

FARFQ-KBL-24-029: Request for Quotation for Supply of ICT Equipment, Accessories & Office Equipment

Ref: FARFQ-KBL-24-029 – ICT Equipment, Accessories & Office Equipment.

Medair within its humanitarian programs implemented in Afghanistan invites qualified Suppliers to submit quotations for supply of Office Equipment, ICT Equipment and Accessories through Framework Agreement (FA) arrangement. Medair plans to enter into a one-year Framework Agreement(s) with successful Supplier(s) identified through a competitive and transparent procurement process.

Interested Suppliers should submit quotations, attaching required documentation, no later than **8th June 2024**, either **by email**, with the subject heading: "FARFQ-KBL-24-029 – ICT Equipment, Accessories & Office Equipment Supply for Medair Afghanistan" to tenders-afg@medair.org or **hand deliver** in a **sealed envelope** (*please include **soft copies** of all bid documents in a **Flash Disk** or **USB** and enclose in the same envelop*), to **Medair Kabul Head Office**, located in **PD10, Sharhr-e-Naw**.

For any inquiries related to this FA quotation request, please send an email to tenders-afg@medair.org, before **7th June 2024**.

The Framework Agreement is intended to start before the end of June 2024!

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Specific Rules and Conditions for this procurement:

- Supplier must be legally licenced or registered to operate business in Afghanistan.
- Quotations/Bids submitted after the deadline will not be considered.
- This is not a tender and no open tender meeting will be held. Medair will contact only short-listed Suppliers.
- Medair reserves the right to choose a supplier without basing the decision solely on the lowest price. Other factors such as quality, delivery lead times and reliability will be considered e.t.c.
- For this procurement ; the following factors will constitute the main criteria for selection ; **best value for money, delivery terms, Supplier's location, Payment terms, Quote Validity, evidence of certification as authorized distributors of certain ICT Equipment brands in Afghanistan, past experience, evidence of supplying similar equipment to other INGOs, Technical expertise of ICT Equipment supply and maintenance, detailed specifications, Evidence of after-sale support plan to other clients, price stability in the Framework Agreement, Equipment Warranty period offered, among other factors.**
- According to requirements, Medair reserves the right to accept or reject any quotation or cancel the process without notifying affected or interested parties about reasoning for acceptance, rejection or cancellation.
- Medair reserves the right to split the offer into different lots and to award contracts to multiple Suppliers.
- All Medair's and its donor terms, conditions and policies must be accepted and respected by Suppliers.
- Medair will not cover any cost related to the creation and submission of the quotations, regardless the result.
- Medair expects suppliers with whom it partners to follow ethical business practices and be socially accountable. Those expectations are set out in Medair's Code of Ethics, which, along with the associated policies are available on Medair's website at <https://www.medair.org/accountability/> , and are subject to periodic updates.
- Quotations submitted to Medair shall be valid for a minimum of 90 days from the date of submission. The longer the validity period, the better.
- Payment to Suppliers with who Medair has contracts, is undertaken 30 days after delivery of supplies & submission of Invoice(s).
- Bank Transfer payment is preferred (any payment through physical cash attracts a 4% commission fee from the payable amount).

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- Medair is obliged by the government of Afghanistan to pay income TAX on behalf of supplier if a single invoice exceeds 50,000 AFA or if the total amount transacted with one Supplier within one calendar year will exceed 50,000 AFA.
For all suppliers who are registered and have TINs and Business License, Medair will submit on behalf of the Supplier, a 2% Tax amount of the payable contract value to Government of Afghanistan as required by law.
For all unregistered suppliers with no TINs or Business Licenses, Medair will submit on behalf of the supplier a 7% tax amount of the payable contract value to the Government of Afghanistan as required by law.
How the TAX is calculated:
 - a. Invoice amount 100% - 2% withholding tax = 98% payable to Supplier (For Suppliers with variable TIN and Business License).
 - b. Invoice amount 100% - 7% withholding tax = 93% payable to Supplier (For unregistered Suppliers with no TIN and business License).

