

Request for Quotation for Laptop Purchase

Save the Children is a leading and independent organization in the world for children. We work in 120 countries worldwide. We defend the lives of children, fight for their rights and help them to fulfil their potential.

ESSENTIAL CRITERIA

In order to qualify as a bidder, you must be able to answer 'Yes' against all the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
- B) Do you agree to comply with our standard policies and procedures as stated in RFQ document: Yes/No
- C) Do you confirm that you are not any prohibited parties or on Government blacklists: Yes/ No

CAPABILITY CRITERIA (50 %)

The following criteria are considered very important in the evaluation of this tender

IT Evaluation based on minimum requirements and SCI recommendations (50 %)

Sustainability (10 %)

- Bidders provide evidence from the manufacturer that the packaging for each laptop unit **must be 100% recyclable.**

Financial offer

Cost factor-pricing (40 %)

-Companies must express their interest by sending **a sealed envelope:**

- **Detailed economic offer in Albanian Leke.**
- **A copy of NIPT.**
- **Name and year of birth of Legal Administrator (copy of ID).**
- **QKB Licence.**
- **The validity of the offer.**
- **The terms of delivery.**
- **Evidence of previous experience in relevant field. (INGO Preferred)**
- **Document providing the warranty for the equipment. (3 years)**

The envelope should be sent to our offices **no later than Thursday, September 4th 2025: 13:00**
For more visit the web page: albania.savethechildren.net

Save the Children in Albania
National Office

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Specifications of the items required:

Laptop with the specifications below		OFFERED EQUIPMENT
Item	Specifications	
PROCESSOR	Intel Core – i7 (Gen 14)/ Ultra 7 or AMD Ryzen equivalent	
MINIMUM Total cores	12	
BOOST SPEED	5.2 GHz	
RAM	16 GB	
GRAPHICS TYPE	Integrated Graphic	
DISPLAY	14" - 15.6" FHD LED, Anti-Glare	
NATIVE RESOLUTION	1920 x 1080	
STORAGE	500 GB PCIe® NVMe™ M.2 SSD	
	10/100/1000 Mbps LAN (RJ-45)	
NETWORKING	Wireless 802.11 b/g/n/ac	
	Bluetooth min. v4.0	
Hardware Standard	TPM 2.0 compatible with secure Boot	
OUTPUT DISPLAY PORT	HDMI	
PORTS	2 x USB 3.0,	
	1 USB Type-C® (USB Power Delivery, DisplayPort™ 1.4, Sleep and Charge)	
SOUND	Build-in Speakers	
CAMERA	Integrated HD Webcam	
MICROPHONE	Integrated	
KEYBOARD LAYOUT	English International	
PREINSTALLED LICENSED OS	Windows 11 Pro	
WARRANTY	3 years	
PRICE WITHOUT VAT (ALL)		0
VAT (ALL)		0
Quantity	9	
TOTAL PRICE WITH VAT (ALL)		0

- The financial proposal shall be in the same format as presented above, in a separate document, signed and sealed. The specifications of the proposed device shall be filled in the green column. Missing of information in the green column will result in lower score during the evaluation of the proposals.
- The quantity required is 9 Laptops.
- The total contract price will be exclusive of (VAT), as the project is exempt from VAT in accordance with applicable legislation. The invoice issued under this contract shall reflect the VAT exemption (VAT 0 rate) and must include the appropriate exemption codes, as provided by SASPAK and the Tirana Regional Tax Directorate. The codes will be provided to the awarded company before issuing the invoice.