



Request for Quotes (RFQ)

Date: February 22, 2021.

Reference: CLSD/FF/BUILD/RFQ/002/2021

The African Centre for Leadership, Strategy and Development (Centre LSD) requires the services of an Abuja based IT firm for the following procurements and services:

SN	Qty	Minimum specifications
i	1	<u>Desktop Computer</u> <u>All-in-One</u> Size: 24" or 27" Brand: HP or Dell Processor: 2.5GHz RAM: 12 - 16GB Hard Drive: 2 - 5TB OS: Windows 10 Processor: Core i5 - i7
ii	1	<u>Enterprise Printer (Supply and installation)</u> Brand: Xerox, Sharp or HP Capacity: 15 - 25 users Features: Printer with network and wireless capability Colour: black & white
	1	<u>Colour printer</u> Brand: HP, Epson or Xerox Capacity: 5 - 10 users
iii	1	<u>Broadband Internet Service (Installation and configuration)</u> User: 32 - 64 Features: 4LG LTE
iv	1	<u>Windows standard server and MS Azure</u> Purchase, installation, and configuration of Microsoft Azure for Nonprofits.
V	2	1TB External hard disk drives
Vi	2	PowerPoint pointer
Vii	2	25-50 Meters HDMI cables
viii	5	PDF Element pro licenses

ix	1	DSLR Camera: CANON EOS 90D and Canon EOS 5D Mark iV
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Quotes may be submitted on or before **10.00AM, February 25th, 2021** to the address below:

The Executive Director,
African Centre for Leadership, Strategy and Development
(Centre LSD).
Suite 27-28, Second Floor, Tolse Plaza,
4 Franca Afegbua Crescent, Off Samuel Jereton Mariere
Road, Near Apo Legislative Quarters Zone E Gate,
Before Bestway Luxury Suites, P.O.Box 20298,
Abuja, Nigeria.

Or by e-mail to **info@centrelsd.org**

General Terms and Conditions

1. It shall remain your responsibility to ensure that your quotation reach the address or email above on or before the deadline. Quotations that are received by Centre LSD after the deadline indicated above, for whatever reason, shall not be considered for evaluation.
2. Centre LSD shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the specifications; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
3. The vendor warrants that no official of Centre has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
4. Centre LSD complies with all tax policies and regulations, and therefore a 5% withholding tax will be deducted at source from the total cost of each service. The successful firm is therefore required to provide to Centre LSD his/her Tax Identification Number (TIN).

Please note that only shortlisted vendors will be contacted.