



REQUEST FOR QUOTATION

LAPTOP COMPUTER

To: Laptop Computer Suppliers
From: ARK Group DMCC (ARK)
Subject: Request for Quotation (RFQ) No. ARKLB0139
RFQ Issue Date: 22 February 2023
Deadline for Questions: 28 February 2023
RFQ Closing Date: 01 March 2023
RFQ Closing Time: Beirut local time 18:00hrs (GMT+2)
RFQ Correspondence: procurement@arkgroupdmcc.com

Quotations must be received by the Procurement Department by the time and date stated. Late or incomplete quotations may not be considered.

Interested suppliers are requested to provide an expression of interest (EOI) to notify ARK of their intention to quote so that we may inform you of any changes to the RFQ process that may occur.

1. Description of Entity

ARK is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile areas through the provision of evidence-based programmatic interventions, policy recommendations, research and capacity-building. Working with local communities, ARK seeks to understand and then mitigate the negative effects of conflict and instability, enhancing social cohesion and resilience whilst promoting human security, development, and economic opportunity. ARK is registered in the United Arab Emirates with branch offices in the Middle East and Europe.

2. Purpose

ARK is seeking to purchase a laptop computer as soon as possible from a reliable supplier in Lebanon.

3. Requirements and Qualifications

All goods must be delivered DDP: Beirut, Lebanon by the agreed delivery date.

Suppliers must be a registered business entity in Lebanon and hold a United States Dollar bank (USD) account.

4. Procedures for Submitting Quotations

Complete the template in Annex 1 and send to procurement@arkgroupdmcc.com.



- a. Quotations must be submitted via email to procurement@arkgroupdmcc.com. The subject heading should state: RFQ ARKLB0139
- b. Quotations must be received before the closing deadline, but you are encouraged to submit your quotation as soon as possible.
- c. All questions for this RFQ are to be sent by email to procurement@arkgroupdmcc.com before the stated deadline for questions. Please quote the RFQ number in all correspondence.

5. RFQ Format

Quotations must be submitted on the template in Annex 1.

The quotation must include the cost of equipment, tax, transport, handling and all other costs and fees. Prices will not be negotiated after the tender closes and so you should offer your best price upfront.

6. Goods Required

ARK requires a laptop such as **Lenovo YOGA 7 15" Laptop**

Model Specification:

- a. Large screen 15" or greater with touch screen.
- b. Centralised keyboard i.e., no number pad.
- c. Light weight
- d. Good camera
- e. Good sound
- f. 16GB DDR4 Memory
- g. 1 TB Storage

7. Selection

Selection will be based on the quotation which is judged to be the most advantageous in terms of quality, speed of delivery, warranty, and cost.

8. Payment Terms

All payments will be paid from ARK's UAE bank account into the bank account of the supplier. The payment currency is USD. Payments to overseas bank accounts are permitted as long as they are registered to the company.

Payment terms will be discussed and agreed prior to the issue of the purchase order.



Annex 1. Quotation Form

RFQ: ARKLB0139

Company Name:		Registration Number:	
Contact Name		Email	
Company Address:		Telephone	
Website			

Offer	Make and Model	Price per Unit USD (VAT inclusive)	Comments
1			
2			
3			
A	Other costs and fees (Describe in comments)		
B	Delivery date		

Incoterms: DDP: Beirut, Lebanon.

Payment Terms: Payment will be made upon receipt of the laptop, subject to satisfactory acceptance and testing.

Warranty and Support: The laptop must come with a manufacturer's warranty of at least one year. The supplier must also provide support and maintenance services for the laptop for at least one year from the date of delivery.

Qualification Requirements: The supplier must be an authorized seller of laptop computers in Lebanon.