



Request for Quotation Number: RFQ-AMP-2020-005

Title:	Provision of Laptop Computers for business purposes preferred brand HP, Dell or equivalent in Kabul
For:	Agricultural Marketing Program (AMP)
Required in:	Kabul, Afghanistan
Issue Date:	May 31 st , 2020
Deadline for Questions:	June 7 th , 2020
Closing Date:	June 14 th , 2020 at 4:30.00 PM Kabul Time
Funded by:	United States Agency for International Development (USAID)
Agreement No.:	306-A-00-10-00512-00
Submission for Questions:	mohammad.rasul@ rootsofpeace.org Email Subject should have: RFQ-AMP-2020-002, Laptops
Quotations Submission Address:	AMP-PROCUREMENT@rootsofpeace.org
Validity:	90 Days
Submission Method:	Bidders are requested to submit their bids through email only to; AMP-PROCUREMENT@rootsofpeace.org
Type of Award:	One Time Firm Fixed Price Purchase Order

THIS RFQ IS SUBJECT TO THE GENERAL CONDITIONS OF THE RFQ, THE GENERAL CONDITIONS OF PURCHASE ORDER AGREEMENT (POA) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF AGREEMENT.

Invitation

AMP requests Quotations from eligible Business Laptops Providers, who have the required experience and capabilities of taking up this service to provide Laptop computers for business purposes preferred brands HP, Dell or equivalent to Roots of Peace main office (MAIL) located in Kabul (Ministry of Agriculture, Irrigation & Livestock). Laptop Provider should be able to provide the product compatible with the specifications described in this RFQ.

Background

The Agricultural Marketing Program (AMP) builds on the successes of Roots of Peace's 10-year Commercial Horticulture & Agriculture Marketing Program (CHAMP), and aims over the 3-year period of implementation to increase export volumes and values, introduce new agricultural products to the market, diversify export markets and increase value-added processing. The increased exports will create additional demand for agricultural products that will drive job growth in rural areas.

AMP works primarily with private sector agribusinesses, but also engages the Ministry of Agriculture, Irrigation and Livestock (MAIL), the Afghan Chamber of Commerce and Industries (ACCI), the Export Promotion Agency of Afghanistan (EPAA) and other USAID-funded agricultural programs including (AVC-Crops, AVC-Livestock, RADP East and PVC-West). Specific attention is given to support the participation of women and youth in AMP activities.

Roots of Peace History

Founder Heidi Kuhn became gravely aware of landmines, and their lasting effects on economies, upon the tragic death of Princess Diana in 1997. Motivated by the Princess's compassion and commitment to global demining, Kuhn began Roots of Peace in honor of Diana's memory and to ensure that her work would continue. Heidi's vision was to turn **MINES TO VINES** by replacing the scourge of landmines with bountiful vineyards worldwide. Initial support from the California wine industry helped turn Heidi's dreams into a reality. With funding from the public and private sector and countless generous donors, Roots of Peace has worked in numerous continents to bring economic empowerment to populations living in post-conflict regions. We have raised both awareness and funds to remove one million landmines and UXO worldwide and plant over five million trees to give farmers access to land that was previously deemed too dangerous to develop. To ensure economic development, we work beyond demining and assist farmers so that they have the tools and resources to grow, market and sell their products effectively and efficiently. We bring dignity to farmers and families living on war-torn lands for future generations to thrive.

Instructions to Bidders

A. Submission of offers

Submit signed and dated offers to AMP-PROCUREMENT@rootsofpeace.org before deadline specified in this solicitation. In the subject line indicate the RFQ number(**RFQ-AMP-2020-005**). All quotations must be submitted in English, as attachments, and in Adobe PDF format.

B. Offer Format

Bidders are requested to submit their offers in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from evaluation:

Product Specifications:

Brand New Laptop Computers for Business purposes, with following specs;

Display 13.5"

Screen: 13.5" PixelSense™ Display

Memory 16GB LPDDR4x RAM

Processor Quad-core 8th Gen Intel® Core™ i7 Processor

Software Windows 10 pro 64-bit genuine English

Storage solid-state drive (SSD) 256 GB,

Note Laptop for Business

preferred brand HP, Dell or equivalent

Bidders determination of responsibility.

