



جمهوری اسلامی افغانستان
Islamic Republic of Afghanistan
Independent Directorate of Local Governance

SHOPPING

INVITATION TO QUOTE

Procurement of Laptop Computers and Tablet Devices for SOs

Ref# - AF-EZ-K_CCNP-IDLG-227224-GO-RFQ

Purchaser: Independent Directorate of Local Governance (IDLG)

Project name: Eshteghalzaiee - Karmondena Project (EZ-KAR)

Project-ID: P166127

Grant No. TF-A9092/ IDA-D4160

Issued Date: May 6, 2021

Date: May 6, 2021

INVITATION TO QUOTE

Procurement of Laptop Computers and Tablet Devices for SOs

Gentleman/Ladies:

1. You are invited to submit your price quotation(s) for Procurement of Laptop Computers and Tablet Devices for SOs.
2. The Government of the Islamic Republic of Afghanistan has applied for financing from the World Bank toward the cost of the Eshteghalzaiee - Karmondena Project (EZ-KAR), and intends to apply part of the proceeds to cover the eligible payments under the contract for Procurement of Laptop Computers and Tablet Devices for SOs.
3. Information on Technical specifications and Schedule of Requirements & Price Schedule is provided in Attachments 3 and 4.
4. Your Quote shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price, technically responsive and fulfilling qualification requirements.
5. You are requested to submit the following documents with your bid: Each document shall be signed by a duly authorized representative of your firm:
 - (i) Terms and Conditions of Supply (**Attachment 2**)
 - (ii) Technical Specification duly indicating comply or not comply (**Attachment 3**)
 - (iii) Schedule of Requirements and Price Schedule (**Attachment 4**)
 - (iv) Qualification of the Bidders (**Clause 8 below**)

Failure to submit the above documentation may result in the Bid being declared non-responsive and rejected.

6. Your quotation for the full quantity and the documents listed in Clause 5 above in the required format in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for the item quoted. This should be addressed and submitted to:

Procurement Management Unit,
Second Floor, Deputy Ministry of Municipalities,
Ansari Square, First Lane to the left, Turkish Cargo Lane, Shahre Naw, Kabul, Afghanistan
Tel: +93 (0) 202214012

E-mail: procurement.idlg@ccnpp.org copy to a.wardak@ccnpp.org, a.nooragha@ccnpp.org, n.yawar@ccnpp.org

7. **Manufacturer authorization letter is not required. However, the products should be brand new, and they should have valid warranty from the manufacturing company. Moreover, the product serial numbers and warranty should be online checkable**

8. Qualification Requirements: The details are as given below:

- (a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- **Bidders shall include a letter from a reputed bank indicating their financial status which will indicate their ability to perform the contract of the magnitude equivalent to the quoted price.**

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- **Bidders must provide evidence of having executed at least One (1) contract of similar or Contract of the magnitude equivalent to the quoted price within the period of last five years**

(c) The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement: **Not Applicable**

- Catalogue/Broacher of the items offered with details Technical literature/specifications. Not Applicable

9. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 6 is:

Date: May 17, 2021

Time: 10:00 A.M Local Time, Kabul Afghanistan

Late quotation will be rejected.

Number of copy required 1 Original

Quotations by e- mail or fax are not acceptable.

10. Your quotation(s) should be submitted as per the following instructions and in accordance with the Terms and Conditions of supply in the attached draft Purchase Order. Please sign Attachment No. 2.

(i) **PRICES:** The prices should be quoted for delivery DDP, PIU/DMM, Kabul, Afghanistan. The DDP is according to current edition of INCOTERMS (2020), Published by International Chamber of Commerce, Paris. Prices can be quoted in any Bank member country currency, including Euro, but no more than three currencies. The Bidder is to complete all the columns in Attachment 4 for the items offered and sign the bottom of the page containing the items offered. The current local taxes are 7 % Business Receipt Tax (BRT) in case the bidder is **not** registered in Afghanistan and 2 % Business Receipt Tax (BRT) in case the bidder is registered in Afghanistan. **The bidder should include appropriate BRT in the price and also provide total price net of taxes in the price schedule.** BRT tax will be deducted from gross billed amount while making payment'

For information on taxes in Afghanistan, the bidder is advised to refer to the web site of Ministry of Finance: www.mof.gov.af/tax.

(ii) **EVALUATION:** Offers determined to be substantially responsive to the technical specifications and qualifications requirements will be evaluated by comparison of their prices by converting their DDP price to the AFN based on the exchange rate published by Da Afghanistan Bank, Kabul on the date specified in Paragraph 9 for submission of quotations.

(iii) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of 60 days from the date for receipt of quotation(s) indicated in Paragraph 9 of this Invitation to Quote.

