



**MEDAIR**

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## Medair Afghanistan

# RFQ-KBL-24-031: Request for Quotation for Supply of Laptops and a Printer.

### **Ref: RFQ-KBL-24-031 – Supply of Laptops and a Printer.**

Medair within its humanitarian programs implemented in Afghanistan invites qualified Suppliers to submit quotations for supply of Laptops and Printer. Medair plans to identify successful Supplier(s) through a competitive and transparent procurement process.

Interested Suppliers should submit quotations, attaching required documentation, no later than **5<sup>th</sup> June 2024**, either **by email**, with the subject heading; “RFQ-KBL-24-029 – Laptops and a Printer Supply for Medair Afghanistan” to [tenders-afg@medair.org](mailto: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](mailto:tenders-afg@medair.org), before **4<sup>th</sup> June 2024**.

**The Purchase/Supply Agreement shall be entered into before 10th 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, Payment terms, Quote Validity, evidence of certification as authorized distributors of Lenovo, HP or Dell brands in Afghanistan, evidence of supplying similar products to other INGOs, Technical expertise of ICT Equipment supply and maintenance, detailed specifications, Evidence of after-sale support plan to other clients, 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).
- 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.

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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 the form of; Distribution Certificates for ICT Equipment issued by manufacturers, main distributors of certain brands of ICT equipment, e.g., Lenovo, Kyocera, HP, Dell etc.
- (2) Priority will be given to bidders with technical capacity/qualified/certified professionals with capacity to carry out, configuration, maintenance and repair of equipment.
- (3) Priority will be given to Suppliers with valid Certificates as Authorized Distributors of: Lenovo, HP, Dell, Kyocera Brands in Afghanistan.**

**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 the 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 6-7**).
- 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 equipment brands mentioned above.
- National ID document of the Supplier/company representative



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### DETAILED FA REQUEST FOR QUOTATION (RFQ)

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 (USD)	Total Value (USD)	Delivery Leadtime	Warranty Length
1	Laptops	<b>Lenovo</b> , T14, Core i7, 13 <sup>th</sup> Generation 16GB RAM, 512 SSD, Windows 11Pro, 14" Screen. Supplied with Backpack +Mouse		09	Pc				
2	Computer Monitors, 32"	<b>Dell S2722QC</b> 27-inch 4K USB-C Monitor - UHD (3840 x 2160) Display, 60Hz Refresh Rate, 8MS Grey-to-Grey Response Time (Normal Mode), Built-in Dual 3W Speakers <b>Or another Brand with similar Specification</b>		03	Pc				
3	MFP Printer (B+W)	<b>Kyocera</b> , ECOSYS M4125idn/M4132idn		1	Pc				
						<b>Grand Total (USD)</b>			
						<b>Business with Tax number &amp; Registration Withholding Tax -2% (USD)</b>			
						<b>Business without Tax number and registration withholding tax -7% (USD)</b>			
						<b>Total Payable to Supplier after Tax deductions (USD)</b>			



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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!**