



Islamic Republic of Afghanistan  
Administrative Office of the President  
National Procurement Authority

**REQUEST FOR QUOTATION**  
**FOR E-GP SYSTEM ADMINISTRATION SOFTWARE**

Purchaser's Reference: **AF-NPA-FSP-208369-GO-RFQ**

Requisition No.: **665**

## REQUEST FOR QUOTATION FOR THE SUPPLY OF GOODS FOR E-GP SYSTEM ADMINISTRATION SOFTWARE

To: { }

Date: **07/April/2021**

1. The *National Procurement Authority, Administrative Office of the President* has a budget allocation for the purchase of Goods; and is applying some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
2. Payments made against any Purchase Order arising from this Request for Quotation will only be made in Afghanistan. The Unit Rate(s) offered by the Supplier, if accepted, shall remain fixed for the duration of the Purchase Order.
3. Your quotation, must be delivered to the office of the undersigned **ON OR BEFORE 14/04/2021**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for **E-GP SYSTEM ADMINISTRATION SOFTWARE AND** do not open before **14/04/2021**.
4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
5. The quotation shall be completed and signed by an authorised representative of the Supplier. In the case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorised by the goods' manufacturer to supply the goods in Afghanistan.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Details of official authorised to receive RFQ :

Contact Person: Junaid Ahmad Musazay  
Office: AOP/NPA/Operations Directorate  
Address: 2nd Floor, NPA building, Kabul Afghanistan  
Telephone: +93 (0) 728888967 & 0202926280  
Telefax: N/A  
E-Mail: [junaid.ahmad@npa.gov.af](mailto:junaid.ahmad@npa.gov.af)

## SCHEDULE OF ITEMS AND PRICED QUOTATION

No شماره	Description & Details مشخصات تخنیکي	Unit واحد	Qty کمیت	Unit Rate AFN قیمت فی واحد به افغانی	Total Amount AFN قیمت مجموعی به افغانی
1	PHPStorm IDE Per user/year	license	25		
2	Microsoft 365 Family, One convenient subscription for up to 6 people.  Includes AI-powered apps, up to 6 TB of cloud storage (1 TB per person), and advanced security for all your devices.  Premium apps: MicrosoftWord, MicrosoftExcel, MicrosoftPowerPoint, MicrosoftOneNote, MicrosoftOutlook, MicrosoftAccess (PC only), MicrosoftPublisher (PC only)  Premium value: OneDrive, Microsoft Skype, Microsoft Microsoft Editor, Microsoft Microsoft Family Safety.	license	5		
3	Download manager One-year license for 1 PC	license	25		
4	Acrobat pro license/year	license	20		
5	Photoshop cc license/year	license	3		
6	Illustrator cc license/year	license	1		
7	Premier cc license/year	license	1		
8	Windows server 2016 Standard	license	1		

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9	Camtasia 2019	license	3		
10	Adobe XD /year/user license Adobe XD will be used for UI/UX design and Prototype of e-GP Applications	license	3		
<b>Total Amount (Including Taxes)</b>					

**Delivery Locations:** National Procurement Authority (NPA), Kabul- Afghanistan

**Delivery period:** supplier should deliver the license in 10 calendar days from the issue date of purchase order.

**Bidder's offered Delivery in calendar days (                    )**

Total Amount in words (Including Taxes)	
<b>Signature of Supplier:</b>	Supplier's Stamp
Name of Supplier:	
Tell. NO. :	
Email :	
Address:	
Date:	

## TECHNICAL SPECIFICATION OF THE GOODS REQUIRED

No	Item	Specification	Comply or Not comply
1	PHPStorm	PHPStorm IDE Per user/year	
2	Microsoft 365 Family	<p>Microsoft 365 Family, One convenient subscription for up to 6 people.</p> <p>Includes AI-powered apps, up to 6 TB of cloud storage (1 TB per person), and advanced security for all your devices.</p> <p>Premium apps: MicrosoftWord, MicrosoftExcel, MicrosoftPowerPoint, MicrosoftOneNote, MicrosoftOutlook, MicrosoftAccess (PC only), MicrosoftPublisher (PC only)</p> <p>Premium value: OneDrive, Microsoft Skype, Microsoft Microsoft Editor, Microsoft Microsoft Family Safety.</p>	
3	Download manager	Download manager One-year license for 1 PC	
4	Acrobat pro license	Acrobat pro license/year	
5	Photoshop cc	Photoshop cc license/year	
6	Illustrator cc	Illustrator cc license/year	
7	Premier cc	Premier cc license/year	
8	Windows server	Windows server 2016 Standard	
9	Camtasia	Camtasia 2019	
10	Adobe XD	<p>Adobe XD /year/user license</p> <p>Adobe XD will be used for UI/UX design and Prototype of e-GP Applications</p>	

## **DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION**

The Supplier shall attach the following documents to its quotation:

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in Afghanis;
- (b) a valid Trade License;
- (c) a valid TIN Certificate;
- (d) Technical Specification of the Goods to be supplied; and
- (e) Bank account details
- (f) Vendor Form (in case not available, please mention in the RFQ)

## **TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS AND PAYMENT**

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract:

- (a) the Supplier shall not be required to submit a performance security;
- (b) The liquidated damages shall be 0.1% of the contract price per day.
- (c) For all above items, supplier should deliver the goods in (10) Ten calendar days from the issue date of purchase order.;
- (d) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser; the invoice shall show the cost of the goods and Taxes separately;
- (e) payment of the Invoice shall be arranged by the Purchaser, within thirty (30) days, but only against the actual supplied quantities of goods as listed in the Purchase Order;
- (f) the Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
  - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or
  - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order; or
  - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
  - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation Documents, for the goods to be supplied and confirm that if any defaults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the default or replace the goods as the case may be.

## **EVALUATION OF QUOTATIONS**

### **EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS**

Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) Is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

- (a) evaluation will be done for Items or Lots;
- (b) price adjustment for correction of arithmetic errors;
- (c) price adjustment due to discounts offered;
- (d) adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;
- (e) Adjustments due to the application of a margin of preference, if applicable.

The Purchaser's evaluation of a Quotation will exclude and not take into account:

- (a) In the case of Goods manufactured in the Islamic Republic of Afghanistan, sales and other similar taxes, which will be payable on the goods if the Purchase Order is sent to the Bidder;
- (b) in the case of Goods manufactured outside the Islamic Republic of Afghanistan, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the Purchase Order is sent to the Bidder;
- (c) Any allowance for price adjustment during the period of execution of the contract, if provided for in the Quotation.

If a Quotation is not substantially responsive, it shall be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder.

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

### **CORRECTION OF ERRORS**

Quotations determined to be substantially responsive shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.