

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF SANTAK 10KVA UPS & DELL LAPTOP CHARGER**  
**RFQ NO. N\_141-2024/AFG/RFQ**

Date: **April 29, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for Procurement of SANTAK 10kVA UPS and Dell Laptop Charger 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



---

For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_141-2024/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: May 6, 2024**

**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  
IDLO Afghanistan Country Office

**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: May 6, 2024</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
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>90 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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	The Baron Kabul, near KIAA/RS Abbey Gate, Hawa Shanasi Road, Khawaja Rawash, Kabul, Afghanistan.
j. Delivery Terms	Incoterms DDP (Delivery Duty Paid).  Goods will be delivered within <b>(5)</b> calendar days after receipt of PO or contract from IDLO to the address provided under article i of this section.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	Quotations shall be nominated exclusively in <b>US Dollars</b> . <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 checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance. <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Previous Similar Experience: Provide at least 3 copies of similar contracts or reference letters with IGOs, NGOs, Embassies in the past 5 years. In addition, provide contact details (Name, position, email address, and contact number) for minimum of three referees. <input checked="" type="checkbox"/> Others: Copy of valid passport and Tazkira for business license holder(s).
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> Yes, the goods 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 (2 Years for UPS & 1 Year for Dell Laptop charger) <input checked="" type="checkbox"/> Installation of UPS after delivery
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point M.)</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	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped.</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	<p>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.</p>
s. Liquidated Damages	<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</b>



	<b>not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b>
--	------------------------------------------------------------------------------------------------



**ANNEX B  
TECHNICAL SPECIFICATIONS**

**1. SANTAK CASTLE 10kVA UPS**

<b>Model</b>	<b>Castle 10kVA</b>	
<b>Rating daya</b>	<b>VA/W</b>	10000 VA/9000 W
<b>Input</b>	<b>Input voltage range</b>	120~275VAC
	<b>Input frequency range</b>	40Hz-70Hz
	<b>Input wiring</b>	Single phase with ground
	<b>Input power factor</b>	≥0.99
<b>Output</b>	<b>Output voltage</b>	220VAC
	<b>Output voltage regulation</b>	±1%
	<b>Output wiring</b>	Single phase with ground
	<b>Output frequency range</b>	50/60Hz±0.2Hz (battery mode)
	<b>Output THDV</b>	<2% (beban linear)
		<4% (beban non-linear)
	<b>Output waveform</b>	Gelombang sinus murni
<b>Overload capability</b>	1 mnt @ 125%~105% beban 30 dtk @ 150%~125% beban 0,5 dtk @ >150% beban	
<b>Efficiency</b>	<b>Mode Line</b>	Up to 94%
	<b>ECO model</b>	Up to 98%
<b>Battery and charger</b>	<b>Battery quantity</b>	15PCS (Internal)
	<b>Battery capacity</b>	12 V/9 AH
	<b>Durasi pasokan daya UPS (waktu backup)</b>	>4min
	<b>Recharge current</b>	Standard model 1.2A; Long backup time model 4A;
<b>Display</b>	<b>LCD+LED</b>	load rating/battery capacity/input/output/operating mode
<b>Communication and monitoring</b>	<b>Communication port</b>	RS232 stanard offer, USB optional
	<b>Extendable communication card</b>	Dry Contact Card, USB card, MODBUS card and NMC card are optional
	<b>Software</b>	Winpower
<b>Physical parameter</b>	<b>Product dimension (WxDxH) mm</b>	248*500*565
	<b>Product weight (Kg)</b>	62

<b>Environment</b>	<b>Operating temperature</b>	0-40°C
	<b>Audible noise</b>	<50 dB @ 1 meter 1
<b>Certifications and standard</b>		IEC61000, IEC62040, CE
<b>Warranty</b>		2 Years

## 2. Dell 45W AC Adaptor Technical Specifications

General

Device Type  
Power adapter - external

Power Device

Power Capacity  
45 Watt

Miscellaneous

Cables Included  
Power cable - external - 6.5 ft

Dell 45W 4.5mm AC Adapter



---

The 45 W AC Adapter from Dell™ is specially designed to meet the power needs of Dell™ laptop. Packed with of 45 W power, this adapter enables you to simultaneously operate your system and charge its battery from electrical power outlets. It comes bundled with 2-meter power cord.

Offers 45 W enough to power and charge your laptop.

- Comes bundled with 2-meter power cord.
- Incorporates a rubber strap for easy cable management and a LED light ring on the DC connector.

### Warranty

- One Year

### Note:

1. The prospective supplier is responsible for the full setup and installation of the UPS after the delivery.

### Specifications for After-Sale Service for Goods

1	i.e. Warranty as specified in the technical specifications
2	i.e. Brand-new replacement if unit is beyond repair



---

**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\_141-2024/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**

*The rates and prices include all necessary costs for all labour, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement.*

*Taxation: The contractor shall be personally and exclusively responsible for the payment to any and all applicable jurisdictions of taxes, charges or other levies, if any, with respect to compensation or other payments received from IDLO in connection with this service contract*

Item#	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in USD	Total amount in USD
1.	SANTAK Castle 10kVA UPS	See ANNEX B for technical specifications	Each	3	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Dell laptop charger	See ANNEX B for technical specifications	Each	6	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Other Charges (please specify)</b>							
<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>
<b>Other related services and requirement</b>			
a) All Provisions of the IDLO General Terms and Conditions			
b) Inspections Upon delivery of Equipment by requester (Beneficiary)			
c) Installation of the UPS After delivery			
d) Warranty (2 Years for UPS & 1 Year for Dell charger)			
<b>Other related services and requirement</b>			

<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>
------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------

---

**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods 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\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

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