

# EXPRESSION OF INTEREST SUPPLY OF OFFICE EQUIPMENTS

CLEEN Foundation (formerly known as Centre for Law Enforcement Education) is a non- governmental organization established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society, private sector .

## Scope of Work

To bid for the supply Supply of Office Equipment. Three (3) pieces of new HP laptops with following specification Intel Core i5, 1TB HD, Windows 12, 8GB RAM, HDMI, wireless connectivity, Bluetooth, webcam, backlit keyboard, and a 1920 x 1080 resolution + Kaspersky.

## Qualifications

Applicant must be extremely knowledgeable about computers in general. Applicant should have expert knowledge of computer hardware, software, circuit boards, chips, processors and electronic equipment.

## Roles/Responsibilities

- \* Purchase the set of laptops with the right quantity, specifications, and warranty
- \* Deliver the laptops to the CLEEN Foundation Abuja office.
- \* Meet with CLEEN Foundation Procurement and IT unit to discuss and agree on the modus-operadi for this engagement;
- \* Present all the required documents to CLEEN Foundation Procurement Unit;
- \* Provide clarification where necessary;
- \* Supply the equipments as agreed with CLEEN Foundation

**Application Date:** Monday, 27th May - Friday, 14th June, 2024

The application will be reviewed on a rolling basis.

## How to Apply

Interested and qualified vendors should submit their proposals, detailing relevant experience described above to [\*\*procurement@cleen.org\*\*](mailto:procurement@cleen.org)

**NO PHONE CALLS PLEASE**