**REQUEST FOR QUOTATION  
SPECIFICATION OF STANDARD GOODS**

**Procurement No:** **RFQ-25-G004-23**

## Specification

### Background

Purchase of Laptops and Micro desktop. Laptops needed for Custom Staff together with a Micro Desktop. Some staff share the same Computers to do their work.

This procurement of laptops and desktop will ensure to support staff for completing their daily tasks and for work efficiency

### Requirements

Please provide document (the list of requirements can be found in Template 2: ***Instructions on How to submit a Quotation*** template, page 5). These requirements include cover letter, certified business registration, valid business license, signed compliance form, tax clearance, financial and technical components.

Supporting documents are to be written in English.

### Installation services

No need, ICT Team might be doing this when we receive these items

### Delivery Time

It should be delivered asap when the procedure complete.

## Description of the Goods

*Here, list all items to be Tendered*

*(This part may be replaced by a proprietary Supplier description)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Pos. | Description | Number | | Delivery Time (to be Tendered) | | Price (to be Tendered) | |
| 1 | Laptop  OS: Either Windows 10 or 11 (Pro Edition)  Storage Type: SSD  Storage Capacity: 200GB or more  RAM: 8GB or more  Processor: i5 & i7  Display: two 14" and two 15.6" | | 4 | |  | |  | |
| 2 | Micro Desktop  OS: Either Windows 10 or 11 Pro  Storage: 125GB or more SSD recommended  Ram:8GB or more  Processor: i5 or i7  Connection: Ethernet & Wifi | 4 | |  | |  | |