Please note:

- (1) Quotations from Suppliers with reputable and long-standing histories of supplying ICT Equipment and Accessories will be given high priority by Medair. Evidence shall be required in form of; Distribution Certificates for ICT Equipment issued by manufacturers, main distributors of certain brands of ICT Equipment; e.g., Lenovo, Thuraya, Kyocera, HP etc.
- (2) Suppliers are free to submit quotations for a few or **specific LOTS**, depending on their area(s) of supply specialization.
- (3) Priority will be given to bidders with technical capacity/qualified/certified professionals with capacity to carry out the installation, configuration, maintenance and repair of equipment.
- (4) **Only the Quotations of bidders that obtain a 70% Passing score and above in the technical evaluation shall undergo the final evaluation stage (financial evaluation).**

Bids Evaluation:

Medair's constituted Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required documentation have been furnished (**see page 5 for a list of documents**), whether the documents have been properly signed, and whether the bids are generally in order. The committee will evaluate and compare the bids which have been determined to be substantially responsive. If a bid is not substantially responsive, it will be rejected by the committee and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The qualification of the Bidder will be determined based on the criteria highlighted above under "Specific Rules and Conditions" and after that, a Technical and Financial Evaluation will be undertaken to determine winning bid(s).



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Supplier Details

- 1. Supplier Name/Company Name: _____
- 2. Supplier authorized representative name: _____
- 3. Tazkera number: _____
- 4. Supplier registration No _____
- 5. Supplier specialization _____
- 6. Business Address/Location _____

- 7. Phone Numbers _____
- 8. E-mail Address _____

I certify that I have read and understood Medair’s Terms & Conditions and the Medair Code of Ethics. I further certify that the above-mentioned supplier has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing any Contracts.

Name: _____

Date: _____

Signature and Stamp: _____

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Required Document.

Supplier's complete quotation should be submitted with the **following documents** to be considered complete.

- Signed and stamped Terms and Conditions document (**page 1-5**)
- Signed and stamped Complete FARFQ document (**page 6-13**).
- Medair Supplier Registration Form, duly completed, signed, and stamped (**This will be issued to Suppliers upon request!**).
- Copy of Valid Business License for operation in Afghanistan
- Copy of Tax Identification Number (TIN) Certificate/ Tax card
- Copies of Certificate(s) as **Authorized Distributor** of specific ICT/Office Equipment Brands in Afghanistan
- National ID document of the Supplier/company representative
- Evidence of Supplying similar ICT/Office Equipment & Accessories to International NGOs working in AFG (e.g. copies of POs, Contracts).
- Evidence of physical existence of Business Premises/facility in major commercial cities in Afghanistan (such as; rental agreement, Utility bill)



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DETAILED FA REQUEST FOR QUOTATION (FARFQ)

Please fill in the table below, ALL the required information. Unit Price per item must be indicated. Attach relevant supporting documents if necessary.

Item N°	Items / Description	Technical Specifications (Brand/Model)	Country of Origin	Quantity	Unit	Price/Unit (AFA)	Warranty Period	Delivery Leadtime	After-Sale Service offered; Y/N
Lot 1 (Laptops/Hard Disk/Computer Monitors)									
1	Laptops	Lenovo, T14, Gen 4, Core i7, 13 th generation) 16GB RAM, 512 SSD Windows 11Pro, 15.6" FHD		1	Pc				
2	Laptops	Lenovo, E15 Gen 4, Core i7, 13 th generation) 16GB RAM, 512 SSD Windows 11Pro, 15.6" FHD		1	Pc				
3	Laptops	Lenovo, ThinkPad L15 Gen 4, Core i7, 13 th generation) 16GB RAM, 512 SSD Windows 11Pro, 15.6" FHD		1	Pc				
4	Portable External Hard Drive	Transcend 1TB, 2TB 3.0		1	Pc				
5	Laptop Complete Kit	Headphone – Logitech H111, Backpack Cool Bell CB-2669, Mouse Logitech M186)		1	Kit				

