



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

**REQUEST FOR QUOTATION FOR THE SUPPLY OF GOODS
FOR PURCHASING OF DESKTOPS FOR NPI'S RESEARCH AND E-LEARNING CENTRE**

Purchaser's Reference: **AF-NPA-FSP-208253-GO-RFQ**

Requisition No.: **28**

Date of Issue: **10/April/2021**

REQUEST FOR QUOTATION FOR THE SUPPLY OF GOODS FOR PURCHASING OF DESKTOPS FOR NPI'S RESEARCH AND E-LEARNING CENTRE

To: { }

Date: **10/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 18/04/2021**. 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 **Purchasing of Desktops for NPI's Research and e- Learning Centre** and do not open before **18/04/2021**.
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

SCHEDULE OF ITEMS AND PRICED QUOTATION

No شماره	Item اقدام	Description & Details مشخصات تخنیکي	Unit واحد	Qty کمیت	Unit Rate AFN قیمت فی واحد به افغانی	Total Amount AFN قیمت مجموعی به افغانی
1	Dell OptiPlex 7080 desktop or equivalent	Intel Core i7 8GB RAM, DDR4 SDRAM 1TB HDD 7200 RPM AMD Radeon HD 8570 / Intel HD Graphics 4600 Dell 24 Monitor: P2419H, VGA & HDMI Original keyboard Original Wired Mouse Windows 10 Professional, life time license One-year warranty	پایه	30		
Total Amount (Including Taxes)						

Final Destination is: NPA Building, Administrative office of the president, Pashtunistan Watt, Kabul- Afghanistan.

Delivery period: Supplier should deliver the goods in 60 calendar days from the issue date of purchase order.

Bidder's offered Delivery in calendar days ()

The Incoterms edition is: 2020. **DDP basis.**

Total Amount in words (Including Taxes)	
Signature of Supplier:	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	Dell OptiPlex 7080 desktop or equivalent	Intel Core i7 8GB RAM, DDR4 SDRAM 1TB HDD 7200 RPM AMD Radeon HD 8570 / Intel HD Graphics 4600 Dell 24 Monitor: p2419H, VGA & HDMI Original keyboard Original Wired Mouse Windows 10 Professional, life time license One-year warranty All items are preferred to be delivered within 60 calendar days from the date of purchase order	
Manufacturer's Authorization is required for the above item. Bidder may submit 'Dealership Certificate' issued by the Manufacturer which will be considered equivalent to the Manufacturer's Authorization.			
The above item shall not be refurbished, used or faulty. All items must be genuine and original.			
The period for repair or replacement shall be: 21 calendar days			

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 Afghani;
- (b) A valid Trade License;
- (c) Technical Specification of the Goods to be supplied
- (d) Manufacturer's Authorization, or Bidder may submit 'Dealership Certificate' issued by the Manufacturer which will be considered equivalent to the Manufacturer's Authorization.
- (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 (60) 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.