

REQUEST FOR QUOTATION (RFQ) NO.: N_24_2020_AFG

RFQ NAME: SUPPLY & DELIVERY OF IT EQUIPMENT (REVISED)

Dear Sir/Madam,

You are kindly requested to submit your quotation, for the goods described in Annex A.

For any questions/clarifications related to this RFQ please contact, afg-tenders@idlo.int

RFQ Issue Date	03-Feb-20
Description of requested Services	See Annex A
General terms and conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods.
Quotations submission	All quotations shall be submitted through the following e-mail address: afg-tenders@idlo.int
Partial quotations	Partial quotations are not permitted
Validity of quotation	60 days
Place of delivery	IDLO Office, Kabul, Afghanistan.
Delivery terms	Goods will be delivered to IDLO office after contract/PO signature by last party in 20 calendar days.
Payment terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all services and upon submission of the invoice by the Contractor.

Please provide your quotation on or before: **11-Feb-2020, 1000hrs (10:00AM) local time Kabul, Afghanistan.**

ANNEX A

TECHNICAL SPECIFICATION

SUPPLY & DELIVERY OF IT EQUIPMENT

1. OVERVIEW

IDLO Office intends to “purchase requested HP EliteBook 840 G6 laptop computers for its program activities considering the following technical specifications for the items:

Technical Specifications for Goods:

HP EliteBook 840 G6

Operating system:	Windows 10 Pro 64
Processor family:	8 th Generation Intel® Core™ i7 processor
Processor:	Intel® Core™ i7-7500U with Intel HD graphics 620 (2.7 GHz, up to 3.5 GHz with Intel Turbo Boost Technology, 4 MB cache, 2 cores)
Chipset:	Chipset is integrated with processor
Memory:	8 GB DDR4-2400 SDRAM (1 x 8 GB)
Memory slots:	2 SODIMM
Internal drive:	512 GB HP Z Turbo Drive PCIe SSD
Display:	14" diagonal FHD SVA slim with camera, Corning® Gorilla® Glass 4 LED-backlit touch screen (1920 x 1080 ^[3,6,24])
Graphics:	Intel® HD Graphics 620
External I/O Ports:	2 USB 3.1 Gen 1 (1 charging); 1 USB Type-C™; 1 DisplayPort™ 1.2; 1 VGA; 1 RJ-45; 1 docking connector; 1 headphone/microphone combo; 1 AC power
Expansion slots:	1 SD; 1 external SIM Supports SD, SDHC, SDXC.
Audio:	Audio by Bang & Olufsen; Dual speakers; Integrated dual array microphone; HP Noise Cancellation Software; HP Audio Boost
Webcam:	720p HD webcam
Keyboard:	HP Premium Keyboard with drain, backlit and DuraKeys (US international Keyboard)
Pointing device:	Touchpad with on/off button, two-way scroll, gestures, two pick buttons
Wireless technology:	Intel® Dual Band Wireless-AC 8265 802.11 a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo (NFC and non-vPro™)
Power supply:	65 W Smart AC adapter
Battery:	HP Long Life 3-cell, 51 Wh Li-ion
Battery life:	Up to 15 hours and 15 minutes
Energy efficiency:	ENERGY STAR® certified
Dimensions (W X D X H):	13.3 x 9.3 x 0.74 in
Weight:	Starting at 3.27 lb
Warranty:	Three-year limited warranty (3/3/0)
Software included:	HP Hotkey Support; HP Recovery Manager; HP Support Assistant; HP 3D Driveguard; HP Velocity; Skype; Buy Office; Bing Search; HP Mobile Connect Pro; HP Image Assistant; HP Noise Cancellation; HP ePrint Driver+JetAdvantage; HP Workwise ^[14]
Manageability Features:	HP Driver Packs; HP SoftPaq Download Manager (SDM); HP System Software Manager (SSM); HP BIOS Config Utility (BCU); HP Client Catalog; HP Management Integration Kit for Microsoft System Center Configuration Manager; LANDESK Management

