



Islamic Relief Worldwide Afghanistan Country Program

Invitation to Tender (ITT)

(Supplying Laptops for Kabul Province)

(IRAF/2025/ITT/001)

TABLE OF CONTENT

No.	Content	Pages
1	PROVISIONAL TIMETABLE	2
2	INTRODUCTION	3
3	PURPOSE OF THIS REQUEST OF PROPOSAL/BID	3
4	PROPOSALS/BIDS SUBMISSION	3
5	AWARD CRITERIA	4
6	PROPOSAL/BID LANGUAGE	5
7	PROPOSAL/BID QUERY	5
8	COMPLAINT MECHANISM	5
9	CONFLICT OF INTEREST	5
10	PAYMENT TERMS	6
11	General Conditions	6
12	PROPODAL/BID COST	6
13	ANNEXS	7
14	• ANNEX A: IR BID FORM – COMPANY PROFILE	7
15	• ANNEX B: IR BID FORM – BUSINESS INFORMATION	8
16	• ANNEX C: IR BID FORM – LIST OF MAJOR CLIENTS	9
17	• ANNEX D: IR BID FORM – SUPPLIER SCREENING	10
18	• ANNEX E: IR BID FORM – SUPPLIER CODE OF CONDUCT:	11
19	• ANNEX F: IR BID FORM – BILL OF QUANTITIES	12

I. PROVISIONAL TIMETABLE:

Activity	Date
Issue Request for Proposal	Date: 01 Jan. 2025
Suppliers submitting inquiries and clarifications due date	Date: 07 Jan. 2025
Answers to Suppliers due date	Date: 12 Jan. 2025
Tender Closure/ Bid Submission due date	Date: 15 Jan. 2025
Tender Review/ Bid Opening and Evaluation date	Date: 20 Jan. 2025
Bid clarifications if required / Inception meeting with shortlisted firms	Date: 23 Jan. 2025
Supplier Visit if applicable	Date: 27 Jan. 2025
Documentation-Internal Approval Process and Award Contract	Date: 30 Jan. 2025
Contract Start date	Date: 02 Feb. 2025

II. INTRODUCTION:

The **Islamic Relief Worldwide** hereinafter referred to as “the IRW”, is a non-profit, faith-inspired humanitarian Organization that provides emergency aid, food security and development projects in 32 different countries

Islamic Relief has been working in Afghanistan for more than 23 years, providing emergency relief and implementing life-changing development projects for some of the most vulnerable people in the country. Islamic Relief Worldwide is registered with the ministry of economics (under Registration No. 184)

III. PURPOSE OF THIS REQUEST OF PROPOSAL/BID:

Islamic Relief Worldwide in Afghanistan extend an invitation to all qualified and interested potential suppliers to submit their financial and technical proposal in order to provide services with the conditions detailed in the attached ToR or/and in the current RFP as detailed below:

- RFP Subject: (Supply of Laptops for Kabul Province)
- RFP Reference number: (IRAF/2025/ITT/001)
- Service Required: Laptop Computers.
- Location Required: Kabul province (More detailed locations are mentioned in the following pages of this RFP/ITT).

IV. PROPOSALS/BIDS SUBMISSION:

Each page of the Tender documents including All Annexes and all attached documents should be signed and stamped.

One major proposal envelop should include TWO separated sealed Envelops:

- Technical proposal Envelop: Include All Tender documents except bill of Quantities.
- Financial proposal Envelop: Include only **ANNEX F: IRW BID FORM – BILL OF QUANTITIES**

Each of the three Proposal envelopes should be Sealed, stamped on both sides and stamped on the sealed flap. The Major proposal envelope that includes Financial & Technical sealed envelopes shall be addressed according to the below:

- To: IRW – Procurement Committee:
- From: Bidder Company Name:.....
- From: Bidder Focal person Name:.....
- Subject: Tender reference number: **IRAF/2025/ITT/001**
- Date of Submission.....

Sealed Proposals should be dropped in the quotation box placed at the Islamic Relief main office according to the below address and Date.

- Address: HOUSE # 17, Street # 5, Old Taimani, Kabul, Afghanistan
- Submission Date: latest by 11:00 a.m. on or before January 15, 2025.

