

REQUEST FOR QUOTATION (RFQ)

Reference: MBEP/IP/SOK/RFQ/2026/04-005

Date: April 15, 2026

Project Title: Support for Program Visibility and Communications

Purchaser: Ministry of Budget and Economic Planning

1. Background

The Ministry of Budget and Economic Planning Sokoto (UNFPA IP) is seeking written quotations from qualified vendors for the procurement of laptops and printer.

2. Technical Specifications and Bill of Quantities (BoQ)

Vendors are required to quote for the following items. Substitutions must meet or exceed the specified minimum technical requirements.

Item No.	Description & Minimum Technical Specifications	Qty	Unit
1	HP Laptops <ul style="list-style-type: none">• Processor: Intel Core i5 (11th generation) or AMD Ryzen 7 equivalent.• Memory: Minimum 16GB RAM (to handle graphic design and video editing).• Storage: Minimum 512GB or 1TB PCIe NVMe SSD.• Display: 13.3" to 15.6" FHD (1920x1080) IPS display, anti-glare,	3	Unit

	X360, Touchscreen with keypad light. • OS: Windows 11		
2	HP 404 Printer	1	Units

3. Delivery and Submission Details

- **Delivery Location:** Ministry of Budget and Economic Planning Sokoto, Sokoto State, Nigeria.
- **Delivery Timeframe:** All physical items must be delivered within 14 days of the Purchase Order issuance.
- **Quote Validity:** Quotations must remain valid for a minimum of 30 days from the submission deadline.
- **Currency:** Quotations should be provided in Nigerian Naira (NGN).

4. Vendor Requirements

To be considered, vendors must include the following in their submission:

1. Detailed cost breakdown matching the BoQ format above.

Submission Deadline: 19/04/2026

Submission Email/Address: unfpa.projects@mbep.sk.gov.ng

Inquiries: Any requests for clarification should be directed to jamilaabubakargatawa@gmail.com