



Invitation of tender (OTM) for Provision of Laptops procurement under the AGE-GAC Procurement

Reference No and date	BRAC /Procurement 0005 /2024 08.09.2024
Project Name	BRAC Afghanistan GAC-AGE Project
Tender Name	Laptop procurement as per specification Quantity: 380 Bid security: (2,000,000 AFN) Two million AFN Note: Only bank Bid Security is acceptable
Time of delivery/tentative	15 <sup>th</sup> October 2024
Date and time of distribution of tender documents	Tender documents will be available on the ACBAR website from 08.09.2024 to 22.09.2024. if anyone like to collect the hard copy of tender document please visit our office and the address is as below: BRAC Afghanistan Procurement Department, Baharestan Karte e Parwan Butcher street Lane 04. House 04 Kabul Afghanistan
Tender documents dropping place, date & time	BRAC Afghanistan Procurement Department, Baharestan Karte e Parwan Butcher street Lane 04. House 04 Kabul Afghanistan before 10:00 AM at date of 22.09.2024
Tender opening place, date and Time	Meeting room Country Office 10:30 AM, 22.09.2024 BRAC Afghanistan, Country office Kabul.

**BRAC, Afghanistan Country Office Baharestan Karte e Parwan Butcher street lane 04 . Kabul Afghanistan. Mob: 0731990044**

## **BRAC Afghanistan**

Tender documents (Open Tendering Method) for procurement of Laptops under the GAC-AGE project of BRAC Afghanistan.

### **Background**

BRAC is a leading International Non-Governmental Organization (INGO) with a mission to empower people and communities in situations of poverty, illiteracy, disease, and social injustice. Its approach is grounded in the conviction that people living in vulnerable situations can be agents of change if they are empowered with the tools, skills, and hope they need to change their lives.

BRAC started its first international operations beyond Bangladesh in 2002 in Afghanistan and has since then, become the country's one of the most sustainable development organizations and continues to make significant contributions towards achieving the national development goals in education, livelihoods, health and capacity development sectors. The provinces with the larger presence are Kabul, Herat, Nangarhar, Balkh, and Samangan, and the structure of BRAC Afghanistan's operations are distributed across Regional, Provincial and District Offices.

Since 2002 BRAC Afghanistan has reached more than 5.6 million people through its programmes in Education, Health, Citizen's Charter, Empowerment and Livelihood for Adolescents, Agriculture, Food Security and Livelihood (AFSL, Livelihoods, Ultra poor Graduation, reintegration, Nutrition, and development of human capital. BRAC Afghanistan has also responded to Covid-19 pandemic and has reached over 18 million people through various Infection Prevention Control (IPC) and WASH interventions on Covid-19 awareness raising, prevention and response. BRAC Afghanistan was registered in May 2002 as an International NGO to assist in the development process after a year of war conflict in Afghanistan, BRAC works with the Government, donor agencies, and the people of Afghanistan to bring positive change to the poor women, men, and children through its various development programs like education, health, NSP, CDP, ABADEI phase 1 and 2, etc.

### **Tender Details:**

Tender Package no: BRAC Afghanistan/procurement/0005/2024

### **Distribution of Tender Documents:**

Tender documents will be available on the ACBAR website from 08.09.2024 to 22.09. 2024. if anyone like to collect the hard copy please visit our office and the address is as below: BRAC Afghanistan Procurement Department, Baharestan Karte e Parwan Butcher street Lane 04. House 04 Kabul Afghanistan

### **Terms and conditions:**

#### **A. Qualification Criteria**

1. The Tenderer will have to have a valid AISA/MOCI license for running the related business. Any company blacklisted by the Government of Afghanistan through the Ministry of Finance, any government legal office, or any other relevant authority should not submit the tender. If any black-listed company submits the tender, it will be rejected at the time of evaluation. If it is found that any company is blacklisted but got the job hiding that information, BRAC will terminate the contract at any stage of the job.

2. The Tenderer shall possess the necessary professional and technical qualifications and competence, financial resources, production capability with equipment and other physical facilities, managerial capability, specific experience in the procurement object, reputation, and the personnel to perform the contract.
3. The Tenderer shall have a minimum of four years of experience with a valid AISA/MOCI license in the provision of similar services. Other kinds of license holders shall not be considered eligible to attend this tender such as (ISP, MSP, Construction, Mining, Consultancy Services, Municipality, Financial services, Media, and other type of irrelevant licenses.
4. BRAC Afghanistan will respond in writing to any request for clarification received from the tenderers no later than 03 working days prior to the deadline for submission of tender.
5. The tenderers shall provide a bank guarantee as bid security for an amount of Bid security: (2,000,000 AFN) Two million AFN valid for 6 months.
6. Quotation for all items shall have to be submitted, partial quotation will not be accepted.

#### **B. Eligible Tenderers**

The Tenderer shall not be insolvent, in receivership, bankrupt, or being wound up. Its business activities shall not be suspended and it shall not be subject to legal proceedings for any of the foregoing.

#### **C. Tenderer's Financial Capacity**

The Tenderer shall have the availability of minimum liquid assets or working capital or credit facilities from a Bank to ensure the supply of the product.

#### **D. Tender Preparation**

The tender, as well as related documents shall be written in English. If any document is in any other language, a true copy translated into English and stamped by the company will have to submit.

All quotations must be submitted by the deadline specified in the tender document. Late submissions will not be considered.