Failure to meet the closing date/time may result in the tender being void. Returned bids must remain valid for consideration for a period of not less than 180 days (6 months) from the closing date. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

V. AWARD CRITERIA

All tenders will be technically and financially evaluated as well as the contract award is made on the basis of ‘best value for money’.

The bids will be examined by IRW to ascertain whether they are complete, free of computational errors, with the necessary sureties provided, correctly signed documents, and generally in order.

IRW has the right to split awards for this intended RFP/ITT.

Fulfilled suppliers from the opening stage who provide the mandatory requirement will be considered in the Technical and financial analysis and shortlisted process

Mandatory requirements (Bidders will be excluded if not submitting Mandatory Requirements)

- Valid Registration of the company (Proven registration and Tax ID)
- Bank Guarantee 5% of total RFP/ITT

Qualification Criteria:

- Bank statements for the last 6 months, with 5 million AFN turnovers minimum.
- List of minimum 3 satisfactory client references including I-NGOs references.
- List of up to 3 previous similar projects (Attach the contracts or Completion certificates)
- Company Profile (Including identifying the presence location in all of Afghanistan covering the main office, sub-office, warehouses, and all related matters)

Evaluation Criteria: (50% Financial – 50% Technical)

Evaluation Criteria	% Weight	Description
Technical Evaluation	10%	Supplier demonstrates operational and structural physical presence in areas of implementation.
	10%	Expertise and experience in the NGO sector
	10%	Experience in similar projects
	10%	Delivery lead time and availability
	10%	Financial Capacity Reflected by Turnover of Bank statement
Financial Evaluation	50%	Price and Payment Terms

Note: IRW has the right to adjust the criteria after the submission of the proposal if necessary.

VI. SAMPLE SUBMISSION:

Should you be asked to provide samples of the goods being offered, your bid could be void if you don't. The identical item number used on the IR BID FORM – BILL OF QUANTITIES) shall be prominently displayed on every

sample that is submitted. The package for the samples must be distinctly labelled "Samples" and include the bidder's name, ITT/RFP number, and other pertinent information.

In order to verify that the goods meet the specifications, the buyer will have the opportunity to view them. The examination will be carried out either by the purchaser's designated employees or by a reputable, appropriate consultant that the purchaser has chosen.

If any inspected items in the future business relationship do not meet the specifications, IRW may reject them; the Bidder will replace the rejected goods without further notice, unless the Purchaser determines otherwise.

VII. PROPOSAL/BID LANGUAGE:

All correspondence and papers relating to the bid, as well as those exchanged between the bidders and the purchaser, must be written in English. Any printed materials provided by the bidder that are written in a language other than English must be accompanied by an English translation of the relevant sections; in such cases, the English version will be used to interpret the bid.

VIII. PROPODAL/BID COST:

IRW, hereinafter referred to as "the Purchaser," shall have no liability or responsibility for any costs incurred by the Bidder associated with the preparation and submission of its bid, regardless of the manner in which the bidding process is conducted.

IX. PROPOSAL/BID QUERY:

If you have any queries on the tender document, please write to procurement.afg@islamic-relief.org.af on or before the **07 of Jan 2025 by 11:00 A.m.**

X. COMPLAINT MECHANISM:

If you identify any violation of rights or any incident of corruption, please write to complaints@irworldwide.org

XI. CONFLICT OF INTEREST:

During the procurement process, a bidder is required to refrain from placing itself, or to make sure that its officers, employees, advisers, agents, or subcontractors do not, in a way that could create an actual, potential, or perceived conflict of interest between IRW's interests and the bidder's interests.

In the event that a conflict of interest develops or seems likely to develop during any phase of the procurement process or the performance of any IRW contract, the bidder shall promptly notify IRW in writing, providing all pertinent information about the circumstances, including any instances in which the bidder's interests conflict with those of IRW or instances in which any IRW official, employee, or person under contract with RI may have, or appear to

XII. PAYMENT TERMS:

- Payment shall be made through bank account transfer within 21 working days based on completion of deliverables.
- Payment for each order will be made according to the actual value of the purchase orders only and after submitting invoices/GRN by the supplier.
- All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.

