



REQUEST FOR QUOTATIONS (RFQ)

Title	Supply of Laptop computer
Procurement Ref.No.	ESAAMLG -RFQ -2026-20
Date of Issue	4 September 2026
Closing Date	18 September 2026 16:00 EAT
Expected Delivery Date	30 September 2026

SUPPLIER INFORMATION

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

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.

ESAAMLG invites eligible suppliers to submit a quotation for the supply and delivery of twenty-five (25) laptop computers required for Financial Intelligence Units (FIUs) in Mozambique, Burundi, Eritrea, Madagascar and South Sudan. The procurement shall be undertaken as a single requirement of twenty-five (25) laptops, with centralized delivery to the ESAAMLG Office in Dar es Salaam, Tanzania.

SCOPE OF SUPPLY

Beneficiary FIU Country	Quantity	Keyboard Layout
Mozambique	5	QWERTY
Burundi	5	AZERTY
Eritrea	5	QWERTY
Madagascar	5	AZERTY
South Sudan	5	QWERTY
TOTAL	25	As specified above

DELIVERY TERMS

Delivery point: ESAAMLG Office, Madaraka Street, Dar es Salaam, Tanzania.

The supplier shall deliver all twenty-five (25) laptops to the specified ESAAMLG Office. The quoted price shall include all costs necessary to complete delivery at that location, including

transportation, loading and unloading, and applicable taxes and duties as required by the applicable procurement arrangements and law.

Following delivery, ESAAMLG shall inspect and accept the laptops, record serial numbers and relevant asset information, and coordinate onward distribution to the designated beneficiary FIUs. Onward distribution is an ESAAMLG implementation and asset-management responsibility and is not part of the supplier's delivery obligation under this RFQ.

DELIVERY SCHEDULE

Delivery must be completed within thirty (30) calendar days from the date of the Purchase Order/Contract. Suppliers shall state their proposed delivery lead time in calendar days.

Language of Quotation

All quotations and supporting documentation must be submitted in English.

CURRENCY OF QUOTATION

All prices shall be quoted in Tanzanian Shillings (TZS). The quoted prices shall include all applicable costs required to deliver the goods to the ESAAMLG Office, Madaraka Street, Dar es Salaam, Tanzania. Prices shall remain fixed during the quotation validity period and, where applicable, during contract performance.

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
Banks authorization letter	Bank letter

Manufacturer warranty confirmation	12 Months
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TECHNICAL SPECIFICATIONS

Specification	Minimum Requirement
Laptop Type	International Recognized
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

KEYBOARD REQUIREMENTS

S/N	Country	Keyboard
1	Mozambique	QWERTY
2	Burundi	AZERTY
3	Eritrea	QWERTY
4	Madagascar	AZERTY
5	South Sudan	QWERTY

PRICE SCHEDULE

The supplier shall quote for the complete requirement of twenty-five (25) laptops. All prices shall be quoted in Tanzanian Shillings (TZS). The quoted price shall include delivery to ESAAMLG Office, Madaraka Street, Dar es Salaam, Tanzania, and all other costs necessary to complete delivery at the specified location.

No.	Beneficiary	Qty	Keyboard	Unit Price (TZS)	Total (TZS)
1	Mozambique	5	QWERTY		
2	Burundi	5	AZERTY		
3	Eritrea	5	QWERTY		
4	Madagascar	5	AZERTY		
5	South Sudan	5	QWERTY		
	TOTAL	25			

Supplier's quoted total for the complete requirement: TZS _____

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 Identification Number	Certificate	
Manufacturer authorization	OEM letter	
Experience	2 Current Contract copies	
Bank reference letter	Provided	
Tax clearance	Valid certificate	

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	5
Delivery Capability	DDP experience in similar countries	5
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

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.

WARRANTY AND AFTER-SALES SUPPORT

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

INSPECTION AND ACCEPTANCE

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

PAYMENT TERMS

Payment shall be made within thirty (30) calendar days after the successful delivery, inspection and acceptance of all twenty-five (25) laptops by ESAAMLG, and upon receipt of a complete and valid invoice and all required supporting documentation.

No advance payment shall be made under this RFQ.

Payment shall be subject to confirmation that the laptops delivered conform to the technical specifications, quantities, keyboard layouts, warranty requirements and other conditions specified in this RFQ and the resulting Purchase Order/Contract.

The supplier shall submit, at a minimum, a valid invoice, delivery note, evidence of delivery, and any other documentation reasonably required by ESAAMLG for processing the payment.

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.

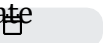
We certify that we have no close, family, or financial relationships with any ESAAMLG staff members.

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	Date 

INSTRUCTION TO BIDDERS

OFFER DEADLINE AND SUBMISSION PROTOCOL

This RFQ is issued on **4th September 2026**. All offers must be received no later than 16:00 EAT on **18th September 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 **16th September 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.

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