

Invitation for Bids (IFB)

For

Procurement of Laptops and monitors

IFB No.: MOBY 2024-0002

Date: **24th March 2024**

Part 1. Invitation for Bids

Reference No. : IFB NO: MOBY/NO. 0003

Dates: 24th March 2024

Deadline of Submission of Quotation Dated: April 07th 2024 at 1400 hours.

1. You are invited to submit your bids together with other required qualification documents for **Procurement of Laptops and monitors.**
2. Your quote shall be evaluated, and a contract awarded to the firm offering the best quality at the lowest evaluated price, technically responsive and fulfils qualification requirements.
3. You are requested to submit the following documents with your bids (each document shall be signed by a duly authorized representative of your firm):

Form A: Bid Submission

Form B: Bidder Information

Form C: Bidder's Qualification

Form D: Specification

Form E: Price Schedule

Failure to submit the above documentation may result in the bid being declared non-responsive and thus, may be rejected.

4. We are looking forward to receiving your bid and thank you in advance for your interest in our procurement opportunities.

Approved by: Haji Mohammad Hajizada

Title: Procurement Manager, MOBY Afghanistan

Sign: _____

Date: **24th March 2024**

Part 2. Bid Requirements

#	Article	Requirement
1	Language of the IFB	English
	Applicable Laws	The contract shall be interpreted in accordance with the law of Islamic Republic of Afghanistan.
2	Submitting Bids for Parts or sub-parts (partial bids)	Not Allowed
3	Alternative Bids	Shall not be considered
4	Pre-Bid conference	N/A
5	Bid Validity Period	30 days
6	Bid Security	Cash
7	Advanced Payment upon signing of contract	Not Allowed
8	Liquidated Damages	Will not be imposed
9	Performance Security	Not Required
10	Currency of Bid	The rates should be quoted in Afghani only. The bids received in other currencies will be converted to Afghani as per rate of exchange (selling rate) published by the Da Afghanistan Bank prevailing on the date of bid opening for evaluation of the bids.
11	Bid Prices	<p>(a) Bidders should quote their price in the price schedule provided in attachment E.</p> <p>(b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total bid price. The bidder should separately include appropriate taxes in the quoted price and taxes will be deducted from gross billed amount while making payment. Comparison of price will be done excluding business receipt tax which should be provided as separate line item.</p> <p>(c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment at any account.</p>
12	Deadline for submitting requests for clarifications/ questions	1 days before the submission deadline
13	Contact Details for clarifications/questions	mohammad.hajizada@mobygroup.com
14	Deadline for Submission	April 07, 2024, at 1400 hours
15	Allowable Manner of Submitting Bids	One original and copy will be optional
16	Bid Submission Address	House #3 Street #12 Wazir Akbar Khan Kabul Afghanistan P.O. Box 225
17	Bid Opening	There will be public bid opening on the address given above on the deadline and submission date.
18	Taxes	For further information on taxes in Afghanistan, the bidder is advised to refer to the web site of Ministry of Finance: www.mof.gov.af/tax .
19	Effectiveness of Contract	Date of issue of Purchase Order or Contract
20	Delivery	Supplier must Submit the requested equipment. Within Scheduled time 10 days after acknowledgement of contract
21	Manufacturer's Warranty	Standard Manufacturer's Warranty to be presented for the period of one year after contract signature. This must cover any defects due to parts (mechanical/electrical failures). (Not Applicable)
22	Payments	Payment shall be made in Against invoice according to the following schedule: Payment shall be made after project have been delivered against the invoice to be submitted by supplier and a certificate from technical team for satisfactory as per contract.
23	Type of Contract	Fixed-price Contract or Purchase Order