11. Further information can be obtained from:

Procurement Management Unit,

Second Floor, Deputy Ministry of Municipalities,

Ansari Square, First Lane to the left, Turkish Cargo Lane, Shahre Naw, Kabul

Afghanistan

Tel: +93 (0) 202214012

E-mail: procurement.idlg@ccnpp.org copy to a.wardak@ccnpp.org, a.nooragha@ccnpp.org, n.yawar@ccnpp.org

12. **Award of Purchase Order:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price, meets the required standards of technical and qualification requirements.

Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

13. **Bid Security is not required.**
14. **Disclosure Note:** By signing this bid quotation, the supplier hereby declares that he/she does not have any past/present relationship, or direct/indirect relationship, whether financial, professional or of any other kind that may cause conflict of interest with any of the participants of this quotation otherwise we understand that we will be disqualified.
15. **Fraud and Corruption:** supplier, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines in connection with the procurement and execution of the contract. The supplier declares and warrant that they are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group or under a cross-debarment as agreed with other international financial institutions. Supplier undertakes that they shall permit, and shall cause their sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the procurement process and/or Contract execution, and to have them audited by auditors appointed by the Bank. Supplier agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.
16. We look forward to receiving your quotations and thank you for your interest in this project.

Yours sincerely,

Procurement Management Unit,
Second Floor, Deputy Ministry of Municipalities,
Ansari Square, First Lane to the left, Turkish Cargo Lane, Shahre Naw, Kabul Afghanistan
Tel: +93 (0) 202214012

E-mail: procurement.idlg@ccnpp.org, copy to a.wardak@ccnpp.org, a.nooragha@ccnpp.org, n.yawar@ccnpp.org

Prepared by:
Procurement Management Unit.
Signature: _____

Approved By:
Name: Mohammad Najib Amiri
Title/position: Director General, Project Implementation Unit - PIU

Signature: _____

Attachment 1

SHOPPING

Draft Purchase Order/Contract

Purchase Order No:

EZ-K_CCNP-IDLG-227224-GO-RFQ

Date of Purchase Order:

Name of the Purchaser: Independent Directorate of Local Governance, Deputy Ministry of Municipalities, Eshteghalzaiee - Karmondena Project (EZ-KAR)

Complete Postal Address of Purchaser:

**Procurement Management Unit,
Second Floor, Deputy Ministry of Municipality, Procurement Unit
Ansari Square, First Lane to the left, Turkish Cargo Lane, Deputy Ministry of
Municipalities
Tel: +93 (0) 202214012
E-mail: procurement.idlg@ccnpp.org**

1. Subject: Invitation for Quotation for Procurement of Laptop Computers and Tablet Devices for SOs

TO:

Address:

Dear Sir:

Your price quotation No- **EZ-K_CCNP-IDLG-227224-GO-RFQ** Dated ----- for the supply and installation of the above goods/services is accepted by the Purchaser for an amount of _____ as per the Terms and Conditions described in Attachment 2 to this Purchase Order.

Please acknowledge within 5 (five) days from the date of receipt of this Purchase Order.

Yours Sincerely,

Authorized Representative

**Procurement Management Unit,
Second Floor, Deputy Ministry of Municipalities,
Ansari Square, First Lane to the left, Turkish Cargo Lane, Shahre Naw, Kabul
Afghanistan
Tel: +93 (0) 202214012
E-mail: procurement.idlg@ccnpp.org**

Attachment 2

Terms and Conditions of Supply

Project Name: Project name: **Eshteghalzaiee - Karmondena Project (EZ-KAR)**

Invitation for Quotation for **Procurement of Laptop Computers and Tablet Devices for SOs**

ITQ No: AF-EZ-K_CCNP-IDLG-227224-GO-RFQ

1. Schedule of Requirements:

<i>Item No</i>	<i>Description of Goods</i>	<i>QYT</i>	<i>Unit</i>	<i>Final (Project Site) Destination</i>
1	Laptops, business model, latest new brand, newly manufactured ThinkPad “or equivalent”	18	PCs	<i>DDP as per attached list at the bottom</i>
2	Tablets, New brand Galaxy Tab A “or equivalent”	91	PCs	<i>DDP as per attached list at the bottom</i>

2. **Delivery Time:** Refer to attachment 4. (See **Attachment 4**)

3. **Fixed Price** the prices indicated in are firm and fixed and not subject to any adjustment for the duration of the contract.

4. **Country of Origin:** You will be required to furnish at the time of delivery a Certificate of Origin for each item evidencing the origin of the items.

6. **Delivery Schedule:** The delivery schedule should be completed as per Attachment 4.

7. **Payment:** The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Hundred (100) percent of the Contract Price shall be paid by bank transfer on receipt of the Goods and upon submission of the documents specified in **Clause 13** and receipt/ **delivery certificate issued by the purchaser** to the Supplier within thirty (30) days after the date of the acceptance certificate (**Attachment 5**) for the respective delivery issued by the Purchaser.

