Request for Quotation (RFQ)

Supply of Laptops and Various IT Equipment

Date of Publication: 16 October 2026

Habitat for Humanity Nepal (Habitat Nepal) invites sealed quotations from eligible and qualified suppliers/vendors for the supply and delivery of business series laptops as specified in the Request for Quotation (RFQ) document. Interested suppliers are requested to submit their quotations in accordance with the instructions provided therein.

Submission Requirements and Conditions:

- Bidding firms must complete and submit the RFQ forms and related documents as provided by Habitat for Humanity Nepal. The prescribed RFQ forms with specifications can be obtained from: **www.habitatnepal.org/opportunities**.
- Quotations received after the submission of deadline will not be considered.
- Incomplete or altered formats may lead to disqualification.

Eligibility Documents:

- Bidders must submit copies of:
  a. Company Registration Certificate
  b. VAT Registration Certificate
  c. Latest Tax Clearance Certificate
- Lenovo Authorization / Partnership / Reseller Status Certificate or Evidence of Authorized Supply Channel

Technical Requirements:

- Vendors must submit the manufacturer's official product datasheet/brochure for all quoted items.
- Any specification not clearly mentioned in the quotation or official datasheet shall be considered non-compliant.
- All quoted products must be new, current production models and shall not be used, End-of-Life (EOL), End-of-Sale (EOS), refurbished, or open-box products.
- The quoted products must meet or exceed all minimum technical specifications stated in the RFQ. Products not meeting the minimum requirements shall be disqualified.

Commercial Terms:

- Prices should be quoted inclusive of all applicable taxes and delivery charges (if any).
- No advance payment will be provided.
- Payment will be made within 30 days upon receipt of invoice and after successful delivery and verification of goods.
- Habitat for Humanity Nepal reserves the right to increase or decrease the quantities specified in the RFQ at the time of award without changing the quoted unit price.
- Habitat for Humanity Nepal reserves the right to cancel the order if the supplier fails to meet the agreed terms.

Delivery and Acceptance:

- Bidders shall clearly indicate the delivery lead time from the date of Purchase Order issuance. Preference may be given to vendors able to provide faster delivery while meeting all technical and commercial requirements.
- Any defective or substandard items will be rejected and must be replaced at no additional cost.

Submission Deadline:

Completed RFQ documents must be submitted no later than **02 November 2026**.

Submission Method:

Quotations must be submitted via email with a subject **"Quotation for Supply of Business Series Laptops"** at **procurement@habitatnepal.org.**

Queries:

For any queries regarding this RFQ, please contact: +977 1 5421182, 5454976 (Mon-Fri, 09:00-17:00) or **np.info@habitatnepal.org**

Ethical Standards:

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights.

Only shortlisted firms/bidders will be notified.