- a. Should hold valid AISA registration or registration with the respective ministry. Also In the case of Internet Service Provider, the registration with Ministry of Information and Culture.
- b. Proposals and queries should be submitted in English and evaluations will be made in English and when in conflict, English will take precedence over Dari proposals and quotations.
- c. Rates shall be provided in both words and figures. All rates/charges should be stated in United States Dollars.
- d. Has a valid Tax clearance certificates from Ministry of Finance-Afghanistan.
- e. The offers in response to this RFQ must include all prices including all relevant taxes as per Afghanistan Income Tax Law, AMP will not accept any additional taxes or charges to the awarded entity after an award is made. According to Afghan Income Tax Law, AMP will withhold 2% of the total monthly amount from the supplier who hold valid registration licenses with relevant Afghan Ministries and remit the amount to Ministry of Finance.
- f. No advance payment will be provided.
- g. Payments will be made to the supplier only by Bank Transfer, AMP will pay the supplier in accordance with the payment schedule, to be stipulated in the Purchaser Order Agreement, within (30) days of submission of an acceptable invoice by the supplier and AMP's acceptance of services.
- h. AMP reserves the right to reject any or all bids without assigning any reasons.
- i. Incomplete or non-compliant offers will not be considered.
- j. Offer must be valid for 90 days from the date of submission, and fixed for the total duration of the contract.
- k. AMP reserves the right to reject the product supply if it doesn't meet the required specifications described in this solicitation.
- l. Clear description of business references and past experience will be positively marked as per the template provided.
- m. Offerors may submit a proposal outlining value-added services that form part of the service in request
- n. If the scope is sub-contracted to other party, please specify
- o. Offerors are required to examine all instructions and the specifications contained in this Request for Quotation. The completion and submission to ROP/AMP of the above item will constitute a Quotation and will indicate the Offeror's agreement to the terms and conditions in this RFQ and in any attachments hereto.
- p. Issuance of this RFQ in no way obligates ROP/AMP to award and offers will not be reimbursed for any cost associated with the preparation of this Quote. ROP/AMP also reserves the right to issue multiple awards and procure only items or services from selected vendor(s).
- q. If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please email to procurement@rootsofpeace.org. Your name and the name of your company will be kept undisclosed.

General requirements

- a. The copy of valid license shall be provided.
- b. Has a valid Tax clearance certificates from Ministry of Finance-Afghanistan, Letter of good standing should be submitted.
- c. Afghanistan TIN Number copy shall be provided.
- d. RFQ Signed and Stamped.
- e. At least 3 references shall be provided.
- f. Past experience and Company Fact sheet
- g. Company Address
- h. Name, Email and Contact number of Company's Authorized representative

- i. Financial Offer (as a separate document)
- j. Indicate fixed costs and total cost (USD) in the categories given
- k. Warranty Terms and Conditions
- l. Detailed specifications of the goods offered (preferably with photos).
- m. List of spare parts (if applicable)

Other Terms and Conditions

1. This RFQ in no way obligates ROP to make an award, nor does it commit ROP to pay any costs incurred by the Offeror in the preparation and submission of a quotation or amendments to a quotation.
2. If there are any significant deficiencies regarding responsiveness to the requirements of this RFQ, an Offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP reserves the right to waive immaterial deficiencies at its discretion.
3. ROP reserves the right to cancel this RFQ at any time.
4. ROP reserves the right to reject any or all bids without assigning any reasons.
5. ROP reserves the right to waive any administrative requirement in this RFQ.
6. If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP for approval.
7. All Goods (including, but not limited to, materials, parts, components, and sub-assemblies thereof) shall, unless otherwise expressly approved by ROP in writing, be new, and not used, remanufactured, refurbished or discontinued; and shall be produced entirely from goods meeting all of the foregoing requirements.
8. ROP will have the right to carry out due diligence on any offer received.
9. ROP will not share its internal evaluation documents.

