

CHILDREN BELIEVE/ PROJECT NUMBER P011788.

REQUEST FOR BIDS

NATIONAL COMPETITIVE BIDDING

Procurement of IT Equipment's

Norsaac with funding from Children believe under the CHANGE projects is seeking proposals from qualified suppliers for the procurement of laptops to facilitate in the Implementation of the project. We invite you to submit a bid in accordance with the specifications outlined below.

No	Description	U.O.M	SPECIFICATION	QTY Required	Delivery Period
1	Laptop	Pcs	HP Core i5,512GB/SSD, 8GB RAM, 15.6 inches	9	5 days after award of contract
2	Overhead Projector	Pcs	Epson-3300 Lumen	9	5 days after award of contract
3	Projector Stand	Pcs	Folding Projector Stand	9	5 days after award of contract

1. Interested eligible Bidders may obtain further information from norsaac on its website (www.norsaac.org).

2. Delivery Requirement

The address for Delivery tender is:

Norsaac Head Office

location: Shishegu residential area, off Nyankpala road,
Tamale. GPS Address NS-063-4709.

3. Tender Submission Deadline:

Tenders should be submitted to Norsaac on or before **10:00 am on Monday, 1st December 2025.**

4. Evaluation Criteria:

Tenders will be evaluated based on:

1. Compliance with specification
2. Pricing
3. Warranty and after-sales support
4. Supplier experience and references
5. Availability of product



5. Submission Instructions:

Tenders should be submitted in a sealed envelope with your address at the back and hand delivered to the address outlined in point 2.

6. Additional information:

1. Electronic Bidding is not permitted.
2. Late Bids will be rejected.
3. Requests for clarifications should be received by Norsaac not later than seven (7) days before the bid opening date.

It is mandatory that Bidders submit with their tender the following statutory documents:

- Valid GRA Tax Clearance Certificate
- Valid VAT Registration Certificate.
- Valid Business Registration Certificate.
- Samples may be required.
- All prices quoted must be tax inclusive and valid for at least two weeks.
- Successful/Unsuccessful bidders will be informed accordingly.

We look forward to receiving your bids and appreciate your interest in working with Norsaac.