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Item N°	Items / Description	Technical Specifications (Brand/Model)	Country of Origin	Quantity	Unit	Price/ Unit (AFA)	Warranty Period	Delivery Leadtime	After-Sale Service offered; Y/N
6	Computer Monitor	Dell P2422H, 24inch FHD		1	Pc				
7	Computer Monitor	HP M27f, 27inch FHD		1	Pc				
8	Unifi Access point	Dual-band 802.11AC Wi-Fi Access Point with 3x3 MIMO technology		1	Pc				
9	Tplink Router	Archer80 (Wi-Fi 4. IEEE 802.11n/b/g 2.4 GHz · N300 2.4 GHz: 300 Mbps)		1	Pc				
10	ADATA 64GB USB 3.2	Gen 1, read speed upto 100MB/s		1	Pc				
11	Uninterruptible Power Supply (UPS)	Smart – UPS 750VA RM Output power capacity 600 Watts / 750VA		1	Pc				
12	Unifi Network Switch	24 -Port Gigabit Switch (10/100/1000 unmanaged ports) VLAN Advanced Management Capacity: 48 Gbps A		1	Pc				
13	Dust Blower	Portable Electric Air Dust Blower Pc Vacuum Cleaner, Air Blower, Duster & Sucker		1	Pc				

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Item N°	Items / Description	Technical Specifications (Brand/Model)	Country of Origin	Quantity	Unit	Price/Unit (AFA)	Warranty Period	Delivery Leadtime	After-Sale Service offered; Y/N
Lot 2 (Printers/Copiers/Scanner/Toners)									
1.	Printe HP LaserJet	Pro MFP M428fdw		1	Pc				
2.	Printer HP Color LaserJet	Pro MFP M283fdw (All in One type, Printer, Copy, Scan, Fax)		1	Pc				
3.	Printer Kyocera Ecosys.	M8124cidn color (All in One type, Printer, Copy, Scan, Fax)		1	Pc				
4.	Printer Kyocera Ecosys.	6630 cidn color (All in One type, Printer, Copy, Scan, Fax)		1	Pc				
5.	Printer Kyocera Ecosys.	M4125 idn		1	Pc				
6.	Toner for HP LaserJet Pro.	MFP M428fdw original (All in One type, Printer, Copy, Scan, Fax)		1	Pc				
7.	Toner for HP color LaserJet.	Pro MFP M283 fdw original (All in One type, Printer, Copy, Scan, Fax)		1	Pc				
8.	Toner for Kyocera Ecosys.	M8124cidn original		1	Pc				
9.	Toner for Kyocera Ecosys.	M4125idn original		1	Pc				
10.	Toner for Kyocera Ecosys.	6630 cidn original		1	Pc				
11.	Scanner HP ScanJet	Enterprise flow 7000 s3 (Feeder + Flatbed, 1200 dpi, ADF: 600 dpi)		1	Pc				
12.	Scanner HP ScanJet	Enterprise flow 5000 s4 (Feeder + Flatbed, 1200 dpi, ADF: 600 dpi)		1	Pc				

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Item N°	Items / Description	Technical Specifications (Brand/Model)	Country of Origin	Quantity	Unit	Price/Unit (AFA)	Warranty Period	Delivery Leadtime	After-Sale Service offered; Y/N
Lot 3 (Satellite Phones & Accessories)									
1	Thuraya SAT Phones	XT-Lite Model		1	Pc				
2	Thuraya SAT Phones Batteries/accessories	XT-Lite Model		1	Pc				
Lot 4 (Smartphones/Phones/Tablets)									
1	Samsung Smartphones	A Series (8GB RAM, 128GB, 5.7-6 Screen Size; Res; 2560x3000		1	Pc				
2	Samsung Smartphones	M Series (8GB RAM, 128GB, 5.7-6 Screen Size; Res; 2560x3000		1	Pc				
3	Samsung Tablets	A8 10.5" 64GB 4GB-6 RAM		1	Pc				
4	Samsung Tablets	A7 10.4" 64GB 4GB RAM		1	Pc				
5	Ordinary Phones	Nokia 3310, 150, 105, 106		1	Pc				
Lot 5 (Video Conference System & Projector)									
1	Video Conference System (Logitech, Polycom, adHua, etc)	CAMERA: Smooth motorized pan, tilt and zoom, controlled from remote or console 260° pan, 130° tilt 10x lossless HD zoom 90° Field of View Full HD 1080p 30fps H.264 UVC 1.5 with Scalable Video		1	Pc				



