



Request for Quotations (RFQ)

Title	Supply of Laptop computer
Procurement Ref. No.	ESAAMLG -RFQ -2026-07
Date of Issue	29 April 2026
Closing Date	11 May 2026 16:00 EAT
Expected Delivery Date	15 June 2026

1. Supplier Information

Company Name	
Contact Person	
Phone Number	
Email Address	
Physical Address	
TIN / VAT Number	

1. Introduction

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) is a Regional Body subscribing to global standards to combat money laundering and financing of terrorism and proliferation. Its 21 Member Countries are Angola, Botswana, Burundi, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe and includes a number of regional and international observers such as Commonwealth Secretariat, East African Community, FATF, IMF, SADC, United Kingdom, United States of America, UNODC ,World Bank and World Customs Organization

ESAAMLG invites qualified suppliers to submit quotations for the supply and delivery of laptop computers to Financial Intelligence Units (FIUs) located in Mozambique, Burundi, Eritrea, Madagascar, and South Sudan. The procurement is divided into five (5) independent lots, each comprising five (5) laptops. Suppliers may quote for one or more lots. Goods must be delivered on a Delivered Duty Paid (DDP) basis in accordance with Incoterms® 2020.

2. Scope of Supply

Lot	Country	Quantity
1	Mozambique	5
2	Burundi	5
3	Eritrea	5
4	Madagascar	5
5	South Sudan	5

3. Delivery Terms

Delivery shall be made on Delivered Duty Paid (DDP) basis in accordance with Incoterms® 2020. The supplier shall be responsible for freight, insurance, customs clearance, duties, taxes, and inland transportation to the final delivery location.

4. Delivery Schedule

Delivery must be completed within thirty (30) calendar days after contract signing. Suppliers must indicate production lead time and shipping duration.

5. Currency of Quotation

All prices must be quoted in United States Dollars (USD). Prices must remain fixed during the contract period.

6. Language of Quotation

All quotations and supporting documentation must be submitted in English.

7. Eligibility Requirements

Requirement	Evidence Required
Certificate of Incorporation	Legal registration documents
Business License	Valid trading license
Tax Clearance Certificate	Valid tax compliance certificate
Manufacturer Authorization	OEM authorization letter
Experience	Evidence of at least two similar contracts
Financial Capacity	Bank reference, audited financial statements

8. Technical Specifications

Note that all brand names listed below are for reference. Other brands of equivalent specifications will be accepted and evaluated equally against brands listed below. If other brands are quoted, Offerors must provide a side-by-side comparison of the offered specifications against those of the items listed below.

Specification	Minimum Requirement
Laptop Type	HP, Lenovo or Equivalent
Processor	Intel Core i5 14th Generation or AMD Ryzen 5 equivalent
RAM	Minimum 16 GB
Storage	Minimum 512 GB SSD
Display	14–15 inch Full HD IPS
Graphics	Integrated graphics
Webcam	HD webcam
Connectivity	Wi-Fi 6 and Bluetooth
Ports	USB-A, USB-C, HDMI
Operating System	Genuine Windows 11 Pro (ONE TIME KEY)
Office Suite	Microsoft Office Professional preferred 2021Pro.
Security	TPM 2.0 and fingerprint reader
Battery	Minimum 8 hours
Warranty	Minimum 12 months manufacturer warranty

8.1 KEYBOARD REQUIREMENTS

Lot	Country	Keyboard
1	Mozambique	QWERTY
2	Burundi	AZERTY
3	Eritrea	QWERTY
4	Madagascar	AZERTY
5	South Sudan	QWERTY

9 Price Schedule

Prices must clearly separate **equipment cost and delivery cost.**

Lot	Country	Quantity	Laptop Unit Price (USD)	Delivery Cost (USD)	Total Unit Price	Total Lot Price
1	Mozambique	5				
2	Burundi	5				
3	Eritrea	5				
4	Madagascar	5				
5	South Sudan	5				

10. Evaluation Methodology

Evaluation will be conducted in four stages: Preliminary Examination, Eligibility Evaluation, Technical Evaluation, and Financial Evaluation.

Stage 1 – Preliminary Examination

Criteria	Requirement	Pass/fail
Submission before deadline	Mandatory	
Quotation form signed	Mandatory	
Price schedule completed	Mandatory	

Stage 2 – Eligibility Evaluation

Requirement	Evidence	Pass/Fail
Legal registration/ Company registration	Certificate	
Tax clearance	Certificate	
Manufacturer authorization	OEM letter	
Experience	2 Current Contract copies	
Audited financial statements	Last 3 years	
Average annual turnover	≥ Contract value	
Bank reference letter	Provided	
Tax clearance	Valid certificate	
Financial capacity declaration	Completed	

Stage 3 – Technical Evaluation (70 Points)

Criteria	Description	Max Score
Processor Performance	Higher than minimum specification	15
RAM & Storage	Above minimum requirements	10
Build Quality	Business class / premium / 2-in-1	10
Battery Performance	Above 8 hours	5
Warranty	Extended or international coverage	10
Delivery Capability	DDP experience in similar countries	10
Manufacturer Authorization	OEM support strength	5
After-Sales Support	Local/regional support	5
Keyboard Compliance	Correct layout per lot	5
Delivery Time	Shorter lead time	5

Stage 4 – Financial Evaluation (30Points)

Financial evaluation will compare total evaluated price per lot. Award will be made to the lowest evaluated responsive bidder per lot.

