



Request for Quotations (RFQ)

Title	Re-Advertisement Of Request For Quotation (RFQ) For The Supply Of Heavy-Duty Printer And Indoor Wireless Access Point
Procurement Ref. No.	ESAAMLG-RFQ-2026-7
Date of Issue	22 July 2026
Closing Date	30 July 2026 at 16:00 EAT
Expected Delivery Date	4 August 2026

1. Supplier Information

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

2. Description of Goods/Services Required

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.

No.	Description of Goods/Services	Unit	Qty	Unit Price (TZS)	Total Price (TZS)
1.	Supply, Delivery, Installation, Configuration, Testing and Commissioning of One (1) A3 Colour Laser Multifunction Printer with Print, Copy, Scan and Fax capabilities.	Pcs	1		
2.	Supply of wireless Access point Supply, delivery, installation, configuration, testing and commissioning of an enterprise-grade indoor wireless access point supporting Wi-Fi 6 (802.11ax) or higher, dual-band operation (2.4 GHz and 5 GHz), minimum aggregate throughput of 1.7 Gbps, and support for at least 100 concurrent users. The access point shall support Power over Ethernet (PoE), Gigabit Ethernet connectivity, WPA2/WPA3 security, VLANs, Quality of Service (QoS), guest network functionality, and centralized management capabilities. The supply shall include all mounting accessories, licenses (where applicable), configuration services, and a minimum twelve (12) months manufacturer warranty with technical support.	Pcs	2		

	Total (excl. VAT)	
	VAT (%)	
	Grand Total	

3. Technical specifications

Item	Minimum Requirement
Type	A3 Colour Laser Multifunction Printer
Functions	Print, Copy, Scan and Fax
Print Speed	Minimum 46 ppm (A4) and 22 ppm (A3) for colour and monochrome
Print Resolution	Minimum 1200 x 1200 dpi
Duplex Printing	Automatic duplex printing
Memory	Minimum 2.5 GB RAM
Storage	Minimum 500 GB secure hard disk with encryption
Paper Capacity	Minimum 2,100-sheet input capacity and 500-sheet output capacity

Document Feeder	Minimum 200-sheet Single-Pass Duplex Automatic Document Feeder (ADF)
Scan Speed	Minimum 70 ppm (B&W) and 68 ppm (Colour)
Scan Features	Scan to E-mail, Network Folder, USB, FTP, OCR and Searchable PDF
Connectivity	USB 2.0, Gigabit Ethernet (10/100/1000)
Supported Media	A3, A4, A5 and custom sizes; plain paper, cardstock, labels, envelopes and glossy media
Copy Features	Up to 9,999 copies, 25%–400% reduction/enlargement
Control Panel	Colour touchscreen display
Security	Secure print, user authentication, encrypted hard disk and network security features
Duty Cycle	Minimum 200,000 pages per month
Power Supply	220–240V, 50/60Hz
Warranty	Minimum one (1) year manufacturer warranty with local support

3.1. Technical Compliance Schedule

Bidders shall complete the table below and provide supporting manufacturer's brochures, catalogues, datasheets, or other documentary evidence demonstrating compliance. Failure to provide adequate supporting documentation may result in the quotation being considered non-responsive.

No.	Technical Requirement	Minimum Specification Required	Offered Specification	Comply (Yes/No)	Reference to Brochure/Page No.
1	Type	A3 Colour Laser Multifunction Printer			
2	Functions	Print, Copy, Scan and Fax			
3	Print Speed (A4)	Minimum 46 ppm			
4	Print Speed (A3)	Minimum 22 ppm			
5	Print Resolution	Minimum 1200 x 1200 dpi			
6	Duplex Printing	Automatic Duplex Printing			
7	Memory	Minimum 2.5 GB RAM			
8	Storage	Minimum 500 GB Secure Hard Disk with Encryption			
9	Paper Input Capacity	Minimum 2,100 Sheets			
10	Paper Output Capacity	Minimum 500 Sheets			
11	Document Feeder	Minimum 200-Sheet Single-Pass Duplex ADF			
12	Scan Speed (B&W)	Minimum 70 ppm			
13	Scan Speed (Colour)	Minimum 68 ppm			
14	Scan Resolution	Minimum 600 dpi Optical Resolution			
15	Scan Features	Scan to Email, Network Folder, USB, FTP, OCR and Searchable PDF			
16	Connectivity	USB 2.0 and Gigabit Ethernet (10/100/1000)			
17	Supported Media Sizes	A3, A4, A5 and Custom Sizes			
18	Supported Media Types	Plain Paper, Cardstock, Labels, Envelopes and Glossy Media			
19	Copy Capacity	Up to 9,999 Copies			