Part 3. Evaluation Criteria

#	Article	Requirement
1	Legal Status	Vendor is a legally registered entity in relevant field.
2	Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by USG, USAID, Afghan Government, the World Bank, and any other relevant institutions.
3	Conflict of Interest	<p>Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by Moby to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process. b) Were involved in the preparation and/or design of the project related to the services requested under this IFB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of Moby.
4	Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.
5	Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.
6	Qualification Requirement	<p>To qualify for award of the contract, bidders shall meet the following minimum qualifying criteria:</p> <ul style="list-style-type: none"> a) Bank balance of AFN- 250000. Please provide a bank statement. b) Experience as prime contractor in the provision of at least one contract of a nature and complexity equivalent over the last five years of value Afghani- 1,000,000 or equivalent. Please provide a copy of at least one contract. c) Bid Security is required to not violate the bidding process – AFN - 50,000 (Must be valid over 20 days over bid validation) d) Technical Meeting dated at the address mentioned above. – As this procurement requires a sample as per technical team observation hence, we are requesting an interested supplier to attend the technical meeting. Not applicable.
7	Evaluation Method for the Award of Contract	<p>The Employer will evaluate and compare the bids determined to be substantially responsive i.e. which:</p> <ul style="list-style-type: none"> a) Meet the qualification criteria. b) Bids are properly signed. c) Conform to the terms and conditions and Technical Specifications. In evaluating the bids, the Employer will determine for each bid the evaluated price of bid by adjusting the price of bid by making any correction for any errors.
8	Contract/Purchase Order Negotiation	A contract/Purchase Order negotiation will be conducted after determining the lowest responsive bid and prior to contract/Purchase Order signature.
9	Award of Contract/Purchase Order	<p>The Purchaser will award the contract to the bidder whose bid has been determined to be substantially responsive, who has offered the lowest evaluated price and meets the required standards of technical and qualification requirements.</p> <p>Notwithstanding the above, the Purchaser reserves the right to accept or reject any bid and to cancel the bidding process and reject all quotations at any time prior to the award of contract.</p>

Part 4: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission.

Bidder's Envelope:

Returnable Bidding Forms Checklist	
<input type="checkbox"/> Form A: Bid Submission	<input type="checkbox"/>
<input type="checkbox"/> Form B: Bidder Information	<input type="checkbox"/>
<input type="checkbox"/> Form C: Bidder's Qualification	<input type="checkbox"/>
<input type="checkbox"/> Form D: Specification	<input type="checkbox"/>
<input type="checkbox"/> Form E: Price Schedule	<input type="checkbox"/>

Form: A
Bid Submission Form

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your IFB No. [-----] and our Bid for the total amount of [-----]. We are hereby submitting our Bid, which includes bidder's information, qualification, specification, and price schedule.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by Afghanistan, US government or any international organization, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists.
- b) have no conflict of interest in accordance with this IFB;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with any party, and to conduct business in a manner that averts any financial, operational, reputational, or other undue risk to Moby.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by Moby.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should Moby accept this Bid.

Name: _____
Title: _____
Date: _____
Signature: _____
Stamp: _____

Form: B
Bidder Information

Legal name of Bidder	[Complete]	
Legal address	[Complete]	
Year of registration	[Complete]	
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]	
Are you a DUNS registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, [insert DUNS vendor number]
Are you a SAM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, [insert SAM vendor number]
Countries of operation	[Complete]	
No. of full-time employees	[Complete]	
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]	
Contact person Moby may contact for requests for clarification during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]	
Please attach the following documents:	<input type="checkbox"/> Company Profile, which should <u>not</u> exceed (10) pages. (Optional) <input type="checkbox"/> Certificate of Incorporation/ Business Registration <input type="checkbox"/> Documents showing availability of sufficient funds as required in this IFB. <input type="checkbox"/> Any catalogues or certificates	

Form: D
Bidder's Qualification

If JV/Consortium/Association, to be completed by each partner.

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by Moby.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Form: D
Specification

SN	Specification	unit/s	Quantity	Comply (Yes/No)
1	laptops (Lenovo ThinkPad T14 G4; CPU: Intel Core i5; RAM: 16GB; SSD: 512GB)	Pcs	15	
2	Monitors (Dell Monitor 24-Inch S2421HN)	Pcs	15	

1. **Manufacturer's Warranty:** Standard Manufacturer's Warranty to be presented for the period of one year. This must cover any defects due to parts (mechanical/electrical failures).

NAME OF Supplier _____

Authorized Signature _____

Place/date: _____

Form: E
Price Schedule

1	2	3	4
#	Description	Per Unit rate (all inclusive local tax also) in Afghani	Total price with local taxes *
1	laptops (Lenovo ThinkPad T14 G4; CPU: Intel Core i5; RAM: 16GB; SSD: 512GB)		
2	Monitors (Dell Monitor 24-Inch S2421HN)		
		Total Price	

* Rate of local taxes should be indicated by supplier.

NAME OF Supplier/ Authorized Signature/Date
