

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF UPS**  
**RFQ NO. N\_33-2022/AFG/RFQ**

Date: **September 14, 2022**

Dear Sir / Madam,

You are kindly requested to submit your quotation for supply and delivery of UPSs 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

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For any questions/clarifications related to this RFQ please contact IDLO on [afg-tenders@idlo.int](mailto:afg-tenders@idlo.int) and mention **Clarifications RFQ NO. N\_30-2022/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: September 21, 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 <b>Date: September 21, 2022</b> <b>Time: 15:00 hours Rome, Italy</b> 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	<b>60 days</b>  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

l. 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 as per the manufacturer <input checked="" type="checkbox"/> Technical Support <input checked="" 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"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>

q. Contract Award	Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	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.
s. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>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.</b> <b>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.</b>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Goods**

<b>Capacity</b>			
Rated Capacity	1KVA/1KW	2KVA/2KW	3KVA/3KW
<b>Input</b>			
Input format	L+N+PE		
Rated input voltage	208/220/230/240VAC		
Voltage range	110~300VAC		
Frequency range	50/60±6Hz (Default), ±10Hz (Settable)		
Input power factor	≥0.99		
Input total harmonic distortion	≤4% linear load		
<b>Output</b>			
Output format	L+N+PE		
Output voltage	208/220/230/240VAC		
Output accuracy	±1%		
Output frequency	For on-line mode: follow current frequency, battery mode: 50 60Hz±0.1%		
Output harmonic distortion	≤ 2% linear load; ≤ 4% nonlinear load (PF=0.7)		
PF	1		

Overload capacity	<p>AC Mode:  30min@102%~110% Load  10min@110%~130% Load  30s@130%~150% Load  200ms@ &gt;150% Load</p> <p>Battery Mode:  1min@102%~110% Load  10s@110%~130% Load  3s@130%~150% Load  200ms@&gt;150% Load</p>		
<b>Switching time</b>			
Switch to battery mode	0ms		
Switch to bypass	4ms		
AC priority mode	Support		
<b>Efficiency</b>			
AC Mode (Full Load)	94.5%@220VAC	95.5%@220VAC	95.5%@220VAC
Battery Mode for with built-in battery (Full Load)	87.5%@24VDC	89.5%@48VDC	91.5%@72VDC
<b>Battery</b>			
Battery type	Lead Acid Battery		
Battery number	7Ah*2/7Ah*3	7Ah*4/7Ah*6	7Ah*6/7Ah*8
Chaging current	Built-in battery 1K-3K: 1A (Default) 1-2A (Adjustable)		
Charging mode	Two-stage/three-stage charging		
<b>Display</b>			
LCD	2×8PIN/Pitch2.54mm, support 128-bit segment code, up to 4 buttons + 4 LEDs, can display operating mode / load / input / output, etc.		
<b>Interface</b>			
RS-232	Support: Windwos 2000/2003/XP/Vista/2008/7/Linux/Unix and MAC		
USB	Windows Family & MAC		
Intelligent slot(Optional)	SNMP/AS400 Relay Card/RS485		
EPO (Optional)	Support		
<b>Environmental parameters</b>			

Operating ambient temperature	0~40°C		
Operating environment humidity	20%~95% (no condensation)		
Storage temperature	-15~60°C (batteries: 0~40°C )		
Altitude	The elevation should not exceed 1000m, 1000m or above, up to 4000 m, reference IEC62040		
Noise	≤45db		
<b>Mechanical Specifications</b>			
Dimensions (D*W*H) (mm)	385*143*222	395*143*222	455*190*330
Net Weight (kg)	7.5/10.5	14/16	22/26
<b>Warranty:</b> as per the manufacturer standard			
<b>Shipping:</b> Incoterm DDP			



**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\_33-2022/AFG/RFQ**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**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.	UPS	2KVA UPS in accordance with the technical specifications set under Annex C	Pcs	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	UPS	3KVA UPS in accordance with the technical specifications set under Annex C	Pcs	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	UPS	1KVA UPS in accordance with the technical specifications set under Annex C	Pcs	8	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Grand Total</b>							

**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>			

<p><b>Name, position and signature of the Bidder</b></p>   <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**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\\_and\\_services\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_and_services_2020.pdf)

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