



## REQUEST FOR QUOTATION- PROCUREMENT OF 31 BRAND NEW LAPTOPS FOR IGNITE ACCESS ZAMBIA

NOTE: Ignite Access Zambia does not request money for bids at any point of the evaluation process.

Employees and agents of IAZ are strictly prohibited from soliciting or accepting any money, fee, commission, credit, gift, gratuity or object of value from eligible bidders in exchange of reward for business.

All communication should be channelled to the official procurement email:

[procurement.zambia@igniteaccess.com](mailto:procurement.zambia@igniteaccess.com)

### 1: ABOUT IGNITE ENERGY ACCESS

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Ignite Access is Africa's leading distributed renewable energy provider, delivering state-of-the-art solutions that enable reliable, affordable, and sustainable energy access to million across the continent.

Operating across 13 countries, we are building the infrastructure of the future-reliable, clean, and accessible to everyone, everywhere. Positioned at the forefront of technological disruption and climate leadership. Ignite Access is accelerating the shift to next generation utility services, **empowering tens of millions across Africa and beyond**. We are dedicated to transforming lives by bringing clean, affordable energy to 100 million people by 2030. We are on a mission to drive Africa's energy revolution with cutting-energy distributed infrastructure that provides power and unlocks immense economic, environmental, and social opportunities.

By leading the transition to sustainable distributed energy, we are creating a brighter, more inclusive future for all.

Ignite Access Zambia invites eligible and reputable firms to submit quotations for the delivery and supply of 31 brand new laptops.

### 2: TIMELINES

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| Line | Item                                  | Date       |
|------|---------------------------------------|------------|
| 1    | Release RFQ                           | 10/03/2026 |
| 2    | Close date for Clarifications of RFQ  | 17/03/2026 |
| 3    | Close date and time of receipt of RFQ | 24/03/2026 |

|   |                                                             |            |
|---|-------------------------------------------------------------|------------|
| 4 | Start date for opening of all electronic submissions of RFQ | 25/03/2026 |
| 5 | Notification of prequalified suppliers                      | 14/04/2026 |

### 3: SPECIFICATIONS

Ignite Energy Access invites all potential and eligible bidders to submit quotations in line with the specifications as outlined below:

| No                                                                                             | Category Type    | Item Description                         |
|------------------------------------------------------------------------------------------------|------------------|------------------------------------------|
| 1                                                                                              | Model/Brand      | Lenovo Thinkpad E14/E15                  |
| 2                                                                                              | Operating System | Windows 11 Pro or Enterprise (activated) |
| 3                                                                                              | Processor        | Intel Ultra 5                            |
| 4                                                                                              | Memory           | 8GB RAM                                  |
| 5                                                                                              | Storage          | 250 GB SSD                               |
| 6                                                                                              | Screen Size      | 14 or 15.6 Inches                        |
| <b>Note:</b> 30 Laptops with processor Intel Ultra 5 and 1 Laptop with Processor Intel Ultra 7 |                  |                                          |

**NOTE:** All potential and eligible suppliers should quote as per specification outlined above.

### 4: INSTRUCTIONS ON RFQ SUBMISSION

For the purposes of this Request for quotation, the contracting authority is Ignite Access. The evaluation and competition will be construed and conducted under the Ignite Access Request for quotation procedure.

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All potential and eligible bidders to submit the RFQ as follows: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| a)                                                               | <p>All quotations must be prepared on the official company letterhead clearly outlining the following:</p> <ul style="list-style-type: none"> <li>• Quotes must be provided in Zambian Kwacha. USD quotes will not be considered.</li> <li>• Outline the delivery period</li> <li>• Indicate the payment terms</li> <li>• Indicate clearly the unit costs and the total costs for the laptops</li> <li>• Indicate the specifications including the brand name</li> <li>• Official email address</li> </ul> |

## SUBMISSION METHOD

RFQs should be delivered as follows:

1: Electronically only with the proposed price, cost and technical offers to the following email: [procurement.zambia@igniteaccess.com](mailto:procurement.zambia@igniteaccess.com)

Please ensure to indicate the following in the subject line:

- I. RFQ-Procurement of 31 Brand New Laptops for Ignite Access Zambia
- II. Name of the organisation as title of the attachment

If any challenges arise in the electronic submission of the RFQ, please contact the authorised procurement personnel for guidance. No Hard copies will be accepted. RFQ submissions will be opened starting from 25/03/2026 to 01 APRIL 2026. All potential bidders will not be required to be present at the RFQ opening.

## 5: EVALUATION CRITERIA

All potential and eligible suppliers will be evaluated as follows:

