



**GABINETE DE ADMINISTRAÇÃO  
DIVISÃO DE APROVISIONAMENTO**

**REQUEST FOR QUOTATION (RFQ)  
Supply of Computer HP Desktop AIO**

The Banco Central De Timor-Leste is soliciting competitive bids from interested and qualified suppliers for the supply of Computer's HP Desktop AIO. This Invitation to Bids (RFQ) is part of the BCTL's Procurement Committee process to fulfill best practice for transparency and accountability.

**REQUIREMENTS**

1. The RFQ shall be conducted following a formal procedure wherein Technical Bids and Financial shall be submitted separate in a sealed envelope.
2. Bids shall remain valid for a period of 20 (twenty) days after the RFQ submission date of 28 February 2025
3. Interested Bidders may obtain further details regarding this RFQ from the BCTL Procurement Division
4. Bids should be marked "Confidential" with the bid number and submitted directly to the Tender Box located at BCTL office (Front Desk) no later than 4.00pm on 19 March 2025.
5. Bidders should clearly state full name, address, telephone, email address and name of the principal contact or representative.
6. Bidders shall provide a copy of business registration, tax details, Certidão Dívidas as legalized including company profile and letter of authorization manufacture.
7. Bidders shall offer the standard limited manufacture service warranty on all equipment.

**The invitations to bids for supply of Computer's as follows:**

**RFQ Ref.: BCTL-25.012**

- 15 unit for Supply of Computer HP Desktop AIO

For more details, please consult with BCTL during office working hours to access and collect all necessary information and **Tender bid Documents** as needed. Should you have any further questions please do not hesitate to contact telephone: 3313 718. the (BCTL-Procurement Division) Ext: 217 during office hours.

Dili; 27 February 2025

  
**Ana Paula Amara**  
Director of Administration



## REQUEST FOR QUOTATION (RFQ) Ref. No.: BCTL -25.012

The Banco Central de Timor-Leste (hereinafter referred to BCTL) hereby solicits your quotation for the items listed in Requirement sheet. Early delivery will be of paramount importance.

### **REQUIREMENT**

You are kindly requested to submit your quotation by facsimile to no. + 670 3313 716, or hand delivery to BCTL attention (Herculano T. de araujo) before the close of business (March 19<sup>th</sup> 2025).

Description	Qty	Unit	Unit Price	Total Price
<b>Computer HP Desktop AIO</b> HP ProOne 200series G10 or HP Pro One 400 series. Display 22-24 inches, display type LEO; processor Intel Core i7; storage 1 TB storage type SSD, Memory 16GB, system type 64-bit operating system x64 based processor, Operating system Windows 11 pro License.; Microsoft Office 2022 or higher; Built in speakers, USB 3.0. DVD RW, WiFi, Web camera. Connectivity LAN comes with USB keyboard and mouse. Year release 2023-1024	15	Unit		

In addition to price your Quotation should include following information:

Delivery date (after receipt of order) \_\_\_\_\_

Payment terms (discounts) \_\_\_\_\_

In addition to price your Quotation should include following information:

Delivery date (after receipt of order) \_\_\_\_\_

Payment terms (discounts) \_\_\_\_\_

Validity of Quotation (20 days from offer) \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name & Address of Vendor: \_\_\_\_\_

Telephone No: (\_\_\_\_\_) Facsimile No: (\_\_\_\_\_)

### **INSTRUCTION TO VENDORS:**

The deadline for submission of the bids under this RFQ is March 19<sup>th</sup>, 2025

Quotations and correspondence must be in the English Language only. Submission on other language will be not considered. Quotation may be submitted in hard copy of facsimile to the following address:

Banco Central de Timor Leste  
Procurement Division  
Av<sup>a</sup> Xavier do Amaral No.9, PO BOX 59, Dili Timor Leste  
Telp: + (670) 3313718 Fax: + (670) 3313 716

All quotations must include the following:

- Unit and total price in USD for the items listed in the requirement sheet.
- Discounts, if there are any, are to be offered separately with a clear notion whether they are valid for partial order for complete orders.
- Specify the brand names proposed and statement of compliance with the attached.
- Delivery charges and terms of delivery to Dili
- Delivery date

Changes of substitutions or other alterations to the technical specifications in the requirements stipulated in this RFQ will not be accepted unless approved in writing by BCTL.

This RFQ contains no contractual offer of any kind. Any quotation submitted will be regarded as a firm quotation made by the vendor.

No contractual relationship will exist except pursuant to a written purchase order or contract document signed by a BCTL duly authorized official from the procurement Division.

This RFQ does not commit the BCTL to consider any quotation or to award a purchase order or contract. The BCTL may accept any or all quotation in whole or in part.

All quotations will be evaluated in accordance with the provisions of the BCTL Regulations as well as the requirements of this Request for Proposal. The following criteria will be considered in evaluating the quotations:

- Business Registration Legalize
- Lowest price offered.
- compliance with technical requirements.
- delivery time offered.
- discounts offered.
- warranty offered.
- Technical support after warranty period

BCTL preclude advance payments and payments by letter of credit, except in special circumstances. Such provisions in a quotation will be prejudicial to its evaluation by the BCTL.

Your quotation shall remain open and valid for no less than 20 days from the date of closing indicated in this Request for Quotation.

BCTL reserves the right to split an award between any vendor in any combination as it may be appropriate.

Any award resulting from this Request for Quotation will be subject to the BCTL General Conditions for Contracts for purchase of goods as attached.

Payment will be made by bank transfer within 30 days upon our Satisfactory Receipt and Inspection Report and submission of your invoice to Procurement Division.

### **Queries**

Queries arising from this RFQ should be directed to director of Administration.

Yours sincerely



Herculano Tavares de Araujo  
Manager Procurement.

**The specifications for the computers as below.**

No	Description	Specification
1	(15) Unit Computer HP Desktop AIO	<ul style="list-style-type: none"><li>▪ HP ProOne 200 Series G10 or HP ProOne 400 Series G9 (or latest generation)</li><li>▪ Display: 22-24 inches, Display Type: LED</li><li>▪ Processor: Intel Core i7</li><li>▪ Storage: 1 TB, Storage type: SSD</li><li>▪ Memory: 16GB</li><li>▪ System type: 64-bit operating system, x64-based processor</li><li>▪ Operating system: Windows 11 Pro licenser</li><li>▪ Microsoft Office: 2022 or higher</li><li>▪ Built in speakers, USB 3.0, DVD-RW, Wi-Fi, Web C Connectivity; LAN, Comes with USB keyboard a mouse</li><li>▪ Year Release: 2023-2024</li></ul>