8. **Performance security:** Supplier shall, within seven (7) days of the notification of contract award, provide a performance security for **10 %** of contract value for the performance of the Contract. The performance security shall be valid up to end of warranty period for 12 (twelve) months. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than seven (7) days following the date of Completion of the Supplier’s performance obligations under the Contract, including any warranty obligations. The Performance Security Form included as Attachment 6.

9. **Warranty:** The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials.

The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

The warranty shall remain valid for **twelve (12) months** after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination.

The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

Upon receipt of such notice, the Supplier shall, within 15 days expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

If having been notified, the Supplier fails to remedy the defect within the period specified above, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

10. Packaging and Marking Instructions:

The Supplier shall provide such packing of the Goods as is required to prevent their damage during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit and open storage.

11. Required Technical Specifications

See Attachment 3

Supplier confirms compliance with above specifications.

- 12. Failure to Perform:** The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21 day notice given by the Purchaser, without incurring any liability to the Supplier. If the Supplier fails to perform, the Supplier will be blacklisted and not eligible to participate in any Government procurement tenders/bids for a period of two years.

13. Delivery Documents

Details of Shipping / Delivery and other Documents to be furnished by the Supplier are:

Upon or before delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver the following documents to the Purchaser:

- (i) Two originals and two copies of the Supplier's invoice, showing Purchaser, the Contract number, loan number; Goods' description, quantity, unit price, and total amount.
Invoices must be signed in original and stamped or sealed with the company stamp/seal;
- (ii) two copies of delivery note, road consignment note, truck waybill, or multimodal transport document showing Purchaser as Deputy Ministry of Municipalities, Independent Directorate of Local Governance IDLG-DMM, Kabul, Islamic Republic of Afghanistan and delivery through to final destination as stated in the Contract;
- (iii) two copies of the Packing list identifying contents of each Package;
- (v) one original of the manufacturer's or Supplier's Warranty Certificate covering all items supplied;
- (vi) one original of the Supplier's Certificate of Origin covering all items supplied;

14. Inspection and Test

The following inspection and tests shall be performed on receipt of goods.

- i) Visual inspection
- ii) Test run and demo
- iii) Inspection for any physical damage
- iv) Any other test to ensure that the goods supplied are as per technical specification.

ATTACHMENT 3

TECHNICAL SPECIFICATION

Bidders are required to offer a standard product model most closely matching the specifications given below and provide details of the offer.

Bidders must enter “comply or not comply” against each paragraph of the specification, comment as necessary, and sign & stamp each page. Failure to complete this statement of compliance may result in the offer being rejected.

The Goods shall comply with following Technical Specifications and Standards:

Items	Specification	Comply/Not Comply	Bidder's Response
Item 1. Laptops	Business model, Latest new brand, Newly manufactured ThinkPad E15 Gen 2, Part Number: 20T8001HUS. Processor: AMD® Ryzen™ 5 4500U Processor (2.30 GHz, up to 4.00 GHz Max Boost, 6 Cores, 6 Threads, 8 MB Cache). OS: windows 10 pro 64 license. Standard Ports: 1x USB 2.0, 1x USB 3.2 Gen 1 (Always On), 1x USB-C 3.2 Gen 1 (support data transfer, Power Delivery and DisplayPort™ 1.2), 1x HDMI 1.4b, 1x Ethernet (RJ-45), 1x headphone / microphone combo jack (3.5mm). Display: 15.6" FHD (1920 x 1080) IPS, anti-glare, 250 nits. Memory: 16 GB DDR4 3200MHz (8 GB Soldered + 8 GB DIMM). Weight 1.7 kg (3.75 lbs), Hard Drive: 512 GB PCIe SSD. Lenovo Warranty: 1 year depot or carry-in. Graphics: Integrated AMD Radeon™ Graphics. Camera: 720p HD. Fingerprint Reader. Keyboard: Backlit – US English, 6-row, spill-resistant, multimedia Fn keys with Unified Communications controls, numeric keypad. Gigabit ethernet. Wireless: Intel® Wi-Fi 6 AX200 802.11AX (2 x 2) & Bluetooth® 5.1. or equivalent with same quality performance. ThinkPad Bag: Color: black. Weight: 0.82kg. Warranty: Limited lifetime. Hight: 28cm. length: 40cm. Depth: 6.4cm. Outside Fabric Material: Polyester. Padded Notebook Compartment: Polyester or equivalent with same quality. ThinkPad mouse: Black, 2.4 GHz Wireless via Nano USB, 60 g (0.13 lbs), 1200 DPI, Optical sensor, Supported PC with USB port, Windows 10 supportable, 1 year ThinkPad warrant, 3 buttons, 12 months battery life or equivalent with same quality performance.		
Item 2. Tablets	Samsung Galaxy Tab A, 8 inch, T295, 2GB RAM, 32GB internal storage, black color, Wi-Fi 802.11 a/b/g/n, dual-band, hotspot, 8 mega pixels back camera, 2 mega pixel front camera, or equivalent with same quality performance , 1 year Samsung warranty or equivalent with same quality performance		