Bank Name	
Bank Address	
Account Name	
Account Number	
IBAN Number	
SWIFT CODE	
Currency	

XIII. General Conditions:

- IRW has the right to purchase the full quantity or part of them based on the actual need.
- IRW reserves the right to accept or reject any quotation and to cancel the procurement process and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IRW's action.
- IRW reserves the right to split the awards in any combination as it may deem necessary or appropriate in its sole discretion in the best interest of IRW.
- The supplier should price all items according to the specs/ brands mentioned in the BOQs. If the requested brand is not available, the supplier should mention the equivalent brand.

ANNEX A: IR BID FORM – COMPANY PROFILE

Questions	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address). Other Branches including full address.	
Full address of all warehouses.	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement. This include Cell#, Email Address	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

ANNEX B: IR BID FORM – BUSINESS INFORMATION

Questions	Answers
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company’s experience in the execution of similar contracts, keeping in view the following points:</p> <ul style="list-style-type: none"> i. Name of company/INGOs ii. Contract Value iii. References <p>(agreements copy must be attach)</p>	
<p>Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)</p>	

ANNEX C: IR BID FORM – LIST OF MAJOR CLIENTS

	1	2	3	4
Name of Organization				
Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				

ANNEX D: IR BID FORM – SUPPLIER SCREENING

Company Information

Company Name (as appeared on Registration Document): _____

Company Address: _____

Country: _____ Telephone: _____ Website: _____

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request?

Please note that it is compulsory for the following to be provided to us:

- 1. Company Registration
- 2. Photocopy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a 'terrorist activity'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: _____ Position: _____

Sign & Official stamp: _____ Date: ____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use (SUPPLIER DON'T FILL THE BELOW INFORMATION)

Received by (local office): Name
Information sent to (HQ): Name

Position

Date

ANNEX E – SUPPLIER CODE OF CONDUCT:

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:
Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:
 - 2.5.1 Waste Management
 - 2.5.2 Packaging and Paper
 - 2.5.3 Conservation
 - 2.5.4 Energy Use
 - 2.5.5 Sustainability
 - 2.5.6

We,....., confirm complying and adhering to Islamic Relief Code of Conduct for each term and article mentioned here.

Company Name:	Date:
Name:	Position
Sign & Official stamp:	
A duly authorized company representative	

ANNEX F: IRW BID FORM – BILL OF QUANTITIES

Islamic Relief (Afghanistan) takes this opportunity to request you quote the prices for the supply of Laptop Computers.

No.	Item	Specification	Qty	Unit	Unit Price
1	ACER LAPTOP	ACER LAPTOP SPECIFICATION: <ul style="list-style-type: none"> • Model: Acer Nitro V15 ANV15-51-71PD • Processor: Intel Core i7 (13th Generation) • RAM: 16GB, Storage: 512GB SSD • Graphics: NVIDIA GeForce RTX 3050 (6GB) • Display: 15.6" • Operating System: DOS • Features: Backlit keyboard • Stock: American stock • Fingerprint Reader • Windows 11 Pro Live Time License 	100	PC	
2	Laptop Backpack	Brand: Cool bell-R, Model: CB-2669 Color: Blue. Product: Backpack. Material: Fabric. Size: 15.6, Weight: 1.0 KG	100	bag	
3	USB Mouse	Brand =ACER, Colour =Black, Connectivity technology=USB Touch, Wireless, Portable, Lightweight, Flat Mouse, Optical	100	PC	
Total Price					
Currency of Bid				AFN	

- Total Cost of Goods/Services should include the cost of Goods/Services, Loading, Unloading, Transportation, Taxes, and any other cost.
- Bidder is responsible for completely meeting specifications provided in the Bid. No change in the specification will be acceptable for any item once the tender is awarded to any supplier.
- IRW has the right to conduct the lab test for samples to evaluate the quality and the consignment if selected.

Required Delivery locations (IRW)	Required Delivery Lead (IRW)	Offered Delivery Lead (Bidder)
Kabul Province	The delivery time for the requested items shall be within 5 working days after signing the contract	