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		<p>Coding (SVC) Autofocus 5 camera pre-sets Far end control (PTZ) of Conference Cam products Kensington security slot LED to confirm video streaming Standard tripod thread</p> <p>REMOTE CONTROL: Dock able 8.5 m/28-foot range</p> <p>SPEAKERPHONE: Full-duplex performance Acoustic echo cancellation Noise reduction technology Ultra-wideband audio Bluetooth and NFC wireless technology LCD for caller ID, call duration and other functional response LEDs for speakerphone streaming, mute, hold, and Bluetooth wireless pairing Touch controls for call answer/end, volume and mute, Bluetooth – plus camera PTZ, “home” pre-set and fared control Microphones (Tx) Four omnidirectional microphones supporting 20-foot diameter range Frequency response: 100Hz – 11KHz Sensitivity: -28dB +/-3dB Distortion:</p>							
2	HD & 4K Projector	Epson EB-X51 XGA 3LCD Projector and other types suitable for office use.		1	Pc				

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Item N°	Items / Description	Technical Specifications (Brand/Model)	Country of Origin	Quantity	Unit	Price/ Unit (AFA)	Warranty Period	Delivery Leadtime	After-Sale Service offered; Y/N
Lot 6 (CCTV System)									
1	CCTV System (NVR + Cameras)	6 Cameras with 16 Channel NVR Recording, Channel Network Supported Network Video Recorder, 4 x 1/3 Sony CCD Color 700 TVL IR Weatherproof Cameras PAL, 4 x Power Supply (camera and DVR), 1 x Mouse 1 x Remote Controller, 4 x Weatherproof Bracket for CCTV Camera, Cabling and installation. (Hikvision, Dahua or Equivalent)		1	Pc				
Lot 7 (LED/LCD TV Screens)									
1	LED Screens (Samsung, Sony, LG or any Renowned Brands)	32Inch – 70Inch Display; 4K UHD, built in Wi-Fi, Bluetooth, HDMI		1	Pc				
2	LCD Screens (Samsung, Sony, LG or any Renowned Brands)	32inch – 70inch Display; 4K UHD, HDMI		1	Pc				



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Lot 8 (Security Alarm System)									
	Security Alarm System with Fire Extinguisher (applicable on all kinds of fire and refill/reusable)	Humidity Detector Smoke Detector High-Temperature Detector Carbon Monoxide Detector Standard fire extinguishers		1	Pc				
Lot 9 (Air Conditioners)									
	Invertor Air Conditioner, 2 Ton.	2 Ton split dc invertor air conditioner, Cooling capacity: 24000 BTU, High Energy Efficiency Ratio, Auto Restart & Sleep Mode, Remote Control, Multi Flow Condenser Fin, Segment Panel display.		1	Pc				
<p>Please Note: The quantities (1 piece/line item) indicated above are intended to find out how much each item will cost once Supply Framework Agreements are signed with selected Suppliers. Medair will be placing multiple orders with more quantities/item during the lifetime of the Framework Agreement (June 2024 – June 2025!)</p>									
Business with Tax number and registration withholding tax -2%									
Business without Tax number and registration withholding tax -7%									



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Supplier Representative Details:

Representative name: _____

Representative address and mobile number: _____

Store/Shop location (Street Name/Block No. _____

Supplier Remarks

Supplier Terms and Conditions

1. Validity of the offer (3-months minimum, longer validity better) _____

2. Terms of delivery _____

3. Number of days to deliver goods once contract signed _____

4. Mode of payment (bank transfer, cheque, cash) _____

Note: If the payment term is cash payment, Medair will deduct 4% commission charges of the payable amounts!