



## REQUEST FOR QUOTATIONS (RFQ)

### Procurement of Laptop Package

Issued by: HIV Survivors & Partners Network (HSPN)

RFQ Number: HSPN/RFQ/2026/- 001206

Issue Date: 8 June 2026

Closing Date: 12 June 2026

Submission email: operations@hivspn.org

#### 1. INVITATION TO QUOTE

HIV Survivors & Partners Network (HSPN) invites suitably qualified and reputable suppliers to submit quotations for the supply and delivery of a Laptop Package to support organizational operations and program implementation.

#### 2. REQUIREMENT

Suppliers are requested to provide quotations for the following items:

Item Description	Quantity
Laptop Computer	3
Laptop Bag	3
Computer Mouse	3
Licensed Software Package	3
Antivirus Software License (12 months minimum)	3

#### 3. MINIMUM SPECIFICATIONS

##### Laptop Computers (3 Units)

- Intel Core i5 (12th Generation or higher) or AMD Ryzen 5 equivalent
- Minimum 8GB RAM
- Minimum 512GB SSD Storage
- 15.6-inch Display
- Built-in Wi-Fi and Bluetooth
- HD Webcam and Microphone
- Windows 11 Professional (Licensed)
- Minimum 1-year manufacturer warranty

## Accessories

- Laptop bags compatible with the supplied laptops
- Optical USB/Wireless mouse

## Software

- Licensed Microsoft Office 2021/365 or equivalent productivity suite
- Licensed antivirus software with a minimum 12-month subscription

## 4. EVALUATION CRITERIA

Quotations will be evaluated based on:

- Compliance with technical specifications
- Price competitiveness
- Warranty and after-sales support
- Delivery timeframe
- Supplier experience and references

## 5. DELIVERY REQUIREMENTS

The successful supplier shall:

- Provide warranty documentation
- Ensure all software licenses are activated and valid
- Deliver within the agreed timeframe after receipt of the purchase order

## 6. PRICE SCHEDULE

Item Description	Quantity	Unit Price (ZAR)	Total Price (ZAR)
Laptop Computer	3		
Laptop Bag	3		
Computer Mouse	3		
Licensed Software Package	3		
Antivirus Software License	3		
<b>Subtotal</b>			
<b>Grand Total</b>			

## 7. SUBMISSION OF QUOTATIONS

All quotations must be submitted electronically no later than the closing date stated above.

Late submissions may not be considered.

## 8. RESERVATION OF RIGHTS

HSPN reserves the right to:

- Accept or reject any quotation in whole or in part;
- Request additional information from bidders;
- Cancel this RFQ process without obligation to award a contract.

Quotations must be sent to [operations@hivspn.org](mailto:operations@hivspn.org)-

Subject line: **Procurement of Laptop Package-** HSPN/RFQ/2026/- 001206

Deadline 12 June 2026 at 4:00 pm

No late submissions will be accepted