



REQUEST FOR QUOTATION PROCUREMENT OF IT EQUIPMENT HARGEISA, SOMALILAND AND GAROWE, PUNTLAND.

Opening Date: 27th June 2025

Closing Date: 10th July 2025

Tender reference: SHQD – HRG/0027/June/2025

Dear Vendors

You are invited to submit a tender to provide IT equipment to Shaqodoon Organization. By participating in this tender, you are indicating your acceptance to be bound by the requirements and specifications set out in this letter and attachments. We provide below the key details of *Shaqodoon* requirements and we strictly follow exact specifications, which you should consider in your response.

Description of the equipment	See Annex B
Deadline for the tender	10.07.2025
Delivery Date of the equipment	The delivery date will be 20 th August, 2025
Payment	
Tender reference	SHQD– HRG/0027/June/2025
Submission and Place of delivery	<i>TENDER REFERENCE: HarHub Pepsi Area, Near UNDP Opposite: Miiska Saraak</i>
Electronic Submission to: (you can submit either physically or in electronic)	jobs@shaqodoon.org this email address is secure and submissions will only be opened on 15th July, 2025. Subject of the Email must clearly state the tender reference number. SHQD – HRG/0015/June/2025
Price validity	2 months.

<i>Quotation current</i>	USD
<i>Questions related to the tender</i>	Info@shaqodoon.org before 30 of June 2025
<i>Requested document for submission</i>	<ol style="list-style-type: none"> 1. Detailed Quotation (Annex B) 2. Tender's relevant experience, evidence and bid contract 3. Signed tender's declaration 4. Company certificate of registration from ministry of commerce and local authority 5. Company Bank Statements for past 6 months 6. Company profile 7. Valid tax cleaners' certificate
<i>Evaluation criteria</i>	<p>Evaluation will be made based on the following:</p> <ol style="list-style-type: none"> 1. Full submission of the Documents and the earlies submission 2. Lowest price

Please send your expression of interest to jobs@shaqodoon.org to be considered as an applicant of the tender. We encourage all interested suppliers to meet the deadline.

ANNEX: B

1. Laptops Specifications

#	Description	Qty	Unit price	Total amount	Condition	location
1	Laptop, Core i7, 16GB RAM, 1TB SSD, 4GB Graphics, 15.6" Full HD 1080 display, Backlit ENG KB, Window 11	110			New Certified refurbished	HARGEISA

2	Laptop, Core i7, 16GB RAM, 1TB SSD, 4GB Graphics, 15.6" Full HD 1080 display, Backlit ENG KB, Window 11	40			New Certified refurbished	GAROWE
	Total	150				

Summary of the total

Total of the items	Amount
Total number of laptops	150
TOTAL PRICE	

Please write the expected date you can deliver the equipment: _____

Name: _____

Signature: _____

Date: _____

PLEASE PUT YOUR COMPANY STAMP

Please send your expression of interest to jobs@shagodoon.org to be considered as an applicant of the tender. We encourage all interested suppliers to meet the deadline.

Company Details

Name of Company:	
Physical Address:	
Telephone Number:	
Email, if applicable:	
Contact Name, Title, Telephone Number	
Type of business (Contractor/limited company/partnership etc...)	
Years in operation:	
Provide information on any relationships that you have with Shaqodoon staff? – Friends/family/ business partners etc.	

Financial Offer

Tender Reference:	SHQD- HRG/0027/June/2025
Currency	USD

Tenderer's Declaration

Tender Reference:	SHQD– HRG/0027/June/2025
-------------------	--------------------------

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to tender. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
- 3 This tender is valid for a period of 90 days from the final date for submission of tenders.
- 4 If our tender is accepted, we undertake to provide a performance guarantee as required by the instructions to tenderers. (If required)
- 5 We will inform Shaqodoon immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 6 We note that Shaqodoon is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 7 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 8 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Shaqodoon reserves the right to terminate the contract with immediate effect.
- 9 The Code of Conduct to which Shaqodoon expects all of its suppliers to respect is as per the points listed below and we confirm that we adhere to this code.
 - Employment is freely chosen
 - The rights of staff to freedom of association and to collective bargaining are respected
 - Working conditions are safe and hygienic
 - No exploitation of children is tolerated
 - Wages paid are adequate to cover the cost of a reasonable living
 - Working hours are not excessive

- No discrimination is practiced

- Regular employment is provided
- No harsh or inhumane treatment of staff is tolerated

Yours Faithfully,

Name and first name: <[.....]>

Title: <..... >

Duly authorised to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company: