



## Request for Quote

Commodity/Service Required:	56 units of laptop computers
Type of Procurement:	Competition Process
Type of Contract:	Purchase order
Solicitation Number	EpiC Laos – 2026-001
Submit Proposal to:	ProcurementLaos@fhi360.org
Date of Issue of RFQ:	<b>June 03, 2026</b>
Date Questions from Supplier Due:	June 10, 2026
Date Proposal Due:	<b>June 15, 2026</b>
Approximate Date Purchase Order Issued to Successful Bidder(s):	July 15, 2026

### Method of Submittal:

Respond via e-mail to ProcurementLaos@fhi360.org with attached document in MS Word or pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.

### Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: [www.fhi360.org/poterm](http://www.fhi360.org/poterm)  
<https://www.fhi360.org/sites/default/files/media/documents/purchasing-terms-conditions-2019.pdf> (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



# Attachment A

## Commodity Specifications or Statement of Work

### Specifications

#### Description of Activity:

EpiC is a U.S. Department of State-funded global project (2019–2027) providing technical support across HIV and global health security in over 70 countries. In Laos, GHS investment (Oct 2025–Sep 2026) focuses on strengthening laboratory systems, emergency management, surveillance, and biosafety/biosecurity, in partnership with national stakeholders.

To support the effective implementation of these activities and achieve the intended objectives, the project plans to procure 56 units of laptops. These laptops will be essential for strengthening operational capacity across key technical areas, including laboratory systems, emergency management, surveillance, and biosafety and biosecurity. The equipment will enable national and sub-national stakeholders to efficiently carry out project activities, support data management and reporting, and facilitate coordination and communication among relevant partners.

#### Product Specification as Minimum

**Quantity: 56 units**

**Brand Name: Dell or Lenovo**

#### Components

- Processor: Intel® Core™ Ultra 7
- Ram 32GB
- SSD 512GB
- 14" non-touch Screen
- Windows 11 Pro license
- MS Office Professional

#### Deliverables, Timelines, Special Terms and Conditions:

#### Deliverables

- Supply and delivery of **56 units** of laptops meeting the agreed technical specifications (e.g., processor, RAM, storage, operating system, and accessories).
- In case of overseas shipping, please specify the country of origin.
- Laptops must be brand new, unused, and from authorized distributors.
- Installation of licensed operating systems and essential software (as applicable).
- Provision of standard accessories (charging adapter, cables if required ensuring of compatibility with voltage requirements in Lao PDR). Submission of warranty certificates and user documentation for each unit.
- Delivery of a detailed packing list and asset inventory (including serial numbers).
- On-site or remote basic setup and configuration support, if required.

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### **Timelines**

- Contract signing to delivery: within 30–45 calendar days.
- Delivery location: Vientiane, Laos.
- Inspection and acceptance period: within 5–7 working days after delivery.
- Replacement of defective or non-compliant items: within 10–14 working days of notification.
- Warranty period: minimum 1–3 years, starting from date of acceptance.

### **Special Terms and Conditions**

- All items must comply with approved technical specifications and organizational procurement standards.
- Vendor must be an authorized reseller and provide proof upon request.
- Warranty coverage must include parts and labor, with clear service arrangements in-country or regionally.
- Supplier is responsible for safe packaging, transport, and delivery to the designated location.
- Payment terms: upon successful delivery and acceptance of all items (or as per contract terms).
- Any defective, damaged, or non-compliant items must be replaced at no additional cost.
- Supplier must comply with FHI 360 procurement policies and applicable donor regulations (including U.S. Department of State requirements).
- Inclusion of after-sales support/contact point for troubleshooting and maintenance.
- All equipment must meet data security and compatibility requirements relevant to project implementation and location



### Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each) in LAK	Total Fixed Price (Each) in LAK	Tax Amount (in LAK)	Lead Time Availability (Number of Days)
1							
2							
3							
<b>Total Value</b>							

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above-mentioned specifications.

Signature:

Title:

Date:




## **Attachment “B” Instructions to Bidders/Sellers**

1. **Procurement Narrative Description:** The Buyer (FHI 360) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and FHI 360 does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Family Health International (FHI 360)**, located at FHI 360 shall award the initial quantities and/or services and any option quantities (if exercised by FHI 360) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.
3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ. All information presented in the Sellers quote/proposal will be considered during FHI 360’s evaluation. Failure to submit the information required in this RFQ may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach FHI 360’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the FHI 360 office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of FHI 360 Procurement office. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:
  - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
  - (f) Lead Time Availability of the Commodity/Service.
  - (g) Terms of warranty describing what and how the warranties will be serviced.
  - (h) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
  - (i) Payment address or instructions (if different from mailing address)



- (j) Acknowledgment of solicitation amendments (if any)
  - (k) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (l) **Special Note:** *The Seller, by his response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ.
  5. **Questions Concerning the Procurement.** All questions in regard to this RFQ to be directed to Procurement Team of FHI 360 Lao PDR country at this email address: [ProcurementLaos@fhi360.org](mailto:ProcurementLaos@fhi360.org). The cut-off date for questions is June 10, 2026.
  6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
  7. **Documentation:** The following documents will be required for payment for each item:
    - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
    - (b) Packing List
    - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
  8. **Payment Terms:** FHI 360 Payments terms are Net 30 days after receipt of invoice and once goods and services have been completed. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
  9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
  10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
  11. **Evaluation and Award Process:** The FHI 360 Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer confirms to the RFQ will be most advantageous to FHI 360, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to FHI 360. For the purpose of this RFQ, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. FHI 360 intends to evaluate offers and award an Agreement without discussions with Sellers.

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Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, FHI 360 reserves the right to conduct discussions if later determined by the FHI 360 Procurement Officer to be necessary evaluation factors will be comprised of the following criteria:

No.	Criteria	Weight (%)
1	Competitive cost	40 %
2	Equipment/items specification	20 %
3	Term of payment	20 %
4	Delivery time	10 %
5	Guarantee, warranty, replacement facility	10 %
	<b>Total</b>	<b>100 %</b>

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFQ in no way obligates FHI 360 to make an award, nor does it commit FHI 360 to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
14. **Representations and Certifications.** Suppliers winning under a US Federal Contract are required to complete and sign as part of your offer FHI 360 Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the FHI 360’s Ethics Hotline at 1-800-318-7153, reporting via website at [www.fhi360.org/anonreportregistry](http://www.fhi360.org/anonreportregistry) or by sending an e-mail to [Compliance@fhi360.org](mailto:Compliance@fhi360.org). You may report a suspected violation anonymously.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date:



## **FHI 360 Disclaimers**

- FHI 360 may perform a background check on any selected Awarded agency/supplier candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition