

To: Offerors

From: Agricultural Development Fund (ADF)

Date: 21 October, 2019

Subject: **Request for Quotation - RFQ # ADF-Ops-019-15- Purchase of Dell laptop computers for ADF Office.**

Dear Offerors:

Enclosed is a request for quotation for Purchase of Dell laptop computers for ADF Office. ADF invites firms to submit a best offer for subject RFQ.

- I. **Type of Subcontract** – An award resulting from this RFQ will be on successful bid.
- II. **Submission of Quotation with hard copy:** All quotations are due in Kabul on **27 October, 2019** by no later than 1600 hours local Afghanistan time. Quotations received at the office designated below after 1600 hours (4:00 p.m.) will not be considered. Quotations must be **sealed** and sent to ADF Kabul office by no later than **27 October, 2019 (4:00 pm Kabul Local Time)** to the attention of **ADF Procurement**. Submissions by fax will not be accepted. Bidder's proposals should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Bidder's standard technical specifications and product literature are preferred.

Address: Second Street, Pharmacy Road, Shashdarak, Kabul. Contact # + 93 796060978.
- III. **Questions:** Technical inquiries and/or requests for clarification to this offering must be made in writing and may be made via e-mail to adf_procurement@adf-af.org. All questions received may be forwarded by ADF to all participating bidders.
- IV. **Background:** The Agricultural Development Fund (ADF) is a standalone government owned financial institution with the fundamental purpose of making credit available to the agriculture sector. The target clientele of the ADF includes small commercial farmers, as well as agribusiness engaged in distribution of agricultural inputs, producers of high-value crops, processors and exporters of agricultural products. ADF functions as a wholesale lender, channeling credit through financial and non-financial institutions.

Agricultural credit provided by the ADF is enabling farmers and other players in the agriculture sector to put in practice modern production, processing and market development practices acquired in the last decade.

The mission of the ADF is to stimulate growth of Afghanistan's agricultural sector by providing farmers and agribusiness with access to financial services to increase productivity, improve the quality of their crops and harness market opportunities. This will support the MAIL's broader goals of restoring Afghanistan's licit agricultural economy and contributing to the growth of the rural economies.

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V. Offeror's Agreement with Terms and Conditions – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to ADF of a quote will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFQ and any attachments hereto. ADF reserves the right to award a purchase order without discussion and/or negotiation; however, ADF also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its quote (technical and/or price. Issuance of this RFQ in no way obligates ADF to award a purchase order, nor does it commit ADF to pay any costs incurred by the Offeror in preparing and submitting the quote.

VI. Index of RFQ – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

Section 1	Quotation Instructions
Section 2	Description of Goods
Section 3	Special Provisions
Section 4	Evaluation Criteria

Appendices

Appendix A:	Cover Letter
Appendix B:	Detailed Cost Breakdown/Bill of Quantities Form
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Copy of business certificate
Appendix E:	Quotation Checklist

VII. Composition of Quote – Offerors shall submit his quote for items detailed in Appendix B Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through E (see above).

SECTION 1 – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION

The Offeror shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Offeror. Use the template in Appendix A.
2. All Prices shall be quoted in Afghan Local Currency (Afghanis) only, Offers in other currencies will not be considered.
3. Offeror shall submit quotes in prescribed Format of Appendix B.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
6. ADF has the rights to increase or decrease the goods and services mentioned in this RFQ
7. ADF Payment term: Net 30 days.
8. Bid validity: Net 60 days from date of submission
9. ADF will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. The AISA/Ministry of Commerce Business License must be attached to the quotation.

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SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED

Please refer to Appendix B for a list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by ADF.

3.1. Government Withholding Tax

pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, ADF is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors more than 500,000 AFN. In accordance with this requirement, ADF shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, ADF shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with ADF.

3.2 Penalty Charges

If the Vendor fails to supply the specified Goods/Services within the date stipulated, ADF shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

SECTION 4 - EVALUATION CRITERIA

All quotations received in response to this solicitation will be evaluated and scored by evaluation sub factors. The Subcontract/Purchase Order shall be awarded on a best value bases. The following sub factors shall be used to evaluate offers: ADF will award subcontract(s) resulting from this solicitation to the responsive Bidder whose proposal will be most advantageous to ADF, price and other factors considered. Therefore, the Bidder's initial offer should contain the best terms from a price and technical standpoint. If determined to be necessary, ADF reserves the right to conduct discussions with the Bidder. ADF may reject any or all offers if such action is in the interest of ADF or the public; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

The vendors will be evaluated according to the Lowest Price Technically Acceptable.

