

SAMPLE BIDDING DOCUMENT

Supply, Delivery, Installation and
Commissioning of ICT Equipment for
Research Centers

የጨረታ ሰነድ ናሙና

ለጥናት ማዕከላት የአይሲቲ መሣሪያዎች አቅርቦት፣ ማሳላት፣ መግጠምና ሥራ ማስጀመር

Procurement method / የግዥ ዘዴ	Open competitive bidding / ግልጽ ጨረታ
Bid reference / የጨረታ ቁጥር	PSI/ICT/NCB/2026/___
Issue date / የወጣበት ቀን	___ / ___ / 2026
Closing date and time / መዝገያ	To be confirmed by PSI / በኢንስቲትዩቱ የሚረጋገጥ
Delivery location / ማስረከቢያ	PSI and designated research centers / ፒ.ኤስ.አይ. እና የተመረጡ የጥናት ማዕከላት
Currency / የገንዘብ ዓይነት	ETB, inclusive of applicable taxes / ብር፣ ተፈጻሚ ግብሮችን ጨምሮ

IMPORTANT: This sample must be reviewed and approved by PSI's procurement, ICT, finance, and legal teams before publication. Quantities, deadlines, bid security, delivery sites, and specifications must be confirmed.

1. Invitation and scope

1. የጨረታ ግብዣና የሥራ ወሰን

The Policy Studies Institute invites eligible and qualified suppliers to submit sealed bids for the supply, delivery, installation, configuration, testing, commissioning, and warranty support of ICT equipment for its research centers. The successful bidder shall provide brand-new, genuine, unused, current-production equipment with all required accessories, licenses, manuals, and documentation.

የፖሊሲ ጥናት ኢንስቲትዩት ብቁና ሕጋዊ አቅራቢዎች ለጥናት ማዕከላቱ የሚውሉ የአይሲቲ መሣሪያዎችን ለማቅረብ፣ ለማጓጓዝ፣ ለመግጠም፣ ለማዋቀር፣ ለመፈተሽ፣ ሥራ ለማስጀመርና የዋስትና ድጋፍ ለመስጠት የታሸገ ጨረታ እንዲያቀርቡ ይጋብዛል። መሣሪያዎቹ አዲስ፣ አረጅናል፣ ጥቅም ላይ ያልዋሉና ወቅታዊ ምርቶች መሆን አለባቸው።

- Supply all equipment in the approved quantities and configurations.
- Deliver to PSI and designated research-center locations with safe packaging and insurance.
- Install, configure, integrate, label, test, and commission all applicable items.
- Provide genuine operating-system and software licenses where specified.
- Provide administrator and end-user orientation, manuals, asset lists, serial numbers, and warranty certificates.
- Provide preventive maintenance and after-sales support during the warranty period.

2. Brand and equivalency rule

2. የብራንድና ተመጣጣኝ ምርት መመሪያ

Brand names in this document indicate the expected quality, compatibility, serviceability, and performance level. Unless justified by compatibility requirements, bidders may offer the stated brand or a technically equivalent or superior product. Every offered brand and exact model must be declared, supported by an official manufacturer datasheet, and satisfy every mandatory requirement. Statements such as 'compliant' without evidence may be rejected.

በዚህ ሰነድ የተጠቀሱ የብራንድ ስሞች የሚጠበቀውን የጥራት፣ የተኳኋኝነት፣ የጥገናና የአፈጻጸም ደረጃ ለማመልከት ናቸው። ተጨራሾች የተጠቀሰውን ብራንድ ወይም በቴክኒክ ተመጣጣኝ/የተሻለ ምርት ማቅረብ ይችላሉ። የቀረበው ትክክለኛ ብራንድና ሞዴል ከአምራቹ ዳታሺት ጋር መገለጽ አለበት።

3. Schedule of requirements and technical specifications

3. የመሣሪያዎች ዝርዝርና ቴክኒካዊ መስፈርት

The quantities below are samples and must be confirmed by PSI. 'Minimum specification' means every listed requirement is mandatory unless clearly stated as preferred.

ከዚህ በታች ያሉት መጠኖች ናሙና ስለሆኑ በኢንስቲትዩቱ መረጋገጥ አለባቸው። 'ዝቅተኛ መስፈርት' የተባለው ካልተገለጸ በስተቀር ሁሉም መስፈርቶች ግዴታ መሆናቸውን ያሳያል።

Item 1	Business laptop computer የቢዝነስ ላፕቶፕ	Qty 20
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Intel Core Ultra 5 / Core i5 (current generation) or AMD Ryzen 5 Pro equivalent; minimum 16 GB DDR5 RAM; 512 GB NVMe SSD; 14-inch FHD IPS anti-glare display; Wi-Fi 6E; Bluetooth 5.2+; webcam; HDMI; USB-C with power/display; minimum 2 USB-A; TPM 2.0; fingerprint reader; genuine Windows 11 Pro; 65 W adapter; carrying bag.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Dell Latitude, HP ProBook/EliteBook, Lenovo ThinkPad - or equivalent	
Item 2	High-performance research laptop ከፍተኛ አፈጻጸም ያለው የጥናት ላፕቶፕ	Qty 8
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Intel Core Ultra 7 / Core i7 or AMD Ryzen 7 Pro equivalent; 32 GB DDR5 RAM, expandable where possible; 1 TB NVMe SSD; 15.6/16-inch FHD+ IPS; dedicated NVIDIA RTX 4050 6 GB or higher; Wi-Fi 6E; USB-C/Thunderbolt; HDMI; genuine Windows 11 Pro; bag and wireless mouse.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Dell Precision, HP ZBook, Lenovo ThinkPad P series - or equivalent	
Item 3	Desktop workstation ዴስክቶፕ ዎርክስቴሽን	Qty 10
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Professional workstation CPU: Intel Core i7/i9 or Xeon W, or AMD Ryzen 7/9 Pro; 32 GB DDR5 RAM expandable to at least 64 GB; 1 TB NVMe SSD plus 2 TB HDD; NVIDIA RTX professional/4070-class GPU with minimum 8 GB VRAM; Gigabit Ethernet; Wi-Fi; genuine Windows 11 Pro; keyboard and mouse.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Dell Precision, HP Z workstation, Lenovo ThinkStation - or equivalent	
Item 4	Office desktop computer የቢሮ ዴስክቶፕ ኮምፒውተር	Qty 20
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Intel Core i5 or AMD Ryzen 5 Pro current generation; 16 GB DDR5 RAM; 512 GB NVMe SSD; Gigabit Ethernet; Wi-Fi 6; HDMI/DisplayPort; genuine Windows 11 Pro; USB keyboard and mouse; small-form-factor or tower chassis.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Dell OptiPlex, HP ProDesk/EliteDesk, Lenovo ThinkCentre - or equivalent	

Item 5	24-inch professional monitor 24 ኢንች ፕሮፌሽናል ሞኒተር	Qty 35
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	23.8/24-inch IPS; 1920x1080 minimum; anti-glare; 250 nits or higher; HDMI and DisplayPort; height, tilt, swivel and pivot adjustable stand preferred; VESA mount; power and display cables included; three-year warranty.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Dell P series, HP E series, Lenovo ThinkVision - or equivalent	
Item 6	Multifunction monochrome laser printer ባለብዙ ተግባር ጥቁርና ነጭ ሌዘር ፕሪንተር	Qty 8
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Print/copy/scan; minimum 38 ppm A4; automatic duplex printing; 50-sheet ADF; Ethernet, USB and Wi-Fi; scan to email/network; minimum 250-sheet tray; starter toner included; duty cycle suitable for workgroup use.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	HP LaserJet Pro/Enterprise, Canon i-SENSYS, Brother MFC - or equivalent	
Item 7	A3 color multifunction printer A3 ቀለም ባለብዙ ተግባር ፕሪንተር	Qty 3
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	A3/A4 print, copy and scan; color laser/LED; minimum 25 ppm A4; automatic duplex; duplex ADF; Ethernet and USB; secure printing; network scan; at least two paper sources; floor stand where required.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Canon imageRUNNER, Ricoh IM C series, Xerox AltaLink, Konica Minolta bizhub - or equivalent	
Item 8	Document scanner የሰነድ ስካነር	Qty 6
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Duplex sheet-fed scanner; minimum 40 ppm / 80 ipm at 300 dpi; 60-sheet ADF; optical resolution 600 dpi; daily duty cycle at least 4,000 sheets; USB 3.0; OCR and document-management software; TWAIN/ISIS support.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Epson WorkForce, Canon imageFORMULA, Fujitsu/Ricoh fi series - or equivalent	
Item 9	Rack server ራክ ሰርቨር	Qty 2
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	2U enterprise rack server; dual-socket capable; one current-generation server CPU with minimum 16 cores; 128 GB ECC RAM expandable to 512 GB+; hardware RAID; 2 x 960 GB enterprise SSD RAID 1 for OS; 4 x 4 TB enterprise HDD RAID 5/10 for data; redundant hot-swap power supplies; 4 x 1/10GbE ports; remote management; rails; TPM; five-year support preferred.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Dell PowerEdge, HPE ProLiant, Lenovo ThinkSystem - or equivalent	

