

Template Emergency ITB document



United Nations Population Fund (UNFPA)

Address: UNOCA Compound, Paktia Kott

Kabul, Jalalabad Road, Afghanistan

Tel: +93(0)729261300

Website: www.unfpa.org

Date: 27/05/2024

Invitation to Bid (ITB) No. UNFPA/AFG/24/01

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following item with the following technical specifications:

Item No. 1: Laptop

If you are interested in submitting a bid for these item/services, kindly fill in the attached submission forms and send **only** to the secure email address indicated below/ not later than 03/06/2024 at 02:00 pm, Kabul time.

Please ensure to mark your email subject with the ITB reference: **UNFPA/AFG/24/01**

Secure email address for bid submission: bidsafg@unfpa.org

Question:

For any inquiries related to the RFQ, please contact the following address by sending your email no later than 30th May 2024 at 10:00, Kabul, time

Email address of Contact Person: rabbani@unfpa.org

Note: Do not submit your bid/proposal to the contact person's email address!

Bidding shall be conducted through ONE email. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

Documents to be submitted with the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients

- d. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents.
- e. Financial bid including the price schedule.

Partial bids are not allowed under this ITB.

Due to government regulations, only local bidders will be considered.

INCOTERMS 2010:

- DDP (UNFPA Country Office)

Validity of Bid:

The prices of the bid shall be valid for *(90 days)* after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

Delivery Time:

The maximum allowed delivery time is 20 days upon issuing of purchase order.

Evaluation of Bids:

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

Contract Award:

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time. Note: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Attachments:

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**

1. Bid Submission Form

Name of Bidder: _____

Contact Person: _____

Title: _____

Email Address: _____

Telephone Number: _____

Date of Bid: _____

Bid No: _____

Currency of Bid price: _____

Delivery time (*days from receipt of order till dispatch*): _____

(Note: maximum number of days is: 30 days)

Expiration of Validity of Bid/Proposal (*The bid shall be valid for a period of at least 3 months after the Closing date.*): _____

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

Name and title

Date and Place

2. Bidders Identification Form

Bid No. UNFPA/AFG/24/01

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation.

Name/Surname	Hamed Rabbani
Email address (direct)	rabbani@unfpa.org

P.S.: This person must be available during the next two weeks following receipt of bid

3. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items, Brand, Model offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	<p>Laptop: screen size - 12 "- 13" CPU- 13th Generation Intel Core i5-1335U Processor, up to 3.50 GHz Windows 11 Pro 64 Memory - 16GB Storage - min 512 GB WLAN - Wi-Fi 6 2x2 AX & Bluetooth 5.1 or above Ports - HDMI 1.4; min - 1 xUSB-A 3.2 Gen 1; 1 x USB-C 3.2 Gen 1 (full-function and or always - on); Headphone / mic combo Min 1 year warranty</p>		

4. Price Schedule Form

Name of Bidder: _____
Date of Bid: _____
Bid No: _____
Currency of Bid price: _____
Delivery time (days from receipt of order till dispatch): _____
(Note: maximum number of days is: 30 days)
Expiration of Validity of Bid/Proposal (The bid shall be valid for a period of at least 30 months after the Closing date.): _____

Item No.	Quantity	Unit price	Total Price	warranty
Laptop: screen size - 12 "- 13" CPU- 13th Generation Intel Core i5-1335U Processor, up to 3.50 GHz Windows 11 Pro 64 Memory - 16GB Storage - min 512 GB WLAN - Wi-Fi 6 2x2 AX & Bluetooth 5.1 or above Ports - HDMI 1.4; min - 1 xUSB-A 3.2 Gen 1; 1 x USB-C 3.2 Gen 1 (full-function and or always -on); Headphone / mic combo Min 1 year warranty	200			

Vendor's Comments:

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Name and title

Date and Place