



**28<sup>th</sup> July 2025**

**REQUEST FOR QUOTATION TO SUPPLY OFFICE DEVICES**

Kindly send your Quotation for the following items/services:

S/N	Item	Preferred Brand	Specification	Quantity
1	Laptops	HP / Dell / Lenovo	<ul style="list-style-type: none"><li>• 16GB RAM,</li><li>• 10<sup>th</sup> Gen (or higher)</li><li>• Core i7</li><li>• Windows 11</li><li>• 15.6” screen</li><li>• 1TB SSD</li><li>• 1 year warranty</li><li>• (minimum)</li><li>• Brand new and sealed</li></ul>	3 Units
2	Phone	Samsung /	<ul style="list-style-type: none"><li>• Minimum 8GB RAM,</li><li>• 256gb ROM,</li><li>• 50Mega Pixel Camera (Minimum)</li><li>• Dual SIM</li><li>• Bluetooth</li><li>• NFC</li><li>• WIFI</li><li>• Android 13 (minimum)</li></ul>	1
3	Scanner	HP / Canon	<ul style="list-style-type: none"><li>• Printer - Scanner</li><li>• Print / Scan / Copy</li><li>• WIFI / Wireless Option</li><li>• Laserjet function</li><li>• 1 year warranty</li><li>• (minimum)</li></ul>	1

**Please include the cost of the above-listed items/services in your quotation.**



**Note:**

1. African Center **pays 60% advance** to vendors. **Final payment is based on satisfactory delivery of the items/services.**
2. African Center **does not pay VAT** and does not pay for NO SHOW.
3. African Center will deduct **5% Withholding Tax (WHT)** on total chargeable value and pay to relevant Tax Authority.
4. African Center will **only pay to the vendor's corporate bank accounts.**
5. Payment of the outstanding balance may take up to **14 days or more** due to the procedures of African Center's donors.
6. The Quotation must be on the company's letterhead and duly signed by 2 named directors (The MD and another Director/Secretary) and addressed to the 'Deputy Project Director, African Center for Governance, Asset Recovery and Sustainable Development'.
7. Bank Details: The Bank Details should be written in the format below:
  - a. Bank name
  - b. Bank address
  - c. Account name
  - d. Account number (10 digits)
  - e. Account currency
8. Kindly attach the following:
  - a. **Certificate of Incorporation and TIN**
  - b. **VAT Certificate**
  - c. **Valid Tax Clearance.**

**TERMS OF PAYMENT**

Payment will be made at an acceptable price and satisfactory service confirmation that meets the above activities. Note that the following will be used as the basis for evaluating your quotation: *price, quality, and confirmed previous and similar jobs done before!*

Your quote should be sent to [info@africancenterdev.org](mailto:info@africancenterdev.org), indicating 'Quotation for Supply of Office Equipment' as the subject and should be sent on or before 15 August 2025. Please address your quotations to: **"The Deputy Project Director, African Center, Wuse 2, Abuja."**

**Signed**

**Procurement Committee,**

**African Center for Governance, Asset Recovery and Sustainable Development.**