

REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-21-010

Issue Date: February 25, 2021

Closing Date: March 06, 2021 05:00 Pm

PROJECT:

Provision of HP 24-inch All-in-One Desktop Computers for Labs or equivalent

Submit the soft copy of the quotations through AUAF Tender Email Address **tender@auaf.edu.af** from 8:00 am to 5:00 pm Kabul Standard Time clearly mention the RFQ number in subject of your email.

You may send your question to mshahid@auaf.edu.af and copy msbesmil@auaf.edu.af, failing to do so will result in no response to your questions. The deadline for questions will be 10:00 am March 04, 2021.

The American University of Afghanistan
Darulaman Road,
District 7, Kabul, Afghanistan

- Section 1 - Instructions to Offerors
- Section 2 - Offer Checklist
- Section 3 - Specifications and Technical Requirements
- Section 4 - Cover Letter
- Section 5 - Business License
- Section 6 - Relevant Experience and Past Performance

Section 1: Instructions to Offerors

1. General:

The American University of Afghanistan (AUAF) is Afghanistan's only private, not-for-profit, institution of higher education, offering internationally supported degree programs and education.

2. Project Summary:

AUAF is seeking qualified suppliers to provide 24-inch All-in-One Desktop Computers for Labs per specifications stipulated in this RFQ. The desktop computers are required for AUAF academic department. Firms and Companies who have a solid track experience in provision all in one desktop computers to international and national educational organizations or NGOs within Afghanistan, may submit their quotations.

3. Government Withholding Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, AUAF is required to withhold "contractor" taxes from the gross amounts payable to all Afghan/International for-profit subcontractors/vendors. Subsequently, based on Decision No. 15 of the Cabinet of Ministers of the Islamic Republic of Afghanistan, AUAF shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active business license. For subcontractors/vendors without active business license, AUAF 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 active business 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 AUAF.

4. Penalty Charges

If the supplier fails to supply desktop computers per specifications within the date stipulated in the purchase order/contract, AUAF 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.

5. Dispute

In case the contractor and AUAF came to dispute, AUAF signatory authority will be the only person to determine the dispute and the correction measurement upon his/her discretion.

6. Source, Origin and Nationality

The authorized USAID geographic code for this RFQ and any resulting Purchase Order is **Code 937**. Code 937 is defined as the United States, the cooperating country, and developing countries other than advanced developing countries, and excluding prohibited sources. A list of developing countries, advanced developing countries, and prohibited sources, is available in USAID's Automated Directives System, ADS 310 (<http://www.usaid.gov/policy/ads/300/310.pdf>). All commodities and services supplied under any Purchase Order resulting from this RFQ must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#).

The following applies to this RFQ, all related correspondence, and any resulting Purchase Order:

A. Definitions:

1. **Cooperating Country:** “Cooperating country” means Afghanistan.
2. **Source:** “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, “source” means the country from which the commodity was shipped to the free port or bonded warehouse.
3. **Nationality:** “Nationality” refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services. If the Offer is an individual, the Offeror must be a citizen or lawful permanent resident (or equivalent immigration status to live and work on a continuing basis) of a country in **Code 937**. If the Offeror is an organization, the organization must (1) Be incorporated or legally organized under the laws of a country in **Code 937**; (2) Must be operating as a going concern in a country in **Code 937**, and either (3) Be managed by a governing body, the majority of whom are citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of countries in **Code 937**, or (4) Employ citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of a country in **Code 937**, in more than half its permanent full-time positions and more than half of its principal management positions.
4. **Prohibited Source:** Burma (Myanmar), Cuba, Iraq, Iran, Laos, Libya, North Korea, (North) Sudan, and Syria. The offeror resulting from this RFQ may not supply fuel that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the above listed prohibited sources.

B. Application: The source and nationality of all equipment and services in response to this RFQ must meet the USAID geographic **Code 937** requirements in accordance with [22 CFR §228](#).

