SAMPLE BID DOCUMENT

BID SUBMISSION

Tender Information

Tender Title: Supply and Installation of Office Computer Equipment

Tender No.: AG-PRMS/IT/2026/001

Issued By: ABC Government Organization

Bid Submission Date: July 15, 2026

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1. Bidder Information

Company Name: PrimeTech Solutions PLC

Business License No.: BL-456789

TIN: 1234567890

VAT Registration No.: VAT-987654

Address: Bole Sub City, Addis Ababa, Ethiopia

Telephone: +251 911 234567

Email: info@primetech.et

Authorized Representative: Samuel Bekele

Position: General Manager

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2. Cover Letter

Date: July 15, 2026

To:

Procurement Committee
ABC Government Organization
Addis Ababa, Ethiopia

Subject: Bid Submission for Tender No. AG-PRMS/IT/2026/001

Dear Procurement Committee,

We hereby submit our bid for the Supply and Installation of Office Computer Equipment.

We confirm that we have carefully reviewed the bidding documents and fully understand the requirements. We agree to supply the requested goods and services in accordance with the specifications, delivery schedule, and contractual conditions.

This bid shall remain valid for ninety (90) calendar days from the bid opening date.

Sincerely,

Samuel Bekele
General Manager
PrimeTech Solutions PLC

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3. Technical Proposal

Proposed Equipment

Item	Specification	Quantity
Desktop Computer	Intel Core i7, 16GB RAM, 512GB SSD	25
Laptop	Intel Core i5, 16GB RAM	10
Laser Printer	Network Duplex Printer	8
UPS	1500VA	25

Delivery Schedule

- Delivery Period: 21 Calendar Days
- Installation: 5 Days
- Testing & Commissioning: 2 Days
- User Training: 1 Day

Warranty

- Hardware Warranty: 3 Years
- Installation Warranty: 12 Months
- Technical Support: Business Hours
- Response Time: Within 24 Hours

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4. Financial Proposal

Item	Amount (ETB)
Equipment Supply	2,850,000.00
Installation	120,000.00
Training	30,000.00
Subtotal	**3,000,000.00**
VAT (15%)	450,000.00
Grand Total	**3,450,000.00**

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5. Company Experience

PrimeTech Solutions PLC has successfully completed similar projects for government agencies, universities, banks, and private organizations throughout Ethiopia.

Relevant experience includes:

- Computer Laboratory Installation
- Office Network Infrastructure
- Server Deployment
- IT Maintenance Services
- Equipment Supply Contracts

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6. Key Personnel

Name	Position	Experience
Samuel Bekele	Project Manager	12 Years
Hana Alemu	Network Engineer	8 Years

Name	Position	Experience
Dawit Tadesse	Systems Engineer	10 Years
Elias Worku	Technical Support Lead	6 Years

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7. Required Attachments

- Valid Business License
- TIN Certificate
- VAT Registration Certificate
- Tax Clearance Certificate
- Company Registration Certificate
- Bank Reference Letter
- Power of Attorney (if applicable)
- Similar Project References
- Manufacturer Authorization Letter (if applicable)

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8. Bid Declaration

We certify that the information provided in this bid is true and accurate. We understand that any false information may result in rejection of our bid and possible legal action.

Authorized Representative:

Name: Samuel Bekele

Position: General Manager

Company: PrimeTech Solutions PLC

Signature: _____

Company Seal: _____

Date: July 15, 2026