

REQUEST FOR QUOTATION
PROCUREMENT OF LAPTOP COMPUTERS
RFQ NO. N_20-2022/AFG/RFQ

Date: **June 16, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for supply and delivery of laptop computers described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. N_20-2022/AFG/RFQ** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: June 22, 2022**

Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Afghanistan

Annex A
Instructions to Bidders

a. Description of requested goods	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: June 22, 2022 Time: 15:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	The Baron Hotel, Near KAIA/RS Abbey Gate, Hawa Shinasi Road, Khawaja Rawash, Kabul, Afghanistan
j. Delivery Terms	<i>For items coming from international destination please use</i> Incoterms DDP, Goods will be delivered within 20 days after receipt of PO or contract from IDLO to the address mentioned under article I, instruction to bidders of this RFQ. <i>For items coming from internal/in-country please use</i> Goods will be delivered within 10 days after receipt of PO or contract from IDLO to the address mentioned under article I, instruction to bidders of this RFQ.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier

	<input type="checkbox"/> N/A
I. Currency of Quotation	US Dollars. <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Others: copy of Tazkira and valid passport for license holder(s) of the business.
n. Special Packing Requirement or Temperature Control	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, The goods supplied should be properly packed and all necessary steps taken to keep the product/goods safe.
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 3 years as per the manufacturer <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	Contract Award shall be granted according to:

	<p>a) Full submission of Price Schedule (Annex C) signed and stamped;</p> <p>b) Lowest priced, most technically acceptable/compliant offer;</p>
r. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods

Technical Specification for Laptop & docking station	
Operating system	Windows 11 Pro
Processor family	11th Generation Intel® Core™ i7 processor
Processor	Intel® Core™ i7-1165G7 (up to 4.7 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 4 cores, 8 threads) 1 2
Graphics	Integrated, Intel® Iris® Xe Graphics
Memory	16 GB DDR4-3200 MHz RAM (1 x 16 GB)
Memory Slots	2 SODIMM
Internal Storage	512 GB PCIe® NVMe™ M.2 SSD
Display	14" diagonal, FHD (1920 x 1080), IPS, anti-glare, 250 nits, 45% NTSC 3 4 5
Display	35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, anti-glare, 250 nits, 45% NTSC 3 4 5
Touchscreen	No
Color gamut	45% NTSC
Brightness	250 nits
Minimum dimensions	(W x D x H) 32.34 x 21.46 x 1.79 cm
Weight	Starting at 1.32 kg (non-touch); Starting at 1.46 kg (touch) (Weight will vary by configuration.)
Software included	Connection Optimizer; Image Assistant; Hotkey Support; Noise Cancellation Software; PC Hardware Diagnostics UEFI; Support Assistant; Buy Office (Sold separately); Power Manager; Privacy Settings; HSA Fusion for Commercial; HSA Telemetry for Commercial; Touchpoint Customizer for Commercial; Notifications; Quick Drop; Tile App; Wireless Button Driver
Available software	Smart Support
Management features	Driver Packs; System Software Manager (SSM); BIOS Config Utility (BCU); Client Catalog; Manageability Integration Kit Gen4 6 7

Battery type	Long Life 3-cell, 53 Wh Li-ion
Battery life	(Battery is internal and not replaceable by customer. Serviceable by warranty. Fast charging 50% in 30 minutes.)
Wireless	Intel® AX201 Wi-Fi 6 (2x2) and Bluetooth® 5 combo, non-vPro® (MU-MIMO and Miracast support.)
Keyboard	Premium Collaboration Keyboard – spill-resistant, backlit keyboard
Camera	720p HD IR privacy camera
Audio	Audio by Bang & Olufsen, dual stereo speakers, 3 multi array microphone
Pointing device	Click pad with multi-touch gesture support
Ports	2 Thunderbolt™ 4 with USB4 Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 SuperSpeed USB Type-A 5Gbps signaling rate (1 charging); 1 Stereo headphone/microphone combo jack; 1 HDMI 2.0b; 1 AC power 8
Optical drive	Not included
Power	65 W USB Type-C™ adapter 9
Security management	Absolute persistence module; Drive Lock and Automatic Drive Lock; Secure Erase; Power-on authentication; Pre-boot authentication; TPM 2.0 embedded security chip shipped with Windows 10 (Common Criteria EAL4+ Certified); Sure Click; Sure Sense; Support for chassis padlocks and cable lock devices; Sure Start Gen6; Sure Run Gen3; Sure Recover Gen3; Sure Admin; Biosphere Gen 6 10 11 12 13 14 15 16 17 18 19
Fingerprint reader	Fingerprint sensor
Sustainable impact specifications	Ocean-bound plastic in speaker enclosure; 35% post-consumer recycled plastic; Low Halogen; Bulk packaging available 20 21 22
Manufacturer Warranty	3 year (3/3/0) limited warranty includes 3 years of parts and labor. No on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.

TECHNICAL DETAILS for docking station:

Ports	4 USB 3.0 ports (3 USB 3.0 ports, 1 Charging port); 1 RJ-45 (network) jack; 2 DisplayPort 1.2; 1 VGA port; 1 Line-in jack; 1 Line-out jack
Compatibility	Compatible with Notebook and Laptop PCs.

Dimensions (W X D X H) 1.7 x 14.5 x 4.2 in

Weight 1.69 lbs.

Warranty Ultra-light Docking Stations are supported by a one-year limited warranty. Additional support is available 24 hours a day, seven days a week by phone as well as online support forums.

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. N_20-2022/AFG/RFQ**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in [USD]	Total amount in [USD]
1.	Computer	Laptop Computer in accordance with the technical specifications set under Annex C		10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Docking Station	Docking Station in accordance with the technical specifications set under Annex C		5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Grand Total							

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Others			
Other requirements <i>[pls. specify]</i>			

Name, position and signature of the Bidder	Bidder's Stamp
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<i>Duly authorised to sign this Bid</i>	
Date:	

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>