

**H**umanitarian **A**ssistance and **D**evelopment **A**ssociation for **A**fghanistan

**(HADAAF)**

**Request for Invitation to Bid (ITB)**

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| **1. ITB No.** | HADAAF-Kabul-ITB-0003-IT Equipment’s-MHPSS-Cordiad |
| **2. Issue Date** | 09-Jul-2024 |
| **3. Type of Service** | Procurement and Supply of IT Equipment’s  |
| **4. Address** | **HADAAF Country Office: House #50, Street# 4 Noorin TV Street Behind Khalid Bin Walid Masjid** **Contact Person:** for any clarifications and technical questions, contact to the below emails and call numbers:

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| **Technical contact details:** Name: Hashim AhadyCell No: 0093786243900E-Mail: ahady23@gmail.com  | **Operational contact details:** Name: Shershah WahedyCell No: 0093798116660E-Mail: shershah.wahedy@gmail.com  |

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| **5. Deadline for Receipt of Quotes** | Bids should be submitted before COB of 15th of Jul-2024 Kabul Time.All bids should be stamped on each page and sent within a contained/sealed envelope with the Tender no.: HADAAF-Kabul-ITB-0002-IT Equipment’s-MHPSS-Cordiad, written on the outside of the envelope and physically putting the bids in the tender box and signing the bids sheet (available at HADAAF Office Kabul). Following the closing date, all bids will be opened as soon as feasible, and a subset of the procurement committee members will choose the best bid based on the award criteria. |
| **6. Anticipated Award Type** | Fixed Price Agreement  |
| **7. Bids Evaluation Criteria** | 1. Criteria Price, 50%
2. Criteria Quality, 30%
3. Criteria Legal Valid Documents, 10%
4. Criteria Relevant Experience, 10%
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| **8. Basis for Award** | An award will be made to the responsible bidder whose bid is responsive to the terms of the ITB and is most advantageous to HADAAF, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in this ITB. |
| **9. General Instructions to Bidders** | * Include a statement that the vendor fully understands that their bid must be valid for a period of ninety (90) days.
* Bidders shall sign and put a date on the Bid.
* Bidders shall complete Annex 1: Price List template.
* The payment will be made in 7 official days upon submission and acceptance of an invoice after deliver transfer to their bank account.
* The amount will be transferred through Bank.
* HADAAF reserves the rights to cancel or terminate the purchase order if the company is not able to provide the satisfactory services.
* HADAAF reserves the rights to cancel or terminate the Purchase Order in case the donor terminate the contract before the project completion.
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| **10. Terms and condition** | **Bidders**The Bidders shall provide the IT Equipment’s to HADAAF headquarters (with loading, unloading, and transportation) in good quality, quantity, Beltane and on-time delivery. In case any goods are damaged during the way to the HADAAF headquarter, HADAAF will bear no cost. * Bidders shall submit Bids physically as original hard in a sealed envelope to HADAAF headquarters in Kabul. The hard copy attached quote shall include the RFQ number, title, and closing date.
* The quote submitted shall be valid for a period of at least 90 days.
* Bidders shall sign and date their Bid.
* The rates quoted shall be for the complete service inclusive of all taxes. Valid update license from AISA or Ministry of Commerce **2% tax** will be deducted from the total price and a copy will be provided to the supplier. In case the company license is expired, a **7% tax** will be deducted from the total amount
* All prices shall be quoted in AFN only and other currency in the quote will not be considered.
* No offer, payment, consideration, or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought, or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award or execution of contracts. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate.
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| **11. Payment and invoicing:** | * Payment will be done in **AFN** and will be transferred by Bank TT-Form into the supplier’s bank account when the requested IT Equipment’s are delivered to HADAAF headquarter.
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| **12. Determination of****Responsibility** | HADAAF will not enter into any type of agreement with a vendor before ensuring the vendor’s responsibility. When assessing the vendor’s responsibility, the following factors are taken into consideration:* Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan updated license.
* Ability to comply with required or proposed delivery or performance schedules.
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**Attachment A: Cover Letter**

**Date:**

**To:** Humanitarian Assistance and Development Association for Afghanistan (HADAAF)

**From:**

**Subject:** Cover Letter to **HADAAF-Kabul-ITB-0003-IT Equipment’s-MHPSS-Cordiad**

We, the undersigned, provide the attached quote to be considered for **HADAAF-Kabul-ITB-0003-IT Equipment’s-MHPSS-Cordiad,**

I certify a validity period of ninety (90) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required Equipment’s, and that unit prices are inclusive of final service delivery to HADAAF headquarter Kabul. We further agree to payment terms upon submission and acceptance of an invoice by request of advertised IT Equipment’s.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (***Please insert the total amount of Services in AFN*)** as may be ascertained in accordance with the Price Schedule attached Herewith and made part of this Bid.

We understand that HADAAF is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of the Company:

Business Address:

Telephone:

Email:

**Annex 01. Price Schedule**

**Attachment B: Price List- For HADAAF-Kabul-ITB-0003-IT Equipment’s-MHPSS-Cordiad,**

Offers should provide a quotes for services required in the price list that the offer is able to Deliver/Supply.

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| --- | --- | --- | --- | --- | --- |
| No | Items Name | Unit | Quantity | Unit Price AF/Month | Total Price AFN |
| 1 | Laptop: Dell Latitude 7420 11 generation Core i5 16 GB RAM 256 GB SSD windows 11 pro | PCS | 16 |  |  |
| 2 | Printer HP LaserJet 236 SDN (Copier, Scanner, Printer) | PCS | 8 |  |  |
|  | Total amount with Tax |  |  |  |
|  |  **Deductible Tax:*** **2% in the case of registration document is updated**
* **7% in the case of registration documents is expired**
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|  |  |
|  | Bid validity price: 90 days **Total Amount without Tax** |

**Company Authorized Person:**

Name:

Position:

Signature:

Stamp:

Date: