

PURCHASE OF GOODS

SERVICE REQUEST FORM

giz Office Addis Ababa

ProSoft No. _____

SR. No. _____

REQUESTER DETAILS

Project Name: **GIZ-SSHI-2 Project**
 Project No. [12 Digits]: **14.0156.1-317.00** Date: **28/06/2021**
 Full Name of requester: **Meskerem Asmare** Tel: **0912-996126**
 Position: **Junior Admin. Officer** Email: **meskerem.asmare.giz.de**
 Contact Person, if any: **hibret.belay@gmail.com**

MATERIALS TO BE ORDERED

No.	Description / Model	Unit	Quantity
1	Laptop	pcs	06

Please specify

As per request of support from MoA extension directorate.
Based on the specification attached

See attached specification ☐

ORDER METHOD

Local Market ☒ Via GIZ Head Quarter ☐

DATE OF DELIVERY

Expected date of delivery _____

COST

 Planned Cost ☒ ETB ☐ € EURO **390000.00**
SHIPPING MODE only for HQ orderMost cost effective ☒Commercial courier ☐Air ☐Sea ☐In exceptional cases, personal delivery ☐

NEUTRALITY

Neutral Specification? Yes ☒ No ☐

Reason for non-neutral specification: _____

See attachment ☐

ORDER PLACEMENT PROCEDURE

Competitive Bidding ☐ Direct award ☒



If direct award is selected, reason for direct award: _____

SUPPLIER

Supplier recommended Yes ☐ No ☒If Yes, address of supplier & reason attached? ☐See attachment ☐

All required fields must be filled and approved by project manager. Scanned copy of this form can be emailed or submitted as hardcopy

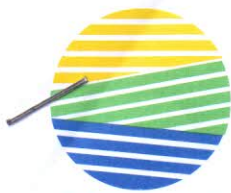
AUTHORIZATION

	Requested by	Approved by	Received by PCCI
Date	28/06/2021	28/06/2021	
Full Name	Meskerem Asmare	Steffen Schulz	
Signature			

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
 GIZ Office Addis Ababa

Procurement Department

PURC/FORM/No.1/V2



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MINISTRY OF AGRICULTURE

ቁጥር
Ref. No 18/ሠሙ2013/46
ቀን
Date 25/06/21

TO: GIZ/SHHI

Addis Ababa

Subject: Request for Laptop Computer Support

Agricultural Extension Directorate is working with GIZ to make the extension and advisory services active and access for farmers and other beneficiaries. From this intimation, GIZ/SHHI has been supporting the Ethiopian Agricultural Extension success through different modalities like, financial and material supports. But till now, there is insufficiency of office equipment (Computers, flash disc, tablets for field assessments, dongle for zoom meeting and etc...) and for this reason most of our experts are delivering their daily planned activities with sharing Laptop computers.

Therefore, highly appreciating your esteemed organization's efforts in supporting the ministry's development and the contribution so far done; we request your organization to supports us with seven (7) Laptop Computers as list below with listed specification attached by this letter.

In addition, we would like to use this opportunity to extend in advance our thanks for the support and contribution towards supporting the ministry in its effort to address issues pertaining to overcoming challenges of some resource scarcity.

With best regards,

Tesema Gebremedhin
Head, Minister's Office



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Bole Sub City, Woreda 06, Gurd Shola;

62347

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Addis Ababa, Ethiopia

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Mini Laptop (13.3 inch) Specification

No	Features	Description
1	Model	Must be fully specified
2	Brand	Known brand and model; Must be fully specified; <i>Refurbished ones aren't acceptable</i>
3	Operating system	Windows 10 Professional license
4	Processor	8th Gen Intel® Core™ i7 1.8 GHz, 4 core
5	Memory	16 GB
6	Storage	1TB Solid State Drive
7	Display	13.3 inch, touch screen, *360
8	Input:	Keyboard International-English
9	Graphics card	Integrated Graphics
10	Ports	2x USB 3.1 1x USB 2.0 1x HDMI 1x Micro SD Card Reader 1x Universal Audio Jack 1 x sim 1 x Pen
11	Connectivity:	Intel® Wi-Fi 6, Bluetooth 5.1,
12	Battery	3 cell lithium-ion Battery
13	AC adapter	Auto-sensing, 220-240V / 50-60Hz input
14	Pre-installed	All basic programs including Office 2010 or 2013, latest adobe reader, latest antivirus and latest Amharic etc.
15	Accessories	Quality Carrying bag , AC Adapter,
16	Warranty	1 year replacement and repair



Tesema Gebremedhin
Head, Minister's Office