Security management: HP Client Security; Security lock slot (lock must be purchased separately); HP Password Manager; HP Secure Erase; Integrated smart card reader (active); Absolute Persistence Module; Preboot Authentication; TPM 2.0; Fingerprint reader; HP BIOSphere with HP Sure Start Gen 3; HP Device Access Manager [8,10,19,20,23]

Laptop Bags: Cool Bell Bag – Best Quality

Wireless Mouse: Logitech best Quality

2. Equipment technical specifications check list

IDLO's minimum Technical requirement	Your offer Please specify	Bidders to confirm compliance/non-compliance
All items must be new brand-best quality.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Goods should meet the specifications required.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Original company packed		<input type="checkbox"/> YES <input type="checkbox"/> NO
Delivery Period: 20 calendar days after PO signed.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Warranty Period		<input type="checkbox"/> YES <input type="checkbox"/> NO

PERIOD OF CONTRACT

The period of contract is twenty (20) calendar days from the date of signing the Purchase Order.

3. Timeline for Products delivery

Vendor is to complete the supply & delivery of the goods requested as per the following schedule after award of the Purchase Order and placement of order:

No.	Activity Description	Timeline to complete the task	Remarks
1	Supply & Delivery of IT Equipment in accordance with technical specification provided under clause 1, Annex-A	20 calendar days	

4. PAYMENT SCHEDULE

The contractor will be paid base on the approved orders issued and successful delivery of the item.

PRICING SCHEDULE

No.	Description of Activity	Unit	Quantity	Unit Price in USD	Total Price in USD
1	SUPPLY & DELIVERY OF HP ELITEBOOK 840 G6 LAPTOP	Pcs	8		
2	LAPTOP BAG – COOL BELL	Pcs	8		
3	WIRELESS MOUSE – LOGITECH	Pcs	8		
GRAND TOTAL					

<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder’s Stamp</p>
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Note:

1. Any changes towards the unit and format of this quotation form shall disqualify your offer.
2. The price should include delivery to IDLO office located at Camp Baron, Kabul, Afghanistan or any other location within Kabul city.
3. The rates and prices shall include all necessary costs for all labor, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement.

Special Conditions:

1. Similar Previous Experience Proven (copy of PO/Contract) in supply and delivery of similar goods.
2. Any conflicts of interest, potential conflicts of interest, or relationships with IDLO, or staff must be declared as part of your submission.
3. Delivery schedule will be part of the evaluation of the bidders. Priority will be given to less delivery time.
4. Bidder should have valid business license. (copy is to be submitted as part of technical proposal).
5. Bidder should have corporate bank account. (copy is to be submitted as part of financial proposal).
6. Copy of National Identity Card (NIC) and valid passport for the winner bidder’s key personal will be required for vetting purposes.
7. Taxation: The contractor shall be personally and exclusively responsible for the payment to any and all applicable jurisdictions of taxes, charges or other levies, if any, with respect to compensation or other payments received from IDLO in connection with the resultant purchase order.

PREVIOUS EXPERIENCE FORM

Description of services/goods/works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

<p>Name, position and signature of the official representing requested entity</p> <hr/> <p><i>Duly authorised to sign this quotation</i></p> <p>Date:</p>	<p>Stamp (if applicable)</p>
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Important: Technical Specification of product specifying each item offered is essential and makes an integral part of the bid. Failure to provide necessary products technical specification deemed as non-compliant. IDLO reserves the right to reject any poor-quality item without any payment to supplier.

END OF ANNEX – A

ANNEX-B
IDLO GENERAL TERMS AND CONDITIONS
FOR THE PROCUREMENT OF GOODS

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services.

The present General Terms and Conditions for the Procurement of Services (hereinafter referred to as “General Terms and Conditions”) set forth the general terms and conditions applicable to the Parties under the Contract.