Item 10	Network attached storage (NAS) የኔትወርክ ማከማቻ	Qty 2
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Minimum 8-bay rack/tower NAS; 8-core class CPU; 16 GB ECC RAM; dual 10GbE capability; 8 x 8 TB enterprise NAS drives; RAID 6; snapshots, encryption, directory integration, backup replication, hot-spare support; rails if rack-mounted; minimum three-year warranty.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Synology, QNAP, Dell PowerVault - or equivalent	
Item 11	Layer 3 managed network switch Layer 3 ማኔጅድ ኔትወርክ ስዊች	Qty 6
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	48 x 1GbE PoE+ ports; minimum 4 x 10G SFP+ uplinks; PoE budget 700 W or higher; VLAN, STP/RSTP/MSTP, LACP, static/dynamic routing, ACL, SNMPv3, 802.1X; rack kit, console cable, and required power cords.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Cisco Catalyst, Aruba CX, Juniper EX - or equivalent	
Item 12	Enterprise wireless access point የድርጅት ዋይሮሊስ አክሰስ ፖይንት	Qty 20
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Wi-Fi 6/6E; dual-band or tri-band; 2x2 or 4x4 MU-MIMO; WPA3-Enterprise; 802.1X; PoE+; centralized/cloud management license for at least three years; ceiling/wall mounting kit; seamless roaming.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Cisco, Aruba, Ruckus, Ubiquiti Enterprise - or equivalent	
Item 13	Next-generation firewall ቀጣይ ትውልድ ፋየርዎል	Qty 2
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Rack-mount appliance sized for at least 300 users; firewall throughput 5 Gbps+; threat-protection throughput 1 Gbps+; IPS, application control, web filtering, anti-malware, SSL VPN, site-to-site VPN, high-availability support; minimum three-year security subscription and support.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Fortinet FortiGate, Palo Alto, Sophos, Cisco Secure Firewall - or equivalent	
Item 14	Online UPS 3 kVA 3 kVA ኦንላይን የፒኤስ	Qty 8
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	True online double-conversion; 3000 VA / minimum 2700 W; input power-factor correction; LCD; USB/SNMP-ready monitoring; automatic bypass; minimum 10-minute backup at 50% load; external battery option; surge and short-circuit protection.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	APC, Eaton, Vertiv, Huawei - or equivalent	

Item 15	Portable projector ተንቀሳቃሽ ፕሮጀክተር	Qty 6
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	Minimum 4,000 ANSI lumens; native Full HD 1920x1080 preferred; HDMI, USB and wireless presentation; 10,000:1 contrast or better; keystone correction; built-in speaker; remote control; ceiling-mount capability; carrying case.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Epson, BenQ, ViewSonic, Panasonic - or equivalent	

Item 16	Video-conferencing room kit የቪዲዮ ኮንፈረንስ ክፍል ኪት	Qty 4
Minimum technical specification ዝቅተኛ ቴክኒካዊ መስፈርት	4K PTZ camera with minimum 10x optical zoom; auto-framing and speaker tracking; conference microphone/speaker solution for medium room; HDMI/USB connectivity; compatible with Microsoft Teams, Zoom and Google Meet; mounting hardware, cables and remote included.	
Reference brand / equivalent የብራንድ ማጣቀሻ / ተመጣጣኝ	Logitech, Poly, Yealink, Cisco - or equivalent	