Attachment 4**Schedule of Requirements and Price Schedule**

<i>Item No</i>	<i>Description of Goods</i> <i>Desk top printer</i>	<i>QYT</i>	<i>Unit No</i>	<i>Final (Project Site) Destination</i>	<i>Delivery (as per Incoterms) Period</i> DDP Kabul, Afghanistan	
					<i>Delivery Period</i>	<i>Bidder's offered Delivery date [to be provided by the bidder]</i>
1	Laptops, business model, latest new brand, newly manufactured ThinkPad “or equivalent”	10	<i>PCs</i>	<i>DDP as per the list below</i>	4 weeks	
2	Tablets, New brand Galaxy Tab A “or equivalent”	1	<i>PCs</i>	<i>DDP as per the list below</i>	4 weeks	

Delivery to the Final Destination										
<i>Item</i>	<i>Paroon</i>	<i>Kunduz</i>	<i>Faryab</i>	<i>Ghor</i>	<i>Takhar</i>	<i>Laghman</i>	<i>Baghlan</i>	<i>Khost</i>	<i>Kunar</i>	<i>Total</i>
Laptops	2	2	2	2	2	2	2	2	2	18
Tablets	1	13	10	10	13	9	13	13	9	91

1. The delivery period will count from date of the signature of purchase order and its acceptance.
2. Partial shipments are accepted, but the entire delivery must be completed within the specified time mentioned above.
3. Quotations must include full quantity. Incomplete lot will not be accepted.
4. Payment on shipment will be made only on shipment of full lot.
5. Bidders quoting delivery period more than 4 weeks will be treated as non-responsive bid.

Note:

- The supplier shall ensure to supply of new (original manufacturer packaging) and latest equipment as per specifications.
- The supplier will demonstrate to the **Deputy Ministry of Municipalities, Eshteghalzaiee - Karmondena Project (EZ-KAR)** satisfaction that the goods confirm to the Technical Specification as mentioned on Attachment III.
- **Delivery, Transportation, Insurance, Storage, Unloading, Installation, Testing and Commissioning at the final point of destination shall be the responsibility of the Supplier, and such cost shall be included in the Quoted Price.**

Price Schedule for Supply of Goods (as per Schedule of Requirements)

Currency in accordance with ITB 15						
Date: _____						
RFQ No: _____						
Page N° _____ of _____						
1	2	3	4	5	6	7
Item No	Description of Goods	Country of Origin	Delivery Period as defined by Incoterms - DDP	Quantity and physical unit	Unit price DDP – Final Destination (Project Site)	Total DDP Price per line item (Col 5x6)
1	Laptops, business model, latest new brand, newly manufactured ThinkPad “or equivalent			18-PCs		
2	Tablets, New brand Galaxy Tab A “or equivalent”			91-PCs		
Total Price should include delivery, tax and installation.						

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[signature of person signing the Bid]*

Date *[insert date]*

*As per the current tax rates, col. (12) should be col. (11)*0.98 for the bidders registered with AISA or col. (11)*0.93 for bidders **not** registered with AISA. The payment will be made after deducting local taxes and therefore amount indicated in this column will only be paid.

Manufacturer's Authorization

Not Applicable

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the **BDS**.]

Date: [insert date (as day, month and year) of Bid submission]
RFQ No.: [insert number of RFQ process]

To: [insert complete name of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a Bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Attachment 5

(For Acknowledgment of receipt)

ACCEPTANCE CERTIFICATE

Contract Reference: AF-EZ-K_CCNP-IDLG-227224-GO-RFQ

Items: *Invitation for Quotation for Procurement of Laptop Computers and Tablet Devices for SOs*

Supplier:

Invoice Number:

Date Goods received:

Purchaser: Eshteghalzaiee - Karmondena Project (EZ-KAR), Deputy Ministry of Municipalities DMM.

I hereby confirm that the above-referenced goods have been received in accordance with the contract and appear to be in good order.

Signed.....

Name: Mohammad Najib Amiri, Project Implementation Unit – PIU, Deputy Ministry of Municipalities - IDLG

For and on behalf of: Eshteghalzaiee - Karmondena Project (EZ-KAR), Deputy Ministry of Municipalities DMM, Independent Directorate of Local Governance, DMM-IDLG

Attachment 6

Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*

ITQ No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: Eshteghalzaiee-Karmondena Project (EZ-KAR), Deputy Ministry of Municipalities
DMM-IDLG

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*, and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Supplier]