

## To Whom It May Concern

### From

German Kenyan Cooperative Development  
Hardy Post Mall, Ushirika Road  
P.O. Box 15658  
00509 Nairobi - Karen

January 15<sup>th</sup>, 2025

### **Call for Quotation for IT Equipment (Laptops)**

We are kindly inquiring for a quotation for the following items.

#### **1. New (From Factory, no refurbished products) laptops (4 pieces) with the following specifications:**

Laptop Brand: Lenovo, HP, or Dell

- Processor: Intel® Core™ i7-1255U (up to 4.7 GHz with Turbo Boost) or similar
- Display: 15.6" Diagonal FHD (1920 x 1080) Multitouch-Enabled or similar
- Installed RAM: 16GB DDR4-3200 MHz RAM (2 x 8 GB) or similar
- Primary Storage: 512GB PCIe® NVMe™ M.2 SSD or similar

#### **2. Operating system**

- **Laptops must have pre-installed operating system Windows 10 or higher**

#### **3. Microsoft Office Software**

- Quotation needs to include a Microsoft Office Package Business with sufficient licenses/ product keys to be used in all 4 Laptops
- Microsoft Office Package needs to have WORD, EXCEL and PowerPoint as a minimum standard with unlimited duration (no expiry or renewal requirement)
- License cost need to be one-off (no subscriptions)

### **Requirements for Quotations:**

1. All prices offered must be in Kenya Shillings and inclusive of VAT.
2. The prices should indicate and differentiate clearly the prices of the laptops with operating system and MS Office Package
3. Delivery costs to our project offices in Karen (Ushirika Road) must be included.
4. Payable on invoice only after delivery and approved inspection by GKCD.
5. 1 year warranty must be included

Please submit your written quotations (Tariffs and Terms and Conditions) not later than January 29<sup>th</sup> 2025, COB, via email to (procurement\_kenya@dgrv.coop). Thank you.