C. No items, items with components from, or related services may be offered from any prohibited source. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting Purchase Order (including transportation, fuel, lodging, meals, and communications expenses).

All equipment and services proposed through any offer in response to this RFQ must meet geographic **Code 937**.

7. Inspection

AUAF shall have reasonable time, after delivery, to inspect the desktop computers per stipulated specifications, and to reject acceptance, which is not conforming to the sample and to the specifications of a relevant Purchase Order issued. Recovery of the rejected fuel shall be the sole responsibility of the supplier.

8. Eligibility for USG Fund:

AUAF shall not award a contract/subcontract to any firm or firms’ principals, who are debarred, suspended, or otherwise considered ineligible by U.S. Government.

Terrorism Executive Order 13224

The Contractor must agree and certify to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism.

E.O. 13224 is available at:

<https://ustreas.gov/offices/enforcement/ofac/programs/terror/terror.pdf>. The attachment does not include 'Names of Those Designated' after 23 September 2001; therefore, Contractors are required to obtain the updated list at the time of procurement of goods or services. The updated list is available at: <http://www.treas.gov/offices/enforcement/ofac/sdn/>. Additional restricted party screening may also be performed through the Excluded Parties List System, which is available online at the following address: <https://www.epls.gov/>.

9. AUAF is committed to transparency and integrity in all aspects to promote corporate values. The basic aim is to provide a work environment where all employees feel safe and can report illegal, prohibited, unethical or fraudulent activities. In an effort to do so, AUAF has developed an anonymous ethics and compliance hotline for reporting of activities that may be in violation of our policies, applicable laws, or donor requirements. The AUAF hotline is independently administered and all reports will be kept confidential to the extent possible and will be promptly investigated. For your convenience, AUAF provides you with different options which you may choose to make an anonymous report by using any of the below tools.

1. Submit a Report by filing the online AUAF Hotline Form (Available 24/7)
2. Email us on auafhotline@auaf.edu.af (Available 24/7)

You can download the AUAF Anti-Fraud Policy and the AUAF Code of Ethics from the following link: <https://www.auaf.edu.af/contact-us/internal-audit/>

10. Statement of Work/Specification:

The selected supplier shall supply the all in one desktop computers per below specifications under the issued PO in accordance to the specification – at the pricing levels established in the suppliers’ offer

HP 24-inch All-in-One Touchscreen Desktop Computer, Intel Core i5-1035G1 processor, 12 GB RAM, 512 GB SSD, Windows 10 Home (24-df0170, White) or equivalent.

- Brand HP or Equivalent
- CPU Model Core i5-1035G1
- Computer Memory Size 12 GB
- Ram Memory Installed Size 12 GB
- Series All-in-One

- **Built for tomorrow:** Designed with a panel you can remove in three simple steps, easily upgrade your hardware to ensure you always have the power to get things done
- **Audio Stream:** Stream music from your smartphone to your PC using Bluetooth technology
- **Stereo speakers:** Pump up the volume to your favorite music, movie or game
- **Privacy Camera:** The pop-up webcam is only enabled when in use, securing your privacy
- **Windows 10 Home:** Do great things confidently with the familiar feel of Windows – only better
- **Fast processor:** Intel Core i5-1035G1 processor, Quad-Core, 1.00 GHz
- **Memory and internal storage:** 12 GB DDR4-3200 SDRAM (upgradable to 32 GB), 512 GB PCIe NVMe M.2 Solid State Drive
- **Integrated display:** 23.8" diagonal widescreen FHD (1920 x 1080) IPS ZBD anti-glare WLED-backlit three-sided micro-edge touch-screen monitor
- **Environmentally conscious:** Low halogen, mercury-free display backlights, arsenic-free display glass
- **Warranty:** One-year warranty
- **Upgradable memory**
- **Built-in DVD Writer**
- **3-in-1 media convertor**
- **Built-in webcam**
- **Full HD**
- **IPS Monitor**
- **Wired Keyboard Mouse**

11. Evaluation Process:

The quotations will be evaluated in terms of fairness, cost-consciousness, and best value to the AUAF considering both technical and cost factors. An award will be made to a responsible offeror whose offer follows the RFQ instructions, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

AUAF may reject all of the quotes submitted for good cause. AUAF may negotiate price or service provided in terms with one or more of the suppliers if it feels that negotiations would improve the chances that AUAF receives a better quotation.