- i: RFQ Submission Compliance
- ii: Essential Criteria
- iii. Reference Checks
- iv: Award Criteria

| STAGE                 | REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submission Compliance | <p>This stage will evaluate all responses and determine whether the RFQ has been submitted in accordance with submission criteria. Please note that only suppliers that meet these criteria will be prequalified. This will proceed as follows:</p> <p><b>1: Submission Method:</b> All responses should be submitted as outlined in section 4 of this RFQ. Submissions received in any other format will be automatically rejected.</p> |

|                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                              |                         |     |                        |     |                      |     |                           |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----|------------------------|-----|----------------------|-----|---------------------------|-----|
|                                                                                                                                                                                      | 2: <b>Date:</b> All responses must be received within the specified date. Late submissions will not be accepted.                                                                                                                                                                                                                                                             |                         |     |                        |     |                      |     |                           |     |
| Essential Criteria                                                                                                                                                                   | <p>This stage will evaluate all responses based on regulatory and statutory requirements. Please submit the following the following documents:</p> <p>1: Valid Tax Clearance Certificate<br/> 2: Certificate of incorporation<br/> 3; License certifications if any (This will be an added advantage)<br/> 4: Bank details on headed paper</p>                               |                         |     |                        |     |                      |     |                           |     |
| Reference Checks                                                                                                                                                                     | This stage will evaluate the recommendation from other institutions and ensure that bidders are in good standing with other institutions.                                                                                                                                                                                                                                    |                         |     |                        |     |                      |     |                           |     |
| Award Criteria                                                                                                                                                                       | <p>This stage aims to quantify all responses as follows:</p> <table> <tr> <td>1: Submission Criteria-</td><td>30%</td></tr> <tr> <td>2: Essential Criteria-</td><td>40%</td></tr> <tr> <td>3: Reference Checks-</td><td>10%</td></tr> <tr> <td>4: Proven Past Experience</td><td>20%</td></tr> </table> <p><b>The minimum required mark for prequalification is 70%.</b></p> | 1: Submission Criteria- | 30% | 2: Essential Criteria- | 40% | 3: Reference Checks- | 10% | 4: Proven Past Experience | 20% |
| 1: Submission Criteria-                                                                                                                                                              | 30%                                                                                                                                                                                                                                                                                                                                                                          |                         |     |                        |     |                      |     |                           |     |
| 2: Essential Criteria-                                                                                                                                                               | 40%                                                                                                                                                                                                                                                                                                                                                                          |                         |     |                        |     |                      |     |                           |     |
| 3: Reference Checks-                                                                                                                                                                 | 10%                                                                                                                                                                                                                                                                                                                                                                          |                         |     |                        |     |                      |     |                           |     |
| 4: Proven Past Experience                                                                                                                                                            | 20%                                                                                                                                                                                                                                                                                                                                                                          |                         |     |                        |     |                      |     |                           |     |
| <p>Note: Ignite Access may request for more information during the evaluation process. The successful bidder will be contacted within 3 weeks from the close of RFQ submissions.</p> |                                                                                                                                                                                                                                                                                                                                                                              |                         |     |                        |     |                      |     |                           |     |

## 6: RFQ ACKNOWLEDGEMENT

All potential and eligible bidders are required to review the terms and conditions of this RFQ and provide feedback by sending back a signed copy of the document. Noncompliance of this requirement will at sole discretion of Ignite Access Zambia result in rejection.

## 7: OTHER APPLICABLE TERMS AND CONDITIONS

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In addition to the terms and conditions outlined above, all bidders should take note of the following: |                                                                                                                                                                                                                                                                                                                                                       |
| a)                                                                                                     | The pricing must remain valid for not less than 30 calendar days after submission of the RFQ.                                                                                                                                                                                                                                                         |
| b)                                                                                                     | All bidders should be willing to negotiate the pricing.                                                                                                                                                                                                                                                                                               |
| c)                                                                                                     | This RFQ does not in any way obligate Ignite Access to pay for costs incurred by the bidder in the preparation and submission of the application.                                                                                                                                                                                                     |
| d)                                                                                                     | Ignite Access Zambia standard payment terms are 30 days from the date of invoicing and acceptance of the commodities. Payment will only be initiated to the entity that submitted the application; payment to third party will not be accepted.                                                                                                       |
| e)                                                                                                     | The RFQ must strictly be priced on a fixed-price, accounting for the delivery. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.                                                                                                                                                                           |
| f)                                                                                                     | The title of goods delivered under any award because of this RFQ shall pass to Ignite Access following the delivery and acceptance of the commodities. Risk of loss, damage, injury or destruction of the goods shall be borne by the bidder until the title passes to Ignite Access Zambia                                                           |
| g)                                                                                                     | By submitting an application in response to this RFQ, the bidder hereby confirms that the principal officers are not debarred, suspended or otherwise considered ineligible for an award financed by the U.S. Government. Ignite Access will not award a contract to any entity debarred, suspended and considered ineligible by the U.S. Government. |

## 8: REFERENCES

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All potential and eligible bidders should submit a maximum of three relevant references of organizations previously worked with. At the discretion of Ignite Access, the references on a confidential basis may be contacted to verify the information provided. Please ensure to provide the information as follows:

|                           |  |
|---------------------------|--|
| Name of the Organization: |  |
| Nature of business:       |  |
| Address:                  |  |
| Primary Contact:          |  |
| Email:                    |  |

I hereby confirm that the information or data provided is to the best of my knowledge accurate. I do acknowledge that providing inaccurate and false information in this RFQ will lead to automatic disqualification from participating in any future dealings with Ignite Access Zambia.

By Submitting this form:

- I confirm that I have performed such procedures and inquiries as necessary to ensure that the answers provided in this document are accurate and complete to the best of my knowledge.
- I 'am aware that the data and information provided may be used to perform further due diligence and I consent to process the data for such purposes.

Full Name & Position of the person filling the form:

Name: .....

Position: .....

Note: Please ensure that this document is officially Stamped with the Company Logo.