

**REQUEST FOR QUOTATION (RFQ) NO. N\_48\_2020\_AFG**  
**RFQ NAME: SUPPLY & DELIVERY OF IT ACCESSORIES**

Dear Sir/Madam,

You are kindly requested to submit your quotation, for the goods described in Annex A.

For any questions/clarifications related to this RFQ please contact, [afg-tenders@idlo.int](mailto:afg-tenders@idlo.int)

RFQ Issue Date	24-Feb-20
Description of requested Services	See Annex A
General terms and conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods.
Quotations submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:afg-tenders@idlo.int">afg-tenders@idlo.int</a>
Partial quotations	Partial quotations are not permitted
Validity of quotation	60 days
Place of delivery	IDLO Office, Kabul, Afghanistan.
Delivery terms	Goods will be delivered on need basis to IDLO office after contract signature and by placing workorder throughout the contract validity period.
Payment terms	IDLO will conduct the payment within 30 days after satisfactory delivery of goods as per workorder and upon submission of the invoice by the Contractor.

Please provide your quotation on or before: **09-March-2020, 1500hrs (03:00PM) local time Kabul, Afghanistan.**






**ANNEX A**  
**TECHNICAL SPECIFICATION**  
**SUPPLY & DELIVERY OF IT ACCESSORIES**

**1. OVERVIEW**





IDLO Office intends to “purchase requested IT accessories under framework agreement for its program activities considering the following technical specifications for the items.




N	ITEM NAME	ITEM DESCRIPTION	PICTURE
1	Laptop mouse	A4 tech original	
2	Laptop mouse	HP original	
3	Desktop mouse	Dell Original	
4	Desktop mouse	HP original	
5	Dell keyboard sk-8120 + palm rest	Dell original	

6	HP K1500 wired keyboard	HP, original	
7	Headphones	A4 tech original	
8	Headphones	HP, original	
9	USB + ethernet Hub	HP, original	
10	USB + ethernet Hub	Any bran best quality.	
11	Mousepad	Any	
12	USB 4.0 Flash drive (metal body) 32GB, 64GB, 128GB	HP original	





13	USB 4.0 Flash Drive (metal body) 32GB, 64GB, 128GB	Any brand, best quality.	
14	Laptop bag	Cool Bell best quality.	
15	Laptop bag	HP original	
16	Laptop bag pack	Any brand best quality.	
17	External Hard drive 1TB, 2TB, 3TB	HP, original	

18	External Hard drive 1TB, 2TB, 3TB	Transcend, original	
19	HDMI Cable (1, 5 and 10 meters)	Any best quality	
20	VGA Cable 1.5, 5 and 10 meters	Any, best quality.	
21	Wireless keyboard and mouse	HP, original	
22	Wireless keyboard and mouse	Logitech, original	
23	Presentation Slide changer	Logitech, original	

24	Dell P2419H Monitor	Dell, original.	
25	Cat6 cable (5 and 10 meters)	Any, best quality.	
26	Projector screen stand	Any, best quality.	
27	Air spray for laptops	Any, best quality.	

28	Liquid cleaning spray	Any, best quality.	
29	Ordinary phone	Any, best quality.	
30	IT Toolkit	Any, best quality.	
31	External DVD Drive:	HP, original	



32	SIM card cutter	Any, best quality.	
33	Electric projector screen	Any, best quality.	
34	Projector	Sony VPL-DX221 2,800 Lumens XGA (VGA plus HDMI), original	
35	UPS	UPS 1000 VA UPS 2 kv UPS 4 kv + One year battery warranty. Any brand best quality.	



## 2. Equipment technical specifications check list

IDLO's minimum Technical requirement	Your offer Please specify	Bidders to confirm compliance/non-compliance
All items must be new brand-best quality.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Goods should meet the specifications required.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Original company packed		<input type="checkbox"/> YES <input type="checkbox"/> NO
Delivery Period: On need basis throughout the contract period under Framework Agreement		<input type="checkbox"/> YES <input type="checkbox"/> NO
Warranty Period		<input type="checkbox"/> YES <input type="checkbox"/> NO

### PERIOD OF CONTRACT

The period of framework agreement is for one year (12 months) with possibility of extension for another 12 months at IDLO's discretion and satisfactory performance.

## 3. Timeline for Products delivery

Vendor is to complete the supply & delivery of the goods requested through workorder within 3 working days within the framework agreement validity period:

No.	Activity Description	Timeline to deliver the items after placing each workorder	Remarks
1	Supply & Delivery of goods for each workorder	3 working days	

## 4. PAYMENT SCHEDULE

The contractor will be paid based on the approved workorders issuance and successful delivery of the items, and submitting of original invoice.

