



موسسه خدمات انكشافی و رفاهی افغانستان
Afghanistan Development & Welfare Services Org.

Request for Quotation

RFQ Number: RFQ/ADWSO-01/02/24

Annex 1-Tender document

To: Offeror

From: Afghanistan Development and Welfare Services Organization (ADWSO)

Date: Jan 3, 2024

The purpose of this Request for Quotation (RFQ) is to invite potential bidders to offer their prices for the procurement of Laptop Computers for ADWSO.

Afghanistan Development and Welfare Services Organization (ADWSO) cordially invites bidders to submit their bids, free of charge and without any obligation on the part of ADWSO. Bidders are requested to base their bids on the following terms and conditions. Please note that bids can be submitted either for all or for a partial scope of the services mentioned, and ADWSO reserves the right to award the requested services to one or more vendors.

In order to ensure clarity and accuracy, bidders are required to utilize the format provided in the attached Bid form (Annex-2) for their quotations. It is essential to include all the necessary measurements and quality specifications required for the items in your quotation, along with their respective unit costs and total costs. Please ensure that your quotation is signed and stamped for authentication purposes.

We kindly request all interested bidders to carefully review the attached Bid form (Annex-2) and incorporate the relevant details into their quotations. The provided format will enable ADWSO to effectively evaluate and compare the bids received. It is crucial to include all the required information in order to facilitate a comprehensive assessment of the proposals.

We appreciate your participation and look forward to receiving your competitive bids. Should you have any questions or require further clarification, please do not hesitate to contact us.

1. Eligibility requirements

To qualify for this RFQ, a vendor must (note: incomplete bids will not be considered for evaluation):

- a) Must confirm that the requested commodities are readily available at the vendor's location, as specified by ADWSO.
- b) Must demonstrate that the company has the capacity to provide the requested items within the specified duration independently, as subcontracting is not permitted under this RFQ.
- c) Must certify the ability to deliver requested items within a 15-day timeframe. Failure to deliver within this timeframe will result in disqualification.
- d) Should have additional capacity to replace any equipment.



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- e) A valid business license to demonstrate that the company is legally eligible to supply the goods requested under this RFQ.
- f) The company must have been operational for the past two years and possess a demonstrable track record of experience in providing the referenced items.

2. Evaluation criteria

Final selection of eligible vendors will be based on Lowest Price/Technically Acceptable (LPTA). Technical acceptability will be determined based on the following criteria:

- a) Sample check to ensure the requested supplies are in good condition and according to the specification mentioned below in Annexure 2.

Failing to comply with the above-mentioned criteria, the quotation will be considered disqualified.

1. Tender closing date

The closing date for submission of the bid is Jan 9, 2024

Proposals/quotations received after the stipulated date and time will be invalidated.

2. Questions due date/time

Jan 6, 2024 – 4:00 PM Kabul Local Time

Please email your questions to procurement@adwso.org

3. Bidding Address

ADWSO Organization

Attn: **Ramin Azimi**, +93 78 828 0797

Behind Hussaini Pump Station, Kart-e-Mawlana, District #4, Mazar-e-Sharif, Afghanistan

4. Bid Submission and Instruction

Hard Copy: Please submit your bid in hard copy to address mentioned above, signed and stamp in sealed envelope mentioning RFQ number and company name and date of submission. Please submit one original copy of your quotation in sealed envelope.

Electronic copy: through email please send the signed and scanned of the bid to the following email address (procurement@adwso.org). Please mention the RFQ# and name of company in email subject line.

5. Bid Validity

Up to one month after the closing date of tender.



6. Language of Bid:

The language of the bid shall be English or Dari.

7. Price

Price Shall be fixed price include delivering to ADWSO Main office, Balkh Province.

8. Delivery Date

The requested suppliers must be ready within 15 days after your quote has been approved by the purchase committee.

9. Payment

Payment will be made after the completion of service delivery, subject to appropriate deductions for incomplete and delayed deliveries, upon presentation of the following:

- A commercial invoice specifying quantities, unit prices, total prices, etc.
- An acceptance certificate issued by the authorized representative of ADWSO.

Payment will be made through a bank transfer to the supplier's bank account, by check, or in cash within 30 working days following the delivery/acceptance of services and receipt of the signed invoice.

10. Tax

Withholding Tax on Subcontractor: Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, ADWSO is required to withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, ADWSO shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active and relevant business license issued by government of Afghanistan. For subcontractors /vendors without active or irrelevant business licenses, ADWSO shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.



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Annex 2

1. Price Schedule

No.	Description/ Specifications	Items and Specifications Offered	Qty	Unit	Unit Price (AFN)	Total price (AFN)
1	<p>Laptop Computer</p> <ul style="list-style-type: none">Type: New or Company RefurbishedDisplay Type: 14-inch FHD (1920 x 1080), AR + AS (16:9) WVA SLP narrow border touch screenChipset: Intel 300 Series Chipset FamilyPCIe bus: Up to 8 GTProcessor: 8th Gen Intel or above (Core i5)Memory: 16 GBGraphics: Intel UHD 4096x2304 @24 Hz HDMI 1.4a, USB type-C displayStorage: SSD 512 GB<ul style="list-style-type: none">M.2 Connectors: 2230 socket 2 Key B, supports PCIe x2 interface.Socket 1 Key E, supports CNVi/PCIe x1/USB2.0 and is used for WLANBattery: 78 WHr lithium-polymer 6 cell batteryFingerprint readerOperating System: Microsoft Windows 10 Professional (64 bit) or aboveMulti-touch support touchpad<ul style="list-style-type: none">USB: Two USB 3.1 Gen 1 Type-A port with Power on/Wake-up/Power share supportTwo USB 3.2 Gen 1 Thunderbolt 3 capable Type-C port with Power delivery		40	PC		
Grand Total						



2. Confirmation and Certification of Vendor Eligibility

No.	Description / Question	Response
1	Are you capable enough to provide all required items included in the package?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Did you provide address for your premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Do you agree to fix the price for one month?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Payment Term: Payment will be issued within 30 working days after the delivery/acceptance of services, and receipt of signed invoice. The vendor has the financial capability to provide the services for three months, even in the event of payment delays due to unforeseen circumstances.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Do you agree with any changes (decrease or increase) in the quantity and duration of services at any time by discretion of ADWSO during the life of the contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Copy of similar contract with in the last two years provided. In cases where wholesale shops lack a formal contract, alternate supporting documents are acceptable. These can include customs documentation, inventory records, ledgers, and sales reports. Any document that evidences the business's engagement in the same commercial activities will be considered valid.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Copy of valid business license provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Vendor Name:

Authorized Representative Name (print)

Contract #, Email and office Address (print)

Date (Day-Month-Year)

Signature *[Stamp with official stamp of the Bidder]*