4. General technical and commercial requirements

4. አጠቃላይ ቴክኒካዊና ንግድ መስፈርቶች

- All equipment must be new, genuine, unused, and supplied through an authorized or verifiable distribution channel.
- Manufacture date should normally be within 12 months before delivery, and the model must not be end-of-life or end-of-support.
- Computer and server serial numbers, service tags, MAC addresses, licenses, and warranty details must be recorded in an electronic asset register.
- All power adapters and plugs must be suitable for Ethiopia's 220-240 V, 50 Hz electrical supply.
- All required cables, transceivers, mounting kits, rails, connectors, licenses, drivers, media, and accessories shall be included in the quoted price.
- The bidder shall state country of origin, manufacturer, exact model/part number, production status, delivery period, warranty, and local support arrangements for each item.
- Equipment shall be delivered in original manufacturer packaging with tamper-evident serial labels.
- No refurbished, remanufactured, grey-market, counterfeit, or previously activated equipment will be accepted.

ሁሉም መሣሪያዎች አዲስ፣ አራጅናልና ጥቅም ላይ ያልዋሉ መሆን አለባቸው። ትክክለኛ ሞዴል/የክፍል ቁጥር፣ የትውልድ አገር፣ የማስረከቢያ ጊዜ፣ ዋስትናና የአካባቢ ድጋፍ መገለጽ አለበት። ሁሉም ኬብሎች፣ ፍቃዶች፣ መጫኛ ኪቶችና አስፈላጊ አክሰሰሪዎች በዋጋው ውስጥ መካተት አለባቸው።

5. Warranty and after-sales service

5. ዋስትናና ከሽያጭ በኋላ አገልግሎት

- Minimum three-year manufacturer or authorized-partner warranty for computers, monitors, servers, networking equipment, and major devices unless a longer period is specified.
- Warranty shall include parts, labor, diagnosis, firmware, and transport necessary to restore the equipment.
- Critical failures: response within 4 business hours and restoration or temporary replacement within 2 business days; other failures: response within 1 business day and resolution within 5 business days.
- If an item cannot be repaired within the agreed period, the supplier shall provide an equivalent or better temporary replacement at no additional cost.
- The bidder shall identify the local service center, qualified technical personnel, escalation contacts, and spare-parts arrangements.

ኮምፒውተሮች፣ ሞኒተሮች፣ ሰርቨሮች፣ የኔትወርክ መሣሪያዎችና ዋና ዋና መሣሪያዎች ቢያንስ የሦስት ዓመት የአምራች/የተፈቀደ አጋር ዋስትና ሊኖራቸው ይገባል። ዋስትናው መለዋወጫ፣ የባለሙያ ሥራ፣ ምርመራና መጓጓዣን ያካትታል።

6. Delivery, installation and acceptance

6. ማስረከብ፣ መግጠምና ቅበላ

- Delivery period: bidder to propose, but preferably within 45 calendar days from contract signature or confirmed purchase order.
- The supplier shall coordinate site readiness and submit a delivery and implementation schedule before dispatch.
- PSI will inspect quantity, packaging, serial numbers, physical condition, configuration, licenses, accessories, and technical compliance.
- Acceptance testing may include boot and diagnostic tests, performance checks, network connectivity, print/scan tests, RAID and failover checks, UPS runtime tests, and security subscription verification.
- Final acceptance occurs only after all deficiencies are corrected and complete documentation and training are delivered.

7. Bidder eligibility and required documents

7. የተጨራሽ ብቃትና የሚፈለጉ ሰነዶች

- Valid business license relevant to ICT equipment supply, renewed for the current period.
- Valid tax identification, VAT registration where applicable, and current tax-clearance certificate.
- Supplier-registration evidence and other documents required under applicable Ethiopian procurement rules.
- Manufacturer authorization or authorized-distributor/partner letter for major items, where requested.
- At least three similar completed contracts, with client references and acceptance evidence, during the last five years.
- Audited financial statements or acceptable evidence of financial capacity for the period specified in the final bid document.
- Signed technical compliance schedule, manufacturer datasheets, delivery schedule, warranty statement, and after-sales support plan.
- Bid security in the form, amount, and validity period stated in the final bidding data sheet.

