



REQUEST FOR QUOTATION (RFQ)

Procurement of laptops, phones and projector

Tender Reference: ANEEJ/2026/01

Date: January 21, 2025

Submission Deadline: February 4, 2026

Submission Email: procurement@aneej.org

1. BACKGROUND

Africa Network for Environment and Economic Justice (ANEEJ), a leading Nigerian NGO hereby invites qualified and credible vendors to submit quotations for the supply of ICT equipment, including laptops, smartphones, and projector.

2. SPECIFICATIONS & QUANTITY

A. Laptops (Quantity: 2)

- Intel Core i5 (12th Gen) or higher
- 8GB RAM
- 512GB SSD
- 14" or 15.6" Screen
- Windows 11 Pro
- Warranty: Minimum 1 year
- **Preferred brands:** Dell, Lenovo, Microsoft or equivalent. HP may be considered with extended warranty and strong local support due to prior reliability concerns.

B. Smartphones (Quantity: 2)

- Minimum 4GB RAM
- 64GB Internal Storage
- Android 12 / iOS equivalent or higher
- Camera: 12MP or higher
- Dual SIM
- **Preferred brands:** Samsung, iPhone, Microsoft or equivalent based on durability, security, and organizational IT compatibility.

C. Office Conference Projector (Quantity: 2)

- A strong durable and modern projector

3. DELIVERY TERMS



- Delivery Location: ANEEJ Head Office, 39 Oyaide Street, Off Giwa-Amu Road, GRA, Benin City, Edo State
- Delivery Timeline: Within 5 working days of contract signing
- Late delivery will attract penalties as per ANEEJ procurement policy

4. REQUIRED DOCUMENTATION

Vendors must submit the following:

- Quotation on company letterhead
- Corporate Affairs Commission (CAC) Registration Certificate
- Tax Identification Number (TIN)
- Evidence of similar past supply (minimum two relevant references)
- Bank details (must be a corporate bank account)
- Conflict of Interest and Anti-Bribery Declaration
- Warranty and after-sales support plan
- Quotation validity (minimum 30 days)

5. EVALUATION CRITERIA

Quotations will be evaluated based on the following weighted criteria:

Criteria	Weight
Price Competitiveness	40%
Technical Specification Compliance	25%
Delivery Timeline	15%
Vendor Experience & References	10%
Brand Quality & Reliability	10%

Note: Vendors offering alternative brands must provide documented evidence of comparable durability, warranty, and local support availability.

6. ADDITIONAL NOTES

- ANEEJ is VAT-exempt; quotations should exclude VAT.
- Payment Terms: 20% advance, 80% after satisfactory delivery and verification.
- All goods must be brand new and factory-sealed.
- ANEEJ has a zero-tolerance policy for fraud, bribery, and corruption.
- Vendors must not engage in any form of inducement.

For further clarification before the deadline, contact: Procurement Unit – procurement@aneej.org (no later than 3 working days before the deadline).

Thank you for your interest in working with ANEEJ.