



ISLAMIC RELIEF WORLDWIDE

Tender Pack

TENDER NO: IRW/FW/2024/002

PROPOSAL FOR: Procurement of Laptop Computers

ADVERTISEMENT DATE: January 18, 2024

DEADLINE FOR SUBMISSION: January 28, 2024, latest by 10:00A



ISLAMIC RELIEF WORLDWIDE

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Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”

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2. Pricing (RFQ)
3. Terms and Conditions
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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	



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Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number iv. IT product authorization certificate (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	



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List of Products	
List of Major Clients	
Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points: i. Name of company/INGOs ii. Contract Value iii. References (Pos/ agreements copy must be attach)	

Banker’s Detail:

Question	Response
Bank Name, Account Title, branch, and total turnover in USD of last year (attach the bank statement of last 6 months)	

Trade Reference (only for IT Related):

	1	2	3	4
Name of Organization				



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Contact name and phone number				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				

2. Pricing (RFQ)

M/s _____

Date: _____

Ref. # _____

Islamic Relief Worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people.

Islamic Relief Worldwide (Afghanistan) takes this opportunity to request you to quote the prices for the supply of Laptop Computers as per following details:

Laptop Computers for Kabul office					
S.#	Item / Specification	Unit	Quantity per year	Unit Price	Total
1	HP EliteBook 840 G9	Piece	50		



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	<p>Operating system windows 11 pro Processor family 2nd generation intel ® Core ™ i7 processor Processor Intel ® Core ™ i7-1255U (up to 4.7 GHz with intel ® Turbo Boost technology, 12 MB L3 cache, 10 cores, 12 threads) 1 2 Performance technology Intel ® Evo ™ laptop Graphics integrated. Memory 16 GB DDR5-4800 MHz RAM (2x8 GB) Memory Slots 2 SODIMM Internal Storage 512 GB PCIe ® NVMe TLC SSD</p> <p>Display 14” Diagonal, WUXGA (1920 x 1200), IPS, Anti-glare, 400 nits, 100% sRGB 3 4 5 6 Display 35.6 cm (14”) diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 400 nits, 100% sRGB 3 4 5 6 Touchscreen No Color gamut 100% sRGB</p> <p>Brightness 400 nite Minimum dimensions (W x D x H) 31.56 x 22.4 x 1.92 cm</p> <p>Weight Starting at 1.36 kg (Weight will vary by configuration.) Battery type HP long life 3-cell, 51 Wh Li-ion Wireless Intel ® Wi-Fi 6E AX211 (2x2) and Bluetooth ® 5.3 wireless card (Supporting gigabit data rate) Keyboard Premium Keyboard – spill-resistant, backlit keyboard Camera 5 MP camera Audio Audio by Bang & Olufsen, dual stereo speaker, dual array world-facing microphones Pointing device Clickpad with multi-touch gesture support, taps enabled as default. Ports 1 smart card reader 13 Power 65 W USB Type-C™ adapter 14 fingerprint reader fingerprint sensors Ecolabels TCO Certified With Windows 10 pro 2 years after sales service free of cost (FOC) 1 year hardware warranty</p>				
2	<p>HP EliteBook 840 G9 Operating system windows 11 pro Processor family 2nd generation intel ® Core ™ i5 processor</p>	Piece	50		

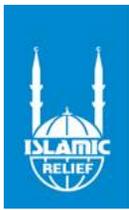


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3	<p>HP ProBook 450-G10 Laptop (816N8EA) Intel ® Core ™ i5-1335U (3.4 GHz-13th Gen) Processor, 8GB DDR4 Ram, 512 GB SSD, 15.6” Full HD (1920 x 1080) IPS Screen, Backlit keyboard, Fingerprint Reader, Dos, Pike Silver Aluminum Color, Brand New With Windows 10 pro 2 years after sales service free of cost (FOC) 1 year hardware warranty</p>	Piece	50		