ተጨራሾች የታደሰ የንግድ ፈቃድ፣ የግብር መለያ፣ የሻት ምዝገባ ካስፈለገ፣ የግብር ክሊራንስ፣ የአምራች/አከፋፊ ፈቃድ፣ ተመሳሳይ ሥራ ልምድ፣ የፋይናንስ አቅም ማስረጃ፣ የቴክኒክ ተገዢነት ሰነደረዥ፣ ዳታሺትና የጨረታ ማስከበሪያ ማቅረብ አለባቸው።

8. Evaluation methodology

8. የጨረታ ግምገማ ዘዴ

Stage	Evaluation	Main checks
Stage 1	Preliminary examination	Bid submission, signature, validity, bid security, legal eligibility, required forms and completeness.
Stage 2	Technical evaluation	Mandatory specifications, exact brand/model, datasheets, warranty, delivery, support capacity, experience, and sample/demo where requested.
Stage 3	Financial evaluation	Arithmetical correction, tax treatment, completeness, discounts, total evaluated price, and life-cycle cost where applicable.
Stage 4	Post-qualification	Verification of authorization, references, financial capacity, service facilities, product authenticity, and ability to perform the contract.
Award	Lowest evaluated substantially responsive bid	Award is made to the qualified bidder whose bid is substantially responsive and offers the lowest evaluated cost, subject to the approved procurement method and bidding document.

ግምገማው በቅድመ ምርመራ፣ በቴክኒክ ግምገማ፣ በፋይናንስ ግምገማና በድህረ ብቃት ማረጋገጫ ይከናወናል። የጨረታ አሸናፊው በተፈቀደው የግዥ ዘዴና የጨረታ ሰነድ መሠረት መስፈርቶችን በሚገባ ያሟላና ዝቅተኛ የተገመገመ ዋጋ ያቀረበ ብቁ ተጫራች ይሆናል።

9. Bid price schedule template

9. የዋጋ ማቅረቢያ ሰንጠረዥ ናሙና

No.	Equipment	Qty	Offered brand/model	Unit price ETB	Total ETB
1	Business laptop computer	20	_____	_____	_____
2	High-performance research laptop	8	_____	_____	_____
3	Desktop workstation	10	_____	_____	_____
4	Office desktop computer	20	_____	_____	_____
5	24-inch professional monitor	35	_____	_____	_____
6	Multifunction monochrome laser printer	8	_____	_____	_____
7	A3 color multifunction printer	3	_____	_____	_____
8	Document scanner	6	_____	_____	_____
9	Rack server	2	_____	_____	_____
10	Network attached storage (NAS)	2	_____	_____	_____
11	Layer 3 managed network switch	6	_____	_____	_____
12	Enterprise wireless access point	20	_____	_____	_____
13	Next-generation firewall	2	_____	_____	_____
14	Online UPS 3 kVA	8	_____	_____	_____
15	Portable projector	6	_____	_____	_____
16	Video-conferencing room kit	4	_____	_____	_____

Subtotal / ንዑስ ድምር

_____ ETB

VAT / ሻት

_____ ETB

Grand total / ጠቅላላ ድምር

_____ ETB

10. Bidder declaration

10. የተጫራች ማረጋገጫ

We certify that the offered equipment is genuine, new, unused, and compliant with the stated requirements; that all information and supporting documents are accurate; and that the prices include all costs required for complete delivery, installation, commissioning, warranty, and support, except where expressly stated otherwise.

የቀረቡት መሣሪያዎች አረጅናል፣ አዲስ፣ ጥቅም ላይ ያልዋሉና የተገለጹትን መስፈርቶች የሚያሟሉ መሆናቸውን፣ የቀረቡ መረጃዎችና ሰነዶች ትክክለኛ መሆናቸውን፣ ዋጋውም ለመሁሉ አቅርቦት፣ መጫን፣ ሥራ ማስጀመር፣ ዋስትናና ድጋፍ አስፈላጊ ወጪዎችን እንደሚያካትት እናረጋግጣለን።

Bidder name / የተጫራች ስም	_____
Authorized representative / ተወካይ	_____
Signature and seal / ፊርማና ማሳተም	_____
Date / ቀን	_____

Finalization note / የማጠናቀቂያ ማሳሰቢያ

Before issue, PSI must insert approved quantities, delivery locations, dates, bid-security amount, contract conditions, payment schedule, evaluation rules, and official submission instructions. Specifications should be validated against actual research workflows, power conditions, network architecture, and available support in Ethiopia.