### PRICING SCHEDULE

N	ITEM NAME	ITEM DESCRIPTION	UNIT	QUANTIT Y	UNI T COST USD	TOTA L COST USD
1	Laptop mouse	A4 tech original	Pcs	1		
2	Laptop mouse	HP original	Pcs	1		
3	Desktop mouse	Dell Original	Pcs	1		
4	Desktop mouse	HP original	Pcs	1		
5	Dell keyboard sk-8120 + palm rest	Dell original	Pcs	1		
6	HP K1500 wired keyboard	HP Original	Pcs	1		
7	Headphones	A4 tech original	Pcs	1		
8	Headphones	HP original	Pcs	1		
9	USB + ethernet Hub	HP original	Pcs	1		

10	USB + ethernet Hub	Any	Pcs	1		
11	Mousepad	Any	Pcs	1		
12	USB 4.0 Flash drive (metal body) 32GB,	HP	Pcs	1		
13	USB 4.0 Flash drive (metal body), 64GB	HP	Pcs	1		
14	USB 4.0 Flash Drive (metal body) 128GB	HP	Pcs	1		
15	Laptop bag	Cool Bell	Pcs	1		
16	Laptop bag	HP	Pcs	1		
17	Laptop bag pack	Bag pack HP or Cool Bell.	Pcs	1		
18	External Hard drive 1TB,	HP	Pcs	1		
19	External Hard drive 2TB,	HP	Pcs	1		
20	External Hard drive, 3TB	HP	Pcs	1		
21	External Hard drive 1TB	Transcend	Pcs	1		
22	External Hard drive 2TB,	Transcend	Pcs	1		
23	External Hard drive 3TB	Transcend	Pcs	1		
24	HDMI Cable (1 meters)	Cable (1 meters)	Pcs	1		
25	HDMI Cable (5 meters)	Cable (5 meters)	Pcs	1		
26	HDMI Cable (10 meters)	Cable (10 meters)	Pcs	1		
27	VGA Cable 1.5 meter	Cable 1.5 meter	Pcs	1		
28	VGA Cable 5 meter	Cable 5 meter	Pcs	1		
29	VGA Cable 10 meter	Cable 10 meter	Pcs	1		
30	Wireless keyboard and mouse	HP	Set	1		
31	Wireless keyboard and mouse	Logitech	Set	1		
32	Presentation Slide changer	Logitech	Pcs	1		
33	Dell P2419H Monitor	Dell	Pcs	1		
34	Cat6 cable	cable 5 meters	Pcs	1		
35	Cat6 cable	cable 10 meters	Pcs	1		

36	Projector screen stand	Projector screen stand	Pcs	1		
37	Air spray for laptops	Laptop air spray	Pcs	1		
38	Liquid cleaning spray	Liquid cleaning spray for laptop	Pcs	1		
39	Ordinary phone	Ordinary phone	Pcs	1		
40	IT Toolkit	IT Toolkit	Box	1		
41	External DVD Drive:	HP	Pcs	1		
42	SIM card cutter	Sim card cutter	Pcs	1		
43	Electric projector screen	Electric Projector screen	Pcs	1		
44	Projector	Sony VPL-DX2212,800 Lumens XGA (VGA plus HDMI)	Pcs	1		
<b>GRANT TOTAL USD</b>						
<b>Name, position and signature of the Bidder</b>  <hr/> <i>Duly authorised to sign this Bid</i> <b>Date:</b>					<b>Bidder's Stamp</b>	

**Note:**

1. Any changes towards the unit and format of this quotation form shall disqualify your offer.
2. The price should include delivery to IDLO office located at Camp Baron, Kabul, Afghanistan or any other location within Kabul city.
3. The rates and prices shall include all necessary costs for all labor, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement.

**Special Conditions:**

1. Similar Previous Experience Proven (copy of PO/Contract) in supply and delivery of similar goods.
2. Any conflicts of interest, potential conflicts of interest, or relationships with IDLO, or staff must be declared as part of your submission.
3. Delivery schedule will be part of the evaluation of the bidders. Priority will be given to less delivery time.
4. Bidder should have valid business license. (copy is to be submitted as part of technical proposal).
5. Bidder should have corporate bank account. (copy is to be submitted as part of financial proposal).
6. Copy of National Identity Card (NIC) and valid passport for the winner bidder's key personal will be required for vetting purposes.
7. Taxation: The contractor shall be personally and exclusively responsible for the payment to any and all applicable jurisdictions of taxes, charges or other levies, if any, with respect to compensation or other payments received from IDLO in connection with this contract.

**PREVIOUS EXPERIENCE FORM**

Description of services/goods/works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

<p><b>Name, position and signature of the official representing requested entity</b></p>  <hr/> <p><i>Duly authorised to sign this quotation</i></p> <p><b>Date:</b></p>	<p><b>Stamp (if applicable)</b></p>
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**Important:** Technical Specification of product specifying each item offered is essential and makes an integral part of the bid. Failure to provide necessary products technical specification deemed as non-compliant. IDLO reserves the right to reject any poor-quality item without any payment to supplier.

