

REQUEST FOR QUOTATION
PROCUREMENT OF ICT EQUIPMENT
RFQ NO. N_201_2020_AFG

Date: December 9, 2020

Dear Sir / Madam,

You are kindly requested to submit your quotation for ICT Equipment in Afghanistan 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_201_2020_AFG** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
International Development Law Organization | IDLO
Afghanistan Country Office

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: December 17, 2020 Time: 15:00 hours Rome 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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted
i. Place of Delivery	IDLO Afghanistan Country The Baron, Hawa Shanasi Road, Kabul
j. Delivery Terms	Incoterms DDP (Delivery Duty Paid). Goods will be delivered within 45 calendar days after receipt of PO or contract from IDLO to the address mentioned under “i. Place of Delivery” or any other location within Kabul city.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	US Dollars <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>


m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" 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"/> Proof of 2 similar previous experiences (copy of PO/recommendation letter) in Supply and Delivery of similar services in the last 2 to 3 years. <input checked="" type="checkbox"/> Copy of Valid Passport for Business License Holder(s). <input checked="" type="checkbox"/> Copy of Valid NIC (Tazkira) for Business License Holder(s).
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour as per Manufacturer’s Standards <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	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 p, if applicable. 4. Earliest Delivery Date 5. Lowest price
r. Liquidated Damages	<input type="checkbox"/> N/A <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>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:

Lots	No	Item Name	Specification	Unit measure	Quantity
Lot 1	1.1	Color LaserJet Pro Printer	<p>PRINT SPEED BLACK (ISO, A4) Normal: Up to 21 ppm Measured using ISO/IEC 24734, excludes first set of test documents. Up to 21 ppm Measured using ISO/IEC 24734, excludes first set of test documents. Black: As fast as 10.5 sec Measured using ISO/IEC 17629. Color: As fast as 12.4 sec Measured using ISO/IEC 17629.</p>	Unit	2
	1.2	HP LaserJet Enterprise 700 M712 series Printer	<p>Functions Print speed, color (draft) Measured using ISO/IEC 24734, excludes first set of test documents. Print speed, black (normal) Up to 40 ppm</p>	Unit	1
Lot 2	2.1	Paper Shredder	<p>Function (Operation): Automatic</p> <p>Shred capacity: A4 / 80g/m2 – 8 Sheets</p> <p>Shred capacity: A4 / 70g/m2 – 10 Sheets</p> <p>Cut size (mm): 4x38</p> <p>Bin capacity (liters): 11 Liter</p> <p>Feed width (mm): 220</p> <p>Shreds CD: Yes</p> <p>Pull-out waste bin : Yes</p> <p>Average shredding speed (ppm): 2</p> <p>Cycle time (min): 2</p> <p>Cooling down time (min): 20</p> <p>Power (V): 220-240</p> 	Unit	1
	2.2	HP office jet Pro 8710 all in one printer (with Cords, CD, & Cartridge) complete package	<p>GENERAL</p> <ul style="list-style-type: none"> • Printing Technology: Ink-jet - color • Monthly Duty Cycle (max): 30000 pages • Office Machine Features: Scan to e-mail, fax to e-mail • Display Features: Touch screen • Fax Type: Plain paper • Display Diagonal Size: 2.65" • Recommended Monthly Volume: 250 - 1500 pages • Manufacturer: HP <p>CONNECTIVITY</p> <ul style="list-style-type: none"> • Wireless Ready: Yes • Mobile Printing Capability: Apple AirPrint, HP ePrint, Mopria Print Service, wireless direct printing 	Unit	1

	2.3	Printer Connection Cable USB	<p>Specifications: Type: USB Extension Cable 1.5 meter Color: Black Available termination : As per picture</p> 	Unit	31
Lot 3	3.1	Laptop Computer	<p>HP EliteBook 840 G6 Operating system: Windows 10 Pro 64 Processor family: 8th Generation Intel® Core™ i7 processor Processor: Intel® Core™ i7-7500U with Intel HD graphics 620 (2.7 GHz, up to 3.5 GHz with Intel Turbo Boost Technology, 4 MB cache, 2 cores) Chipset: Chipset is integrated with processor Memory: 8 GB DDR4-2400 SDRAM (1 x 8 GB) Memory slots: 2 SODIMM Internal drive: 512 GB HP Z Turbo Drive PCIe SSD Display: 14" diagonal FHD SVA slim with camera, Corning® Gorilla® Glass 4 LED-backlit touch screen (1920 x 1080 [3,6,24] Graphics: Intel® HD Graphics 620 External I/O Ports: 2 USB 3.1 Gen 1 (1 charging); 1 USB Type-C™; 1 DisplayPort™ 1.2; 1 VGA; 1 RJ-45; 1 docking connector; 1 headphone/microphone combo; 1 AC power Expansion slots: 1 SD; 1 external SIM Supports SD, SDHC, SDXC. Audio: Audio by Bang & Olufsen; Dual speakers; Integrated dual array microphone; HP Noise Cancellation Software; HP Audio Boost Webcam: 720p HD webcam Keyboard: HP Premium Keyboard with drain, backlit and DuraKeys (US international Keyboard) Pointing device: Touchpad with on/off button, two-way scroll, gestures, two pick buttons Wireless technology: Intel® Dual Band Wireless-AC 8265 802.11 a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo (NFC and non-vPro™)</p>	Unit	2
	3.2	3 KVA UPS	<p>Voltage Required: AC 230 V Input Voltage Range: AC 176 - 282 V Power Output Connectors Details: 8 x power IEC 60320 C13 Output Voltage: AC 220/230/240 V ± 5% - 47 - 63 Hz Power Capacity: 3000 VA Surge Suppression: yes Voltage Provided: AC 220/230/240 V Input Connector Type: 3-wire (no connector) Output Connector Type: power IEC 60320 C13 Output Connector Qty: 8</p>	Unit	3

Specifications for After-Sale Service for Goods

Lots	Description
Lot 1	Warranty as per Manufacturer's Standards

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_201_2020_AFG**

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

Lots	No.	Item	Unit measure	Quantity	Unit Rate in USD	Total Amount in USD
Lot 1	1.1.	Color LaserJet Pro Printer	Unit	2		
	1.2.	HP LaserJet Enterprise 700 M712 series Printer	Unit	1		
Lot 2	2.1	Shredder Model SD815	Unit	1		
	2.3	HP office jet Pro 8710 all in one printer (with Cords, CD, & Cartridge) complete package	Unit	1		
	2.3	Printer Connection Cable (USB) 1.5 meter	Unit	31		
Lot 3	3.1	Laptop Computer	Unit	2		
	3.2	3 KVA UPS	Unit	3		
Total in USD						
Taxes (if Applicable)						
Sub-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			
Warranty as Manufacturer's Standards			

ANNEX D

**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS
AND
IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods 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/general_terms_and_conditions_for_services_august_2020.pdf

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