Financial Score = (Lowest Evaluated Price / Bidder Price) × 30

Vendor	Laptop Cost	Delivery Cost	Total Price	Rank

11. Fraud and Corruption

ESAAMLG applies a zero-tolerance policy for fraud and corruption. Suppliers must declare that they are not debarred and have not engaged in corrupt practices.

12. Warranty and After-Sales Support

Supplier must provide a minimum 12-month manufacturer warranty covering hardware defects.

13. Inspection and Acceptance

Upon delivery the purchaser will verify quantity, serial numbers, hardware specifications, software license authenticity, and accessories.

14. Supplier Declaration

The bidder certifies that the information provided in the quotation is accurate and that the goods supplied are genuine and comply with the RFQ requirements.

Declaration by Supplier

I hereby affirm that the prices quoted above are accurate and inclusive of all applicable taxes and duties. I further confirm that all information provided in this offer is true, complete, and submitted in good faith.

- We certify that we have no close, family, or financial relationships with any ESAAMLG staff members.
- We certify that we have no close, family, or financial relationships with any other offerors submitting quotations in response to this RFQ.
- We confirm that the prices and terms in our offer were determined independently, without consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- We confirm that all information contained in our offer, including all supporting documents, is authentic and accurate.
- We acknowledge and fully comply with ESAAMLG’s policies prohibiting fraud, bribery, and kickbacks.

We hereby certify that all representations, certifications, and statements submitted with this offer are accurate, current, and complete to the best of our knowledge.

Authorized Person Name	
Signature	
Company Stamp	
Date	<input type="text" value="📅 Date"/>

INSTRUCTION TO BIDDERS

Offer Deadline and Submission Protocol

This RFQ is issued on **29 April 2026**. All offers must be received no later than 16:00 EAT on **11 May 2026** by email to procurement@esaamlg.org

. The RFQ number must be referenced in all submissions and correspondence. Offers received after the deadline will be considered late and may only be reviewed at the sole discretion of ESAAMLG.

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 EAT on **4 May 2026**, by email to procurement@esaamlg.org

. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification and the responses thereto that ESAAMLG believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Delivery Requirements

Country	Delivery Location	Delivery time
Mozambique	FIU Office – Maputo	
Burundi	CNRF Office – Ministry of Finance Building	
Eritrea	FIU Office – Asmara	
Madagascar	FIU Office – Antananarivo	
South Sudan	FIU Office – Juba	

All items supplied under this RFQ shall be delivered to (**Mozambique, Burundi, Eritrea, Madagascar & South Sudan**) Each bidder must indicate the estimated delivery timeframe (in calendar days) from the date of receiving a purchase order. The delivery timeline committed in the quotation must be honored in the execution of any resulting contract

VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of **60** days from the end.

Date specified for receipt of quotes. The selected Bidder(s) shall supply the services requested at the quoted prices for the delivery/performance period specified in this RF

BASIS OF SELECTION

Quotations will be evaluated using the Lowest Evaluated Responsive Bidder Method. The contract shall be awarded to the bidder whose quotation is substantially responsive to the RFQ requirements and offers the lowest evaluated price per lot, provided that the bidder is determined to be eligible, technically compliant, and financially capable.

Evaluation will be conducted in four sequential stages. ESAAMLG reserves the right to accept any item or group of items from an offer and may make an award for a quantity that is less than what is specified in the RFQ, at the unit prices quoted.

ESAAMLG may reject any quotation deemed non-responsive. A responsive quotation is one that meets all terms and conditions of the RFQ, is complete, duly signed by an authorized representative, and submitted

by the deadline indicated on the cover page of this RFQ. ESAAMLG reserves the right to waive minor, non-material discrepancies in a quotation at its sole discretion.

This RFQ does not obligate ESAAMLG to award a contract. ESAAMLG reserves the right to award or not award any of the quotations received. No commitment is made, expressed or implied, to reimburse bidders for any costs incurred in preparing and submitting quotations in response to this RFQ.

Anti-Corruption and Integrity Statement

ESAAMLG maintains a zero-tolerance stance toward bribery, corruption, collusion, fraud, and unethical practices. Bidders confirm that their submission is genuine, independent, and compliant with all applicable anti-corruption laws