Questions:

Offerors are welcome to seek clarifications or ask questions about technical and administrative aspects of this RFQ. All questions or requests for clarification must be in English. Questions or requests for clarification should be submitted no later than 5 days before the closing date in writing by email only mentioned in the cover page.

the email address stated on the cover page of the RFQ.

Offerors should be aware that their responses to questions or requests for clarification may be shared with other Offerors.

Any verbal information received from employees of ROP, the Beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.

Prices

Quoted prices should be firm, fixed and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs, any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offeror's required performance. Price(s) must include all taxes required by the country in which the factory or assembly plant works. ROP will not accept any additional taxes or charges after any resulting award. ROP will only pay after the goods and related services in accordance with the specs mentioned, are successfully provided.

Sources and Nationality

The vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iran, Laos, Libya, North Korea, or Syria.

Vetting (anti-terrorism screening) Procedure

Please be advised that offeror who is selected to supply equipment valued in excess of \$25,000 will/may be required to pass US Government's anti-terrorism vetting. ROP will detail the procedures once the awardee is notified. In addition to vetting, ROP reserves the right to carry out due diligence on any offers received.

G. Evaluation and Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price technically acceptable (LPTA) basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP reserves the right to waive immaterial deficiencies at its discretion.

Evaluation Criteria

Criteria	Score
Pricing	40
References	10
After Sale Service (Warranty)	20
Background and Experience	20
Additional & Value Added Services	10

Financial Offer

S/N	Item Description	Bandwidth in MBPS	Qty	Unit Price (USD)	Total Price (USD)
1	Laptop Computers preferred Brand HP, Dell or Equivalent	Display; Screen 13.5" PixelSense™ Display Memory: 16GB LPDDR4x RAM Processor: Quad-core 8th Gen Intel® Core™ i7 Software: Windows 10 pro 64-bit genuine English Storage: solid-state drive (SSD) 256 GB	11		
Total					

Note: location: ROP MAIL office Kabul Afghanistan

Authorized USAID Geographic Code

All goods and services supplied under this order must meet USAID Geographic Code 935 (Special Free World) requirements as described in the Code of Federal Regulations: 22 CFR §228. No commodities, items with components from, or related services may be offered from the following countries: Cuba, Iran, Libya, North Korea, and Syria. Related services include transportation through, in coordination with or any related or incidental services pertaining to any/all aspects of this Agreement (including fuel, lodging, meals, board, and communications expenses).

Annex 1. Checklist

Submit signed and dated offers to AMP-PROCUREMENT@rootsofpeace.org

Document 1:

Company Information

Company Name.

Company Address.

Name of Company's Authorized Representative.

Authorized Representative's Email, Phone Number.

Summary of Relevant Capability, Experience and Past Performance

References of at least three past clients, providing contact details (name of the client, the client's representative, a contact telephone number and email address) and details of the goods provided.

Copy of their official registration or business license.

Document 2:

Financial Offer

Indicate fixed costs in each category in the table.

Indicate Overall costs.

Prices quoted in response to this RFQ must be priced in US Dollars.

Proposed Payment Terms.

Installation and commissioning terms.

Warranty Terms and Conditions:

A warranty is required for all goods under this RFQ and must be

valid for a minimum period of 12 months after delivery and acceptance of the goods. The warranty should cover defects resulting from defective parts, materials or manufacturing, if such defects are revealed within 24 months of equipment commissioning.

Lead Time for delivery to pick-up location.

Duration of Quotation Validity.

Shipping or delivery of goods

Document 3:

Technical offer:

Detailed specifications of the goods offered (preferably with photos).

List of spare parts (include details of any expendable or spare parts that will likely be required within the first twelve months of equipment operation).

1. Reference format

REFERENCE	
INFORMATION REQUIRED	
Name and Address of Company	
Contact Name and Telephone Number	
Details of Service Provided	
Value of Contract	
Duration of Contract	
Duration of Service Provided	