ANNEX-C

IDLO Supplier Code of Conduct

IDLO recognizes the universal and fundamental values enshrined in international instruments in the areas of human rights, labor, environment and anti-corruption.

IDLO expects its Suppliers to respect fundamental social and human rights, and the equal rights of men and women, take responsibility for minimizing the environmental impact of their activities, endorse ethical business practices and reach the following goals:

1. **Supplier Relationships:** The provisions of this Code of Conduct set forth the expectations of all suppliers with whom IDLO does business. IDLO expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third parties. IDLO expects that suppliers ensure that the rules and standards of this Code of Conduct are communicated to the employees and subcontractors.
2. **Promoting the Principles of this Code of Conduct:** IDLO expects that its suppliers will establish and maintain appropriate management systems whose scope is related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. All principles contained in this Code of Conduct are of equal importance independently of their order of appearance.
3. **Subcontracting:** IDLO expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct or equivalent set of principles.

Labor:

4. **Freedom of Association and Collective Bargaining:** IDLO expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed, as well as core international principles on Freedom of Association and collective bargaining. IDLO recognizes the importance of open communication and direct engagement between workers and management and suppliers are to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.
5. **Forced Labor:** IDLO expects its suppliers to prohibit any use of forced, bonded or indentured labor or involuntary prison labor, and embrace employment practices consistent with international rules on forced labor. All work, including overtime work, will be voluntary and workers should be free to leave upon reasonable notice. Suppliers should also not mandate that workers hand over government-issued identification; passports or work permits as a condition of employment.
6. **Child Labor:** IDLO expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The minimum admission to employment

or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country

permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the child's health, physical, mental, social, spiritual or moral development. All suppliers should also adhere

to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labor and apprenticeship programs.

7. Discrimination: IDLO does not tolerate any form of discrimination in hiring and employment practices on the ground or race, color, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status. IDLO also discourages discrimination regarding access to training, promotion, and rewards.

8. Working Hours: IDLO expects its suppliers to comply with all applicable working hour requirements as established by local law, and should never exceed 60 hours per week, including overtime, except in emergency or unusual situations. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to ensure that workers are provided with one day off in every seven-day week.

9. Compensation: IDLO expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits.

Human Rights:

10. Human Rights: IDLO expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: IDLO expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Health and Safety: IDLO expects its suppliers to follow all relevant legislation, regulations and directives in country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken. At a minimum, suppliers should strive to implement recognized management systems, reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.

13. Mines: IDLO expects its suppliers to strive not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

14. Environmental: IDLO expects its suppliers to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

15. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

16. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

17. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

18. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Drug trafficking and Terrorism:

19. Drug Trafficking: IDLO expects its supplier to warrant that neither they, nor any of their employees and subcontractors, are engaged in the manufacture, sale, transportation, or distribution of any drug or narcotic substance deemed to be illegal in either the country of manufacture or delivery of the goods or services to be provided to IDLO.

20. Terrorism: IDLO expects its supplier to warrant that neither they, nor any of their employees and subcontractors, are engaged directly or indirectly in terrorism, or in the finance or support to terrorists.

Bribery & Corruption:

21. Corruption: IDLO expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery, at a minimum.

22. Conflict of Interest: IDLO suppliers are expected to disclose to IDLO any situation that may appear as a conflict of interest, and disclose to IDLO if any IDLO official or professional under contract with IDLO may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

23. Gifts and Hospitality: IDLO does not accept any type of gift or any offer of hospitality. IDLO will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. IDLO expects its

suppliers not to offer any benefit such as free goods or services or a work position or sales opportunity to an IDLO staff member in order to facilitate the supplier's business with IDLO.

24. Monitoring and Evaluation: IDLO may conduct on-site evaluations and inspections of its supplier's facilities and those of their subcontractors to review their progress towards these principles. It is the expectation of IDLO that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. IDLO may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with IDLO.