20	Zoom Range	25% - 400% Reduction/Enlargement			
21	Control Panel	Colour Touchscreen Display			
22	Security Features	Secure Print, User Authentication and Encrypted Hard Disk			
23	Monthly Duty Cycle	Minimum 200,000 Pages per Month			
24	Power Supply	220-240V, 50/60Hz			
25	Warranty	Minimum Twelve (12) Months Manufacturer Warranty			
26	Technical Support	Technical Support During Warranty Period			
27	Spare Parts Availability	Availability of Spare Parts and Maintenance Services			
28	Installation & Commissioning	Included in Supplier's Scope			
29	User Orientation	Basic User Training/Orientation Included			
30	Manufacturer Authorization	Authorized Reseller or Manufacturer Authorization Provided			

3.2 Technical Compliance Schedule for Wireless Access Points

No.	Technical Requirement	Minimum Specification Required	Offered Specification	Comply (Yes/No)	Reference to Brochure/Page No.
1	Type	Enterprise Indoor Wireless Access Point			
2	Wireless Standard	Wi-Fi 6 (802.11ax) or higher			
3	Frequency Bands	Dual Band (2.4 GHz & 5 GHz)			
4	Throughput	Minimum 1.7 Gbps			
5	MIMO	Minimum 2x2 MU-MIMO			
6	Concurrent Users	Minimum 100 Users			
7	Ethernet Port	1 x Gigabit Ethernet Port			
8	PoE Support	IEEE 802.3af/at			
9	Security	WPA2/WPA3 Enterprise			
10	VLAN Support	Required			
11	QoS	Required			
12	Centralized Management	Required			
13	Mounting Kit	Included			
14	Warranty	Minimum 12 Months			
15	Installation & Configuration	Included			

4. Terms& Conditions

☐ Validity of Quote: Minimum 60 days

☐ Payment Terms: Payment shall be made within thirty (30) days after successful delivery, installation, testing, commissioning, inspection and acceptance of the equipment by ESAAMLG and submission of a valid invoice and EFD receipt.	
Delivery Location	1 Madaraka street ESAAMLG Office
Warranty and After-Sales Support: The supplier shall provide a minimum twelve (12) months comprehensive manufacturer warranty covering parts, labor, and replacement of defective components. The supplier shall also provide technical support during the warranty period and ensure the availability of spare parts and maintenance services for the equipment supplied	
Delivery Period	
Mode of Delivery	

5. Mandatory Eligibility Requirements

Bidders shall submit the following documents:

1. Valid Business Registration Certificate.
2. Valid TIN Certificate.
3. Valid VAT Registration Certificate (where applicable).
4. Manufacturer Authorization Letter or Authorized Reseller Certificate.
5. Evidence of at least two (2) similar supplies completed within the last three (3) years (Purchase Orders, Contracts, Delivery Notes or Completion Certificates).
6. Company Profile.
7. Delivery Schedule.
8. Signed Quotation Form.
9. Technical Brochures and Product Literature.

Failure to submit any mandatory document may result in disqualification.

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

7. INSTRUCTION TO BIDDERS

Offer Deadline and Submission Protocol

This RFQ is issued on 22 July 2026. All offers must be received no later than 16:00 EAT on 30 July 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 and Clarifications: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 EAT on 27 July 2026 by email to procurement@esaamlg.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification, together with ESAAMLG's responses that may be of interest to all prospective bidders, will be circulated to all RFQ recipients

All items supplied under this RFQ shall be delivered to **ESAAMLG Offices, Madaraka Street, Dar es Salaam, Tanzania**. 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 last 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 RFQ.

8. BASIS OF SELECTION

Evaluation and Award:

The contract will be awarded to the responsible offeror whose submission complies with all RFQ instructions, meets the eligibility requirements, satisfies or exceeds the minimum technical specifications, and represents the best value to ESAAMLG based on a **lowest-price, technically acceptable** evaluation methodology.

Consideration will be given to quality, delivery schedule, and overall cost. 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.

