

# Tender Document for Supply of Laptops & Mini/Micro PCs

## 1. Introduction

Human Appeal is a non-profit humanitarian organisation dedicated to providing aid and development support to vulnerable communities around the world. With a mission to strengthen humanity and promote sustainable development, Human Appeal engages in a wide range of projects including education, healthcare, emergency relief, and livelihood support.

This tender is issued by Human Appeal UK for the procurement of 19 high-performance laptops & 94 mini/micro PCs to support its operational and field activities. The equipment will be used by staff members to enhance productivity, communication, and data management across various departments and project sites.

## 2. Scope of Work

This tender document invites bids from qualified suppliers for the supply and delivery of 19 laptops & 95 Mini/micro PCs (respectively Lot#1 and Lot#2). The equipment must meet the specified technical requirements and be delivered to the designated location within the stipulated timeframe. Each lot will be awarded independently yet bidders are welcome to submit for both lots if they wish to do so.

## 3. Technical Specifications

LOT# 1 = 19 Laptops	LOT#2 = 95 Mini /Micro PCS
<p><b>Each laptop must meet or exceed the following minimum specifications:</b></p> <ul style="list-style-type: none"> <li>- <b>Brand: Any</b> (as long as the brand has not been involved or contributed to human right abuses or environmental damage in the last 4 years. Brands that have demonstrated improvement over the last 4 years may be considered at the sole discretion of Human Appeal)</li> <li>- Screen Size: 14 inches</li> <li>- Operating System: Windows 11 Pro</li> <li>- Processor: AMD Ryzen 7</li> <li>- RAM: 16GB DDR4</li> <li>- Storage: 512GB SSD minimum</li> </ul>	<p><b>Each Mini or micro PC, must meet or exceed the following minimum specifications:</b></p> <ul style="list-style-type: none"> <li>- <b>Brand: Any</b> (as long as the brand has not been involved or contributed to human right abuses or environmental damage in the last 4 years. Brands that have demonstrated improvement over the last 4 years may be considered at the sole discretion of Human Appeal)</li> <li>- AMD Ryzen 7</li> <li>- 8C/16T</li> <li>- 4.5 GHz</li> <li>- 32GB DDR4 500GB NVMe SSD</li> <li>- Win11 Pro, 4K Triple Display (HDMI/DP/Type-C),</li> <li>- BT5.2, WiFi6, 2.5G LAN</li> </ul>

Note:

- Keyboard layout, Windows 11 pro version and warranty must meet UK version/requirements

**Extended Warranty & laptop bag to be priced separately**

Note:

- keyboard, no mouse and screens **not required.**
- Windows 11 pro version and warranty must meet UK version/requirements

**Extended Warranty to be priced separately**

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## 4. Delivery Requirements

The supplier must deliver all items to the designated delivery address within 15 days from the date of purchase order issuance. The items must be new, unused, and in original manufacturer packaging. Delivery must include all necessary accessories and documentation.

## 5. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- Compliance with technical & ethical specifications
- Price competitiveness
- Warranty and after-sales support
- Delivery timeline
- Supplier reputation and references

## 6. Submission Deadline & Format

Please complete the attached Supplier form alongside your proposal.

As a Charity, we cannot claim back the VAT. Therefore, **please clearly indicate prices including VAT.**

All bids must be submitted **no later than 07 October 2025, 6pm UK time.**

Please submit your bid and any queries to [tenders@humanappeal.org.uk](mailto:tenders@humanappeal.org.uk) ref: HA/0247