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4	HP ProBook 450-G10 Laptop (85D06EA) Intel ® Core ™ i7-1355U (3.7 GHz-13 th Gen) Processor, 8GB DDR4 Ram, 512 GB SSD, 15.6” Full HD (1920 x 1080) IPS Screen, Backlit keyboard, Fingerprint Reader, Dos, Pike Silver Aluminum Color, Brand New With Windows 10 pro 2 years after sales service free of cost (FOC) 1 year hardware warranty	Piece	50		
Total Amount Inclusive of packing, supply, loading unloading Transportation and installation cost to distribution point and Taxes					

IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling the tender, it is mandatory for the supplier to study the specifications well, survey the market for availability of all items.
2. Supplier is responsible to supply the items as per specifications provided, no change in specification will be acceptable of any item once tender awarded to successful supplier.
3. The price of the proposal shall be valid for one (1) year.

Distribution Schedule: Annex A

Delivery Time	5 days after PO/Contract
Inspection	Within 2 working days after delivery

Installation Schedule: Annex B

3. General Terms & Conditions

- 1- Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
- 2- All prices must be quoted in Afghani (AFN), quotation in other currencies will not be accepted. IRW shall have the rights to reject all the proposal in any other currency,
- 3- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
- 4- Any damage, loss, theft, and demurrages outside the premises of Islamic Relief Worldwide (Afghanistan) shall be the responsibility of supplier / agent.
- 5- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- 6- Payment shall be made in the form of **Bank Transfer** within 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief Worldwide (Afghanistan).
- 7- Islamic Relief Worldwide shall have the right to award the contract as whole or in lots to one supplier or more.



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- 8- Islamic Relief Worldwide reserves the right to reject any or all bids without assigning any reason thereof.
- 9- The expected delivery time must be mentioned in your proposal incomplete Bids/documents shall not be entertained.
- 10- All tender pages to be signed and stamped by supplier.

3.2. Bid Submission Requirements

1- The following documents should be accompanying the tender

- Interested Bidder will be required to provide Bid Security 5% in the form of Bank Guarantee (in the name of “Islamic Relief Worldwide”) of the total bid value, Bank Guarantee will be returned to unsuccessful bidders after decision of tender. Tender without Bank guarantee will not be considered.
- Attach relevant purchase Orders, Agreements
- Attach updated bank statements of last 6 months.
- Attach updated company Profile.
- IT authorization Certificate.
- Attach update registration certificates.
- The shortlisting will be made based on company relevant experience, competitive financials, bid security, and updated business license, also willing to provide the services to IRW.

3- Sealed Quotations addressed to “Procurement Committee” should be drop in quotation box address at House 17, Street 5, Old Taimani, District 10 Kabul, Afghanistan latest by 10:00 Am. hours on or before Sunday Jan 28, 2024.

3.3. Validity of Price

Prices shall remain valid for at least one (1) year from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For Islamic Relief _____ Sig & Seal of bidder _____

4. Supplier Screening Form

Company Information: - _____

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:



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Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom.

How did you hear about IR's service request _____

Please note it is compulsory for the following to be provided to us:

1. **Company Registration**
2. **Photocopy of NID/Passport of Directors**

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of – Afghanistan or under the International Laws Community or what may be termed a 'terrorist activity.'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name

Position

Sign & Official stamp

Date

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name _____ Position _____ Date _____

Information sent to (HQ): Name _____ Date _____

5. Complaints..... please write us.

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, and our beneficiary communities.



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6. Queries..... please write us.

If you have any query on tender document than please write to procurement.afg@islamic-relief.org.af

7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children.
- 2.3 Goods/services produced and manufactured have the least impact on the environment.
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen.
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid.
 - 2.4.4 There is no exploitation of children.
 - 2.4.5 Working conditions are safe and hygienic.
 - 2.4.6 Working hours are not excessive.
 - 2.4.7 No discrimination is practiced.
 - 2.4.8 Regular employment is provided.
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Service providers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.