



INVITATION TO TENDER

SOS/NO 002/07/2026: TENDER FOR SUPPLY AND DELIVERY OF HP LAPTOPS

SOS Children's Villages Zambia is an independent, non-governmental social development organization that enables children to grow up in a loving home with parents or caregivers. SOS Children's Villages operates in over 130 countries worldwide, with the universal objective of creating a positive framework to maximize the chances for vulnerable children to develop, particularly those who have lost or are at risk of losing parental care. In Zambia, SOS Children's Villages is committed to supporting vulnerable children and families through family strengthening and alternative care services.

SOS Children's Villages Zambia hereby invites eligible vendors to submit bids for the supply, delivery of 19 HP Laptops.

1. Eligibility Requirements

Interested suppliers must submit the following documentation as part of their bid:

1. A detailed company profile
2. Business Registration Certificate (PACRA Incorporation Certificate)
3. Valid Tax Clearance Certificate
4. Fully priced quotation with applicable taxes and other charges (delivery cost) clearly identified. (Note: SOS Children's Villages Zambia does not offer advance payment).
5. Clearly state lead time for delivery.
6. At least three (3) trade references.

2. Specifications

- HP Laptops Core i3
- Ram: 8GB
- Storage: 512 GB
- Windows 11
- Quantity: 19

3. Additional Information

Eligible suppliers may obtain further information from the Procurement Office. All business-related communication shall be conducted strictly via email for documentation purposes.

Procurement.NO@sos-zambia.org

4. The delivery address:

SOS Children's Villages Zambia

Stand No. AA843, Off Ndola Kitwe Dual Carriageway

Luangwa Township

Kitwe.

5. Submission of Bids

All bids/quotations must be submitted electronically to the email address below on or before 17:00 hours on Tuesday, 13th July 2026.

Procurement.NO@sos-zambia.org

Late submissions will not be considered.

6. Eligibility Check List

#	Criteria	Mark	Vendor feedback
1	Confirm your legal form of business (submit business registration certificate)	Submit	
2	Confirm your legal form of business (submit valid tax clearance certificate)	Submit	
3	Confirm that bankruptcy, winding up does not exist	Confirm	
4	Confirm that no conviction for professional misconduct, fraud, corruption, insolvency exist	Confirm	
5	Confirm that no use of child labour or forced labour exist	Confirm	
6	Confirm that conflict of interest does not exist	Confirm	

7	Confirm that no misrepresentation of information exists	Confirm	
8	Confirm acceptance of payment after delivery	Confirm	
9	Confirm availability of products or services on set dates or specifications provided match the items	Confirm	
10	Price offer	Total price	