12. Quotation Submission guidelines:

Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the vendor. A sample of cover letter is in Section 4.

The quotations shall submitted from 08:00 am to 5:00 pm on March 06, 2021 local Kabul time, by soft copy to the AUAF Tender Email Address as tender@auaf.edu.af . Please mention the RFQ number and project name in subject of the email. Offers to be stamped and signed please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will considered late and will considered only at the discretion of AUAF.

13. Questions:

Questions regarding the technical or administrative requirements of this RFQ can be submitted no later than 10:00 am local Kabul time on March 04, 2021, by email to

mshahid@auaf.edu.af with cc'ing msbesmil@auaf.edu.af. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that AUAF believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by AUAF will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of AUAF or any other entity should not be considered as an official response to any questions regarding this RFQ.

14. Others:

AUAF is a non-for-profit educational institution expects to be charged no more than standard humanitarian agency rates.

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AUAF to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of required certificates (see Section 5 for more details)
- Copy of offeror’s registration or business license (see Section 6 for more details)
- Copy of offeror’s summary of relevant capability, experience and Past Performance (see Section 7 for more details)

Section 3: Specifications and Technical Requirements

The table below contains limited specification; however, the full specifications are stated in page 4 & 5 under the Statement of work/Specification that may be ordered under the purchase order

Offerors are requested to provide unit and total price quotations containing the information below on official letterhead or official quotation format officially accepting the terms and conditions by stamping each page. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to AUAF. Offered unit price should include shipment, transportation, delivery, custom clearance, and any other administrative charges.

BILL OF QUANTITIES

#	Description	Qty	Unit	Unit Price USD
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1	HP 24-inch All-in-One Desktop Computers for Labs including all related costs per specification stated in Page 4 & 5 of this RFQ under Statement of Work/Specification or Equivalent	20	Each	
Total Price USD:				

Note: The suppliers are required to include all related costs until it reaches to AUAF Campus.

RFQ Conditions:

Administrative Requirements	Valid company business license under the law of country of residence.
Evaluation Criteria	LPTA Process
Delivery Term (INCOTERMS 2000)	DDP (Delivered Duty Paid) Delivery to AUAF
Delivery Time	1-2 weeks
Warranty	1 Year Warranty
Payment Terms	Within 45 days after receipt of complete invoice
Validity of Quotation	90 days after the offer RFQ closing date
Completeness of quotation.	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
Delivery Point	Mohammad Shahid Procurement Specialist +93 (0) 729857912 mshahid@auaf.edu.af
Customs clearance	If applicable, supplier will be responsible
BRT Tax	Applicable for as per tax law refer to paragraph 3

**Section 4
Offer Cover Letter**

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: American University of Afghanistan (AUAF)
 AUAF Tender Email Add: tender@auaf.edu.af
 Reference: AUAF-RFQ-21-010 | HP 24-inch All-in-One Desktop Computers for Labs or equivalent

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any AUAF staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____
Name and Title of Signatory _____
Date: _____
Company Name: _____
Company Address: _____
Company Telephone & Website: _____
Company Email: _____
Company Registration/Taxpayer ID Number: _____
Does the company have an active bank account (Yes/No)? _____
Official name associated with bank account (for payment): _____

Section 5

COMPANY'S BUSINESS LICENSE

Please Attach

Section 6

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. 2017, 2018 and 2019).

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