



Terms of Reference

Service:	Purchase Laptops for Norwegian People's Aid (NPA) in Erbil
Office:	NPA - DHC

1. Purpose

The purpose of these terms of reference (ToR) is to appoint a suitable and reputable service provider for a once-off supply and delivery of 10 laptops. The successful service provider shall deliver the required goods in line with high quality standards.

2. Scope of Work

2.1 The successful service provider will be expected to deliver 10 laptops type (Lenovo ThinkPad T14 Gen 3 or similar) to the NPA office in Erbil City. The required specifications include the below table:

Laptop Feature	Recommended
Operating System	Windows 11 Pro
Processor Family	12th Gen Intel Core i7 processor
RAM	16 GB
Internal Storage	512 GB SSD HARD DRIVE
Display	14.0"
Office	Microsoft Office PRO 2021 (Genuine)
Laptop Backpack similar to Swiss gear	

2.2 Service providers are requested to submit detailed specifications / brochures of the proposed devices.

2.3 A warranty should be provided for the laptops.

2.4 It is the supplier's responsibility to deliver all the laptops to the NPA office in Erbil.

2.5 The delivery of the laptops should be no later than **10th of July 2023**

3. Pricing Schedule

Recommended Item	quantity	Unit Price (USD)	Total Price (USD)
Lenovo ThinkPad T14 Gen 3 or similar with below specifications: - 12th Gen Intel Core i7 processor. - Display. 14.0" 2.2K(2240x1400) - Powered by Windows 11 Pro. - 16 GB RAM 512 GB SSD HARD DRIVE - Microsoft Office PRO 2021 (Genuine) - Laptop Backpack similar to Swiss gear	10		
	TOTAL		

4. Payment:

Upon submission of final invoice, NPA will pay the supplier in full amount via bank transfer.

5. How to Apply:

Interested supplies can submit their applications.

Applications should be submitted to NPA office in (Ainkawa – 4 Towers building C – Floor 5 – Flat 27) as hard copy in sealed envelope with mentioning on the envelope (Purchasing Laptops NPA – 234 - 23000095) no later than July 03, 2023.

For more information, please contact below email or phone #

Email - iraq_tender_dhc@npaid.org

Phone # - +964 (0) 751 139 6296