 or 0		
9.	Three written Recommendations from companies for similar assignments	1 or 0		
10	Bank details on a bank letter head	1 or 0		
11	Physical and official email address	1 or 0		

Note 1: All the above documents numbered 1 to 11 should be filed and arranged in that order under the preliminary evaluation criteria section of the tender document.

B: Technical Evaluation Criteria

Detailed technical Specifications/ Description of requirements				
Compliance with Technical Specifications for the following items;				
1. Attach brochures and/or manuals and datasheets from the manufacturer to support the specifications below 2. Ensure you highlight the specifications to be supplied on each brochure				
No.			Max	Score
1	Whole -in- one Desk Top Computers- (A54WTET HP Pro One 440 G9 24 AIO PC ,intel® Core™ i7-14700T, 16GB RAM, 512 GB PCIe® NVMe™ SSD, Windows 11 Pro,23.8" diagonal, FHD (1920 x 1080), Black 1 Year Warranty) (5 Marks)		30 or 0	

	<p>2 Desktop computers– (HP PRO TOWER 400 G9 I7-13700 32GB RAM,1TB SSD DVDRW Windows 11 Pro 1 Year warranty + HP Series 5 524sh 23.8" FHD Monitor, Height/Tilt Adjustable, Black Color, Connectivity: 1 VGA, 1 HDMI 1.4. WARRANTY) (5 Marks)</p> <p>Heavy duty printer- (EPC11CJ42402BY - Epson Workforce Enterprise AM-C5000 Color Multifunction Printer + Epson Cabinet For AMC Series,1 Year Warranty) (5 Marks)</p> <p>LED projectors with screens- Epson EpiqVision Mini EF12, HDMI cable, remote and Warranty (5 Marks)</p> <p>LCD Projectors -(EPSON EBFH06, Epson Carry Case, 3M HDMI, WARRANTY) (5 Marks)</p> <p>Printers (ordinary)-(HP Color LaserJet Pro MFP 3303sdw Printer, Print, Copy and Scan - Duplex Printing, ADF, Wireless, Ethernet, USB Interface with LCD Touchscreen - 499M6A WARRANTY) (5 Marks)</p>		
3.	<p>Provide a manufacturer's warranty certificate for at least 2 years for the ICT</p> <ul style="list-style-type: none"> • Provided (5 Marks) 	5	

	<ul style="list-style-type: none"> • Not Provided (0 Marks) 		
4.	<p>Provide product brochures for each of the item quoted for. (10 Marks)</p> <ul style="list-style-type: none"> • Not Provided (0 Marks) 	10	
5.	<p>Indicate lead time for delivery of the laptops and accessories;</p> <p>a) Less than 2 weeks (15 marks)</p> <p>b) 3-4 weeks (10 marks)</p> <p>c) 5-6 weeks (5 marks)</p> <p>d) Exceeding 6 weeks (1 mark)</p> <p>e) Not Included (0 marks)</p>	15	
6.	<p>Provide proof of supply and delivery of laptops or related ICT equipment in the recent past (2023 to date) specifying the value (Attach Purchase orders/ contracts and/or invoices)</p> <ul style="list-style-type: none"> • Not provided/ Not Relevant – 0 mark • Orders below ZMW 50,000 – 2 marks • ZMW 50,000 and above - but below ZMW 100,000- 3 marks • ZMW 100,000 and above – 10 marks 	10	
	TOTAL	70 MKS	

Only bidders who will score at least 50 marks and above shall proceed to the next stage of evaluation

Note: Bidders who will not meet the passmark above will be considered non-responsive and will not proceed to the next stage of evaluation.

B: Financial Evaluation Criteria

The financial bid score (FBS) will be determined using the formula $FBS=30*FP/F$

FP=Lowest financial bid

F=Financial bid of a particular vendor.

ANNEX 1 Stages of Tender

PART A

A. Preliminary Evaluation

Tenderers are required to comply with mandatory requirements

- ✓ Bidders who shall not provide any of the documents shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

B. Technical Evaluation

i. Documents Examination

- ✓ Bidders who will not meet the passmark(s) as specified shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

ii. Product Evaluation

- ✓ The technical evaluation shall involve the product evaluation and/or samples where applicable

PART B

• Financial Evaluation & Delivery lead time evaluation

- ✓ The financial bid score (FBS) will be determined using the formula $FBS=30*FP/F$
- ✓ FP =Lowest financial bid
- ✓ F =Financial bid of a particular vendor.

• Contracting

- ✓ If accepting of the offer, the successful bidder shall be contracted per the sample standard agreement accessible on the Amref website.