

REQUEST FOR QUOTATION

Procurement of Laptops

Re-Tender: RFQ NO.283-2026-TUN-RFQ

Date: **September 16, 2026**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the **Procurement of Laptops** 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 Goods 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 and IDLO Supplier Code of Conduct	Annex D
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For any questions/clarifications related to this RFQ please contact IDLO at " tenders@idlo.int " and mention **Clarifications RFQ NO.283-2026-TUN-RFQ** 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: September 23, 2026**

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
Tunisia Country Office

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: September 23, 2026 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 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	30 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	The IDLO Country Office in Tunis, Tunisia.
j. Delivery Terms	Goods will be delivered within a maximum of 40 days from the receipt of PO or contract from IDLO to to the IDLO Country Office in Tunis, Tunisia.
k. Customs clearance, if needed, shall be done by:	☒ N/A
l. Currency of Quotation	Tunisians Dinars TND.

m. Preliminary Documents to be Submitted	☒ Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; ☒ Quality Certificates for the Goods (ISO, etc.); ☒ Latest Business Registration Certificate; ☒ Latest Internal Revenue Certificate / Tax Clearance; ☒ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ☒ Technical Data Sheets. ☒ Warranty Terms and Conditions. ☒ Company presentation ☒ References of clients.
n. Special Packing Requirement or Temperature Control	☒ N/A
o. After-sales services required, if applicable	☒ Technical Support " Delivery and Installation". ☒ Technical Support " Guide user of the system; In-person training to the Staff". ☒ Provision of Service Unit when pulled out for maintenance/ repair for a period of three months from the date of delivery.
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 n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
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. 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

Specifications for Goods - Laptops

Lots	Item Name	Specification	Quantity
Lot	Laptop	Operating System: Windows 11 Pro OEM pre-installed license CPU: AMD Ryzen™ 5 220 AI Processor or superior Video Card: AMD Radeon™ 740M or superior RAM: Minimum 32 GB DDR5 RAM, expandable, with a speed of at least 5600 MT/s Hard Disk: Minimum 512 GB SSD M.2 2242 PCIe Gen4 TLC Display: 14-inch IPS display with Full HD (1920 × 1080) resolution or higher, 16:10 aspect ratio preferred, anti-glare, minimum 300 nits brightness, and low blue-light certification Keyboard: Internal English Keyboard, spill-resistant, backlit keyboard, click pad with multi-touch touchpad Audio and Speakers: Integrated speakers and dual-array microphones suitable for video conferencing Camera: Integrated Full HD (1080p) webcam with built-in microphone support Ports and Slots: 1 RJ-45 Ethernet port (optional) 1 USB-C® (USB 10Gbps) with power delivery 3.0 & DisplayPort 2.1 2 USB-A (USB 5Gbps) 1 USB-C® (Thunderbolt™ 4, USB 40Gbps) 1 Universal audio port 1 micro-SIM card tray (optional) 1 smart card reader slot (optional) WiFi: Wi-Fi 6E or higher and Bluetooth 5.3 or higher Battery: Fast charging capability, reaching at least 50% charge within 30 minutes, Minimum 12+ hours of local video playback durability Software: No Office package, no antivirus Warranty & Support: 3 years NBD Onsite Support provided directly by the Manufacturer	2

Specifications for After-Sale Service for Goods - Laptops

Description
• Goods will be delivered within a maximum of 40 days from the receipt of PO or contract from IDLO to to the IDLO Country Office in Tunis, Tunisia. • Warranty & Support: 3 years NBD Onsite Support provided directly by the Manufacturer

**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.283-2026-TUN-RFQ**

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	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in TND (Taxes excluded - hors taxes)	Total amount in TND (Taxes excluded - hors taxes)
Lot	Laptop	Please refer to Annex B	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods (taxes excluded - hors taxes)						
Delivery fees and installation (taxes excluded - hors taxes)						
Taxes/ VAT (19%) (if applicable)						
Fiscal Stamp						
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 : Within a maximum of 40 days from the receipt of PO or contract from IDLO to the IDLO Country Office in Tunis, Tunisia.			
Warranty and After-Sales Requirements :			
Warranty & Support: 3 years NBD Onsite Support provided directly by the Manufacturer			



Name, position and signature of the Bidder	Bidder's Stamp
<i>Duly authorised to sign this Bid</i>	
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>