- Price (80%)
- Responsiveness (10%)
- Past performance (10%)

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RFQ CONTINUES BELOW

VENDORS MUST ALSO FULL OUT THE INFORMATION ON PAGE 4 of 10

CRITERIA FOR JUDGING THE RESPONSIVENESS OF BID In addition to measuring whether the vendor is responding to ADF's needs, criteria may be used to disqualify vendors who answer incorrectly		Company's Response here
<u>1</u>	Is your price quotation valid for at least 30 days? YES or NO	
<u>2</u>	Does your company agree to net 30 days payment term? YES or NO	
<u>3</u>	Does your quotation cover letter signed by authorized person? YES or NO	
<u>4</u>	Do you have bank account, if yes please attach your bank account info with the quote	
<u>5</u>	Will you be able to accept/communicate by E-Mail? YES or NO	
<u>6</u>	Is your price quotation is in Afghanis? YES or NO	
<u>7</u>	Is your companies' business license attached to this quotation? YES or NO	
<u>9</u>	Did you have contract with ADF in the past? YES or NO	
<u>10</u>	Did you list three contracts in the past performance section? YES or NO	

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APPENDIX A

QUOTATION COVER LETTER

[On Letterhead]

<Insert date>

TO: ADF
Address: Second Street, Pharmacy road, Shashdarak, Kabul. Contact # +
93 796060978.

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Request for Quotation - RFQ # ADF-Ops-019-15- Purchase of Dell laptop computers for ADF Office.** In accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFN 0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e., <Expiration date or Validity of Bid >.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Telephone #:

Address:

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Appendix B

BILL OF QUANTITIES

No	Item Name and Description	Unit	QTY	AFN Unit Price	AFN Total Price
1	Dell Latitude E5490 Brand New Business Laptop, Intel Core i5- 8th Generation, 16GB RAM, 256SSD Hard drive, 14' HD Screen, Factory installed Windows 10 Professional 64-bit unlimited lifetime , ENG KB, Color Black.	Each	20		

Remark: The delivery timing should be between 5 up to 7 days after official contract offer from ADF.

Notes:

1. The Payment will be made at the end of delivery based on invoice submitted by the company.
2. The amount will be transferred to the company account not to any individuals account.
3. ADF reserves the right to cancel or terminate the PO if the company is not able to provide the satisfactory goods or services.
4. 2% of tax will be deducted from the total amount of invoice if the company is registered and have the valid registration documents from Afghanistan Government, if the company is not registered then 7% of tax will be deducted based on Afghanistan Taxation Law.
5. ADF reserves the right to issue multiple contracts under this RFQ or to issue no contract if the responses are not adequate.
6. Uptime support services & full warranty of software/ hardware
7. Windows must be 10 professional 64 bit 100% original along with unlimited life and installation.
8. It will be checked label to label according to serial#
9. Should not be refurbish in case of evidence it will reject all computers and full payment should be reimburse to ADF account.

Additional Required Information		
No	Description / Question	VENDORS MUST ALSO FILL OUT THE INFORMATION ON THE PAGE 4 of 10
1	Validity of Bid Price:	
2	Period of Performance:	30 days after award of contract
3	Payment terms:	Net 30 Days

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Appendix C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years (i.e., 2015, 2016, 2017, 2018 and 2019) Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Email Address	Cost in AFN	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1									
2									
3									

**APPENDIX D
BUSINESS LICENSE/CERTIFICATE**

License

Please Attach

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APPENDIX E:

ADF QUOTATION CHECKLIST

(Please check all that apply and include this page in the proposal)

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Offeror: _____

Does your proposal include the following?

- Cover Letter *(use template in Appendix A)*
- Detailed Cost Breakdown/Bill of Quantities Form *(use form in Appendix B)*
- Summary of Relevant Capability, Experience and Past Performance *(use form in Appendix C)*
- Copy of business license *(use form in Appendix D)*
- Bank Account details