Following documents should be attached with the quotation:

##### **Mandatory documents:**

1. Copy of valid AISA/MOCI license
2. Copy of bank details from Bank with signed and stamp by the bank
3. Bank statement for past two years, September 2022, and till September 2024
4. Bank Guarantee/Bid Security
5. TIN Certificate
6. Tax Clearance from Ministry of Finance from 2023 - 2024
7. Authorization Letter for company if it is represented by representative

**Additional documents:**

1. Conformity of the Laptops quality and provision of 1 year guarantee for the laptops on the company letterhead.
2. Work Plan indicating exact delivery time
3. Experience in successfully delivering of similar contracts with their supporting documents: 1: Proof of payment, 2: Good Delivery Note, 3: Purchase Order/Work Order.
4. Custom Clearance documents under the company name or president/vice president name
5. Copies of Similar Contracts or large tender size with International NGO's/Corporate Organizations

The tenderers will have to submit Bank Guarantee for the amount of Bid security: (2,000,000 AFN) Two Million AFN as a bid security. For the bid winner, the bank guarantee will be treated as performance security and will be retained to the company after completing the project. Other bidders shall get back the bid security within a week or seven working days from the date of the bid opening.

The quotation must be on company letterhead and Afghani Currency (AFN) with signature and company stamp.

All offers in the quotation must have 3 months of validity.

**E. Submission of Tenders**

1. Tender documents shall have to be submitted to the Tender Box at the following address of BRAC Afghanistan Procurement Department before 10:00 AM 22.09.2024.

Butcher Street Lane # 04, house 04 Baharestan Kart e Parwan Kabul Afghanistan.

2. The tender documents should be submitted in a sealed envelope and the item's name and tenderer's name should be mentioned on the top of the envelope.

**F. Opening of Tender**

The tender will be opened with the presence of procurement committee members and authorized representatives from the tenderers. Representatives of the tenderers shall be requested to be present at the opening ceremony.

The opening ceremony will be held at 10:30 AM 22.09.2024 at BRAC Afghanistan Country office Kabul Afghanistan.

**G. Evaluation of Tender**

Technical Evaluation will be based on quality of laptops, Exact Specification, Past successful experience with International NGO's/Corporate Organizations, Financial quotation/price, Capacity of the vendors, Delivery time, experience of the related business, sample checking, past performance and physical visit of company, and fulfilling all the mandatory documents.

BRAC Afghanistan reserves the right to accept or reject any or all quotations without showing any reason.

#### **H. Award of contract**

BRAC Afghanistan will issue a work order/contract letter to the selected supplier for this procurement. The supplier should follow the purchase order before supplying any quantity of the mentioned items.

#### **I. Specifications**

Lot#1: Dell Laptops as per the attached specification

For details, please see the specification attached to this tender document, and the supplier must quote for all items.

Note: BRAC Afghanistan will procure only one type of laptop (Qty: 380) from the two options provided (as per the specifications). BRAC Afghanistan also reserves the right to select either one of the two options and issue a purchase order for the total required quantity of the selected laptop

The tender winner company will have to follow the specifications of BRAC Afghanistan. If the winning company is unable to fulfill the terms and conditions, then BRAC Afghanistan will not accept the Laptops and BRAC will not be liable for payment of any cost.

#### **J. Corrupt, Fraudulent, Collusive, or Coercive Practices**

Tenderers shall observe the highest standard of ethics during the implementation of procurement procedures and the execution of contracts.

#### **K. Place of procuring**

As a valid importer, the supplier can Supply/import the laptops from any countries as per BRAC Afghanistan Specifications and tender documents terms and conditions (we need the laptop in our Country office that the supplier from where import that is there responsibility). All the custom clearance documents should be submitted to BRAC Afghanistan.

#### **L. Delivery of the products**

1. The final delivery date of the laptops will be mentioned in the work order/purchase Order.
2. The supplier will bear the carrying cost of the items from their place to BRAC Afghanistan Country office Kabul Afghanistan at its own risk and cost. BRAC Afghanistan will not be liable and will not bear any cost for happening any kind of accident/damage on the road during delivery time.

#### **M. Payment of Invoice**

1. After receiving complete delivery of all Laptops in the mentioned provinces as per exact specification, BRAC will pay the bill as per the schedule of fund release from GAC-AGE donor. payment will be made via bank transfer to the company bank account.
2. According to the Country income tax law BRAC will deduct tax from the payment.
3. Payment on the partial delivery of materials will not be considered for this procurement.

4. **Advance and partial payment will not be considered for this procurement.**

**O. Other terms and conditions**

1. BRAC Afghanistan will not bear any amount for submitting any issues related to tender submission.
2. BRAC Afghanistan authority reserves the right to reject or cancel any tender documents without showing any reason.
3. Vendors/Suppliers/Services Providers must follow the BRAC Child Protection and Safeguarding Policy.

I have read and agreed to the terms and conditions.

Signature:

Name of the authorized person of the tenderers:

Company stamp:

Mobile number:

Email of the company:

S #	Item Name	Specification	Quantity
1	DELL Laptop Computer	<b>Model: Dell Inspiron 3520</b> <b>Processor: Intel Core i5 - 12th Generation</b> <b>Graphics: Intel UHD Graphics</b> <b>RAM: 8GB</b> <b>Hard Drive: 512 GB SSD</b> <b>Display: 15.6" FHD</b> <b>Windows: 11 Professional, Genuine</b> <b>LAN Card, HDMI, Wi-Fi, Bluetooth Charger</b> <b>Brand New, One Year Warranty</b>	380
2	DELL Laptop Computer	<b>Model: Dell Laptop Vostro</b> <b>Model: 3520</b> <b>Processor: Intel Core i5 - 12<sup>th</sup> Generation</b> <b>RAM: 8 GB</b> <b>Hard Drive: 512 GB SSD</b> <b>Display: 15.6" FHD</b> <b>Graphic: Intel HD Graphic</b> <b>Windows: 11 Professional, Genuine</b> <b>Charger</b> <b>Brand New, One Year Warranty</b>	380

  
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