



**KENYA REVENUE
AUTHORITY**

ISO 9001:2015 CERTIFIED

STAFF LAPTOP LOAN SCHEME APPLICATION FORM

1. EMPLOYEE'S PARTICULARS

Name P/No.....
 Designation..... Grade
 Mobile No. Terms of Service.....

2. LAPTOP LOAN DETAILS

I..... hereby apply for a loan to purchase a laptop valued at Kshs from (Supplier)

NB: The company name (as provided in the invoice) should match the bank account name for the company. Attach bank account details for the company.

Total Cash price of laptop Kshs.....
 Less deposit paid by self Kshs.....
 Balance being laptop loan Kshs.....

Loan repayment periodmonths at Kshs. per month.

I wish to pay the amount due under the loan by monthly instalments. I understand that payment of the instalments will be effected by monthly deductions from my salary commencing on the last day of the month following disbursement of funds to the Vendor.

Signature **Date**

3. RECOMMENDATION BY ICT DEPARTMENT

This is to certify that the laptop applied for by Mr./Mrs./Miss..... meets the minimum specifications required. We further certify that the laptop is compatible with the computer strategy and equipment in the Authority.

Verified by:

Name:
 Signature: Date:

Tulipe Ushuru Tujitegemee!



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4. APPROVAL BY HUMAN RESOURCE DEPARTMENT

a. Salary Details for: (Month) (Year)

Basic Salary KShs.....

House Allowance KShs.....

Other allowances (specify) KShs.....

Gross salary KShs.....

Total Deductions KShs.....

Net salary KShs.....

Net salary after Laptop loan ded. KShs.....

Contract type:

Remaining contract period.....

Name of appraiser

Signature..... Date

b. Approval

I approve/reject the loan application request of Mr./Mrs./Miss.....
to a total sum of Kshs. in respect of laptop loan to be repaid
over months.

Reason for non-approval.....

Name

Signature..... Date

Tulipe Ushuru Tujitegemee!



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INFORMATION AND COMMUNICATION TECHNOLOGY

LAPTOP TECHNICAL SPECIFICATIONS FOR THE KRA STAFF LAPTOP LOAN SCHEME

INSTRUCTIONS TO BIDDERS:

- 1) The bidder **MUST** provide a substantive respond for all features. Use of Yes, No, tick, compliant etc will be considered to be non-responsive.
- 2) The bidder **MUST** attach a Proforma Invoice and append official company stamp and/or authorised signature.

	FEATURES	MINIMUM REQUIREMENTS	BIDDER RESPONSE
1	Model	Internationally recognized brand	Hp Envy 13
2	Processor	6th Generation Intel Core i3	11th gen Core i7
3	Processor Speed	2.0 GHz or Higher	2.0
4	L3 Cache	3 MB or Higher	8MB
5	Memory	Minimum 4 GB	16GB
6	Hard Drive	HDD 500 GB, 5400 RPM or Higher OR SSD 250 GB.	1TB SSD
7	Integrated Communication / Networking	Supports Gigabit Ethernet / Wifi 802.11 a/b/g/n/ac, USB 2.0	Wifi / Camera / CR HDMI / BT / FP
8	Display	Minimum 13" screen	13.3"
9	Graphics	Intel HD 500 series or higher	Intel Iris Plus
10	Pointing Devices	Touch pad / Mouse	Touchpad
11	Operating System/Softwares	Windows 8/10 Office 2013/2016	Windows 11 / office 2021
12	Battery Life	Minimum 4 Hours	11 Hours
13	Input Power	220-240V AC, 50 HZ	220-240V
14	Warranty	3 year system, 1-year battery	1 Year

BIDDER'S SIGNATURE AND STAMP



Tullipe Ushuruu Tujitugameet!

INTECHS
COMPUTER GARAGE

INVOICE

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Email: info@intechscomputers.tech

Website: www.intechscomputers.tech

Sale of Laptops, Desktops, Printers, Servers, Networking, CCTV Installation,
Computer Accessories and Repairs

Invoice Date:	17-08-2021
Client Details:	Kenya Revenue Authority
Client Ref:	

Invoice No. 0000

Currency.....Kshs.

[illegible]**Terms of Business:**

1. Ownership of goods remains vested in INTECHS COMPUTER GARAGE until paid for in full.
2. Terms strictly as agreed.

Sub Total	140,000
16% VAT	7
Other Charges	
TOTAL	140,000

Thank you for doing Business with us!!