**END OF ANNEX – A**

## **ANNEX-B**

### **IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS**

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods.

The present General Terms and Conditions for the Procurement of Goods (hereinafter referred to as “General Terms and Conditions”) set forth the general terms and conditions applicable to the Parties under the Contract.

## Annex C - IDLO Supplier Code of Conduct

IDLO recognizes the universal and fundamental values enshrined in international instruments in the areas of human rights, labor, environment and anti-corruption.

IDLO expects its Suppliers to respect fundamental social and human rights, and the equal rights of men and women, take responsibility for minimizing the environmental impact of their activities, endorse ethical business practices and reach the following goals:

**1. Supplier Relationships:** The provisions of this Code of Conduct set forth the expectations of all suppliers with whom IDLO does business. IDLO expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third-parties. IDLO expects suppliers to ensure that the rules and standards of this Code of Conduct are communicated to their employees and subcontractors.

**2. Promoting the Principles of this Code of Conduct:** IDLO expects that its suppliers will establish and maintain appropriate management systems whose scope is related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. All principles contained in this Code of Conduct are of equal importance independently of their order of appearance.

**3. Subcontracting:** IDLO expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct or equivalent set of principles.

### Labor:

**4. Freedom of Association and Collective Bargaining:** IDLO expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed, as well as core international principles on Freedom of Association and collective bargaining. IDLO recognizes the importance of open communication and direct engagement between workers and management and suppliers are to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.

**5. Forced Labor:** IDLO expects its suppliers to prohibit any use of forced, bonded or indentured labor or involuntary prison labor, and embrace employment practices consistent with international rules on forced labor. All work, including overtime work, will be voluntary and workers should be free to leave upon reasonable notice. Suppliers should also not mandate that workers hand over government-issued identification, passports or work permits as a condition of employment.

**6. Child Labor:** IDLO expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The minimum admission to employment or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the child's health, physical, mental, social, spiritual or moral development. All suppliers should also adhere to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labor and apprenticeship programs.

**7. Discrimination:** IDLO does not tolerate any form of discrimination in hiring and employment practices on the ground or race, color, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status. IDLO also discourages discrimination regarding access to training, promotion, and rewards.

**8. Working Hours:** IDLO expects its suppliers to comply with all applicable working hour requirements as established by local law, and should never exceed 60 hours per week, including overtime, except in emergency or unusual situations. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to ensure that workers are provided with one day off in every seven-day week.

**9. Compensation:** IDLO expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits.

**Human Rights:**

**10. Human Rights:** IDLO expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

**11. Harassment, Harsh or Inhumane Treatment:** IDLO expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

**12. Health and Safety:** IDLO expects its suppliers to follow all relevant legislation, regulations and directives in the country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken. At a minimum, suppliers should strive to implement recognized management systems; reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; and occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.

**13. Mines:** IDLO expects its suppliers to strive not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**Environment:**

**14. Environmental:** IDLO expects its suppliers to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

**15. Chemical and Hazardous Materials:** Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

**16. Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

**17. Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

**18. Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

**Drug trafficking and Terrorism:**

**19. Drug Trafficking:** IDLO expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged in the manufacture, sale, transportation, or distribution of any drug or narcotic substance deemed to be illegal in either the country of manufacture or delivery of the goods or services to be provided to IDLO.

**20. Terrorism:** IDLO expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged directly or indirectly in terrorism, or in the finance or support to terrorists. Further, IDLO expects its suppliers to warrant that neither they nor their staff, nor any other recipients of funds from the supply of goods or services to IDLO, are listed in any sanctions list maintained by the United Nations Security Council; the United States Department of the Treasury, Office of Foreign Assets Control; or the European Union. Should the supplier, its staff, or other recipients of funds from the supply of goods or services to IDLO be included in any of the above-listed sanctions lists, the supplier is expected to notify IDLO immediately.



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**Bribery & Corruption:**

**21. Corruption:** IDLO expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery, at a minimum.

**22. Conflict of Interest:** IDLO suppliers are expected to disclose to IDLO any situation that may appear as a conflict of interest, and disclose to IDLO if any IDLO official or professional under contract with IDLO may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

**23. Gifts and Hospitality:** IDLO does not accept any type of gift or any offer of hospitality. IDLO will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. IDLO expects its suppliers not to offer any benefit such as free goods or services or a work position or sales opportunity to IDLO personnel in order to facilitate the supplier's business with IDLO.

**24. Monitoring and Evaluation:** IDLO may conduct on-site evaluations and inspections of its suppliers' facilities and those of their subcontractors to review their progress towards these principles. It is the expectation of IDLO that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. IDLO may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with IDLO.