



**ISLAMIC RELIEF WORLDWIDE**  
Afghanistan Country Office

**Kabul Country Office:**  
123, Street3, Area Qala-e-Fathullah Khan  
Kabul – Afghanistan  
Tel:

Islamic Relief takes this opportunity to request you to quote for the following items with detailed terms and conditions defined herewith.

Islamic Relief Afghanistan is a UK based International Relief and Development agency providing humanitarian aid during emergencies and working for long-term development of World's poorest nations.

Category of the RFQ:

**IT equipment** \_\_\_\_\_

Request for Quotation					
Date RFQ Sent Out:			Jan/2022		
Supplier Name					
No.	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit	Qty Required	Price per unit	Total Price per month
1.	Dell latitude Processor: intel Cori 7 10 <sup>th</sup> generation Ram: 8GB Hard Drive 512 SSD/1 TBSARA HDD Screen: 14 inch Display port: HDMI Type C Webcam/Wi-Fi Bluetooth Windows 10 pro original Battery: double Brand: New With one year warranty	Each	5		
2.	Dell latitude Processor: intel Cori 5 10 <sup>th</sup> generation Ram: 8GB Hard Drive 512 SSD/1 TBSARA HDD Screen: 14 inch Display port: HDMI Type C Webcam/Wi-Fi Bluetooth Windows 10 pro original Battery: double Brand: New With one year warranty	Each	5		
3.	External Hard Desk 4tb transcet	Each	2		
4.	Scanner Scanjet Enterprise flow 7000 s3	Each	2		
Total price should be in AFN including Tax.					

Additional information required from supplier:	
[1] Quote validity period	
[2] Ministry or Municipality License	
[3] 7% or 2% Tax added	
[4] Bank Account Available	
[5] Delivery Time	
[6] Delivery Location	

Supplier Sign and Stamp \_\_\_\_\_

Terms & Conditions:	
1.	<p>1.1. The currency used in presenting quotations must be AFG (Afghani),</p> <p>1.2. We retain the right to reject any quotation which does not fulfil all the criteria specified in this RFQ as well as to split an order to more than one supplier;</p> <p>1.3. Quotations must remain valid for thirty (30) days from the date received,</p> <p>1.4. Items must be company packed</p> <p>1.5. Any item found with installed windows or open carton will be return back</p> <p>1.6. IRW IT department will check the laptops till 10 days after delivery. In case of any dispute supplier will be bound to replace after 10 days.</p> <p>1.7. The quantity inserted in this RFQ may increase or decrease</p> <p>1.8. Payment will be made through bank account transfer</p> <p>1.9. No cash or advance payment is accepted</p> <p>1.10. Please attach copy of your license and bank account with your quotations</p> <p>1.11. Please submit your quotation in hard to IRW office located at below address <b>no later than 20<sup>th</sup> Jan 4:00 pm</b></p> <p>1.12. Quotation all pages must be signed and stamped  <b>House NO 24, Street No 3, Area Qalai Fatullah, Kabul Afghanistan.</b>  <b>Email: <u>procurement.afg@islamic-relief.org.af</u></b></p> <p>1.13. <u>Please note that your selection is contingent upon satisfactory security clearance check.</u></p>
2.	<p>Payment: Payment shall be made in AFN in supplier bank account as per the following schedule:  After Delivery in 10 working days.</p>
3.	<p>Please also include cost of transportation to the locations specified along with cost of packing, loading and unloading to the desired locations.</p>
4	<p>The Procurement Committee has the right to increase or decrease the quantity of items in Purchase order</p>
5	<p>The Procurement Committee has the right to reject any or all quotations without assigning any reason.</p>

Company Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Add: \_\_\_\_\_

Bank and Bank Account Name: \_\_\_\_\_