

Request for Quotation (RFQ) for GBA IT hardware

Issued by: Global Biofuels Alliance (GBA)

Subject: Procurement of IT Hardware

Global Biofuels Alliance (GBA) is a multi-stake holder alliance of Governments, International Organizations and Industries, bringing together consumers and producers of biofuels to drive development and deployment of biofuels.

GBA is in the process of strengthening its secretariat with the onboarding of senior leadership to scale its activities and operations. To enable seamless functioning and day-to-day operations, GBA intends to procure IT infrastructure for new joiners and one common office printer.

This RFQ invites quotations from eligible suppliers for the supply and installation of the IT hardware listed in Annexure 1.

Scope of Work

- Supply of laptops (with keyboards and mouse sets), monitors and one multifunction office printer.
- Delivery and installation at the GBA Secretariat premises.
- Provision of standard manufacturer warranty and after-sales support.
- Optional: Service agreement for maintenance and technical support may be quoted separately.

Elegibility

- Bidders must have the legal capacity to enter a binding contract with GBA and to deliver in the country, or through an authorized representative. Company registration certificate or any other document proving legal entity should be available.
- The bidder shall be a reputable Indian /Multinational Company. The bidder should be either an Original Equipment manufacturer or Authorized System Integrator(s) of the principle OEM, in India. Accordingly, following documents should be submitted:
 - Service Tax Registration Certificate for the said services
 - GST Registration Certificates
 - Copy of PAN Card Authorization letter.
- The bidder must have the experience of supply of Laptops / hardware components. Submit copy of work order or completion certificate.

- The bidder must have annual turnover of more than USD 25,000 - Please attach audited financial statements/ relevant documents.

Instructions to Bidders

- Bidders may quote for one or more models where options are provided in the Appendix 1.
- All quotations should clearly indicate model, specifications, unit price, applicable taxes, delivery timelines, warranty terms, and payment conditions.
- Prices must be quoted in INR (inclusive/exclusive of taxes, to be specified).
- Quotations must remain valid for 30 days from the submission date. In case agreed between the bidder and GBA, the validity of quotations may be extended for a period not exceeding 12 months from date of bid submitted.
- Quotations should be submitted via email to the GBA Secretariat (theseecretariat@biofuelsalliance.com), by 15th October 2025.

Delivery requirements

Delivery date and time	Bidder shall complete the delivery and installation within 7 days from the issuance of Contract.
Delivery Terms (INCOTERMS 2020)	Delivered at Place
Exact Address(es) of Delivery Location(s)	Global biofuels alliance, Sanrakshan Bhawan, 10 Bhikaji Cama Place, New Delhi 110066
Distribution of shipping documents (if using freight forwarder)	Bidder responsibility
Packing Requirements	Safe delivery of supplies at the designated delivery location, handling will be bidders responsibility
Training on Operations and Maintenance	Within 7 days of delivery and installation
Warranty Period	At least Four years
After-sales service and local service support requirements	One year

Evaluation criteria

- Compliance with technical specifications.
- Price competitiveness.

- Warranty and support terms.
- Delivery timeline.
- Vendor track record and references.

Contact information

The Secretariat, Global Biofuels Alliance

Website: www.biofuelsalliance.com

theseecretariat@biofuelsalliance.com

Annexure 1

Given below are the recommended options for required IT assets with technical specification:

1) Laptops

Quantity	3
Processor	Intel® Core™ Ultra 7 155H (up to 4.8 GHz with Intel® Turbo Boost Technology, 24 MB L3 cache, 16 cores, 22 threads)
Processor Generation	Intel® Core™ Ultra 7 processor
Operating System	Windows 11 Pro
Display	35.6 cm (14) diagonal, WUXGA display with Intel® Graphics
RAM	16 GB DDR5-5600 RAM
SSD Storage	1 TB PCIe® NVMe™ SSD
Camera	5MP IR Camera, HP Wolf Security, Spill resistant & backlit keyboard, Fingerprint reader, Military Standard Tested
Screen size	35.56 cm (14)
Wireless	Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card
Power	65 W USB Type-C™ adapter
Battery type	Long Life 3-cell, 56 Wh Li-ion polymer
Battery life note	Serviceable by warranty. Fast charging 50% in 30 minutes.
ENERGY STAR® certified	TCO Certified ENERGY STAR® certified
Warranty + ADP	4 Years
Accessories	Laptop Bag + Stand + Headphone + wireless keyboard and mouse

2) Monitors

Quantity	3
Display size	27"

Resolution	4K UHD (3840 × 2160) IPS Display, HDR400, 99% sRGB
Connectivity	USB-C (90W PD), HDMI, DisplayPort

3) Printer

Quantity	1
Speed	>40PPM
Color	Coloured + Black and white
Resolution	1200 × 1200 dpi
Connectivity	Ethernet, USB ports, optional Wi-Fi
Utility	All-in-One with Scanner, Copier, Fax,
Scanner	Color scanning