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Request For Quotation (RFQ)
Laptops and Accessories

RFQ No:	Harvest III - 2024-02
Title:	Laptops and Accesories
Issuing Office and Address for Bid Submission:	<p><u>Address:</u> Branch of Abt Associates Inc. GiA tower, Floor G26, Sopheak Mongkul Street, Koh Pich City, Khan Chamkarmorn, Phnom Penh, Cambodia.</p> <p><u>Package Markings:</u> <i>RFQ#:HARVEST III- 2024-02 -[Branch of Abt Associates Inc/ Feed the Future Cambodia Harvest III]</i> <i>Attention: Mr. Som Sophea</i> <i>Tel/Email: procurement@harvest3-kh.com</i></p>
RFQ Issuance Date:	January 31, 2024
RFQ Closing Date:	23:59hrs UTC+7, February 12 th , 2024
Mode of Submission	Email to: procurement@harvest3-kh.com , or Drop box at the issuing address above.
Anticipated Type of Award:	Firm Fixed Price Purchase Orders (FFPO)
Basis of Award:	See "Evaluation Criteria" section
Funding Agency	United States Agency for International Development (USAID)
Prime Contract Number:	AID-OAA-I-17-00008
USAID Source / Nationality (Geo) Code:	935
List of Attachments:	NA

Background and Purpose

The USAID-funded Feed the Future Cambodia Harvest III is a five-year project being implemented by Abt Associates, an international development firm headquartered in the USA. Our office is located at GIA tower floor G26, Sopheak Mongkul Street, Koh Pich City, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh.

The Purpose of this RFQ is to obtain quotes **Laptops and Accessories**

About Abt Associates:

Founded in 1965, Abt Associates Inc., is a mission driven, global leader in research and program implementation in the fields of health, social and environmental policy, and international development.

With a global staff of more than 3000, and in over 60 countries, Abt Associates Inc., is recognized as an engine for social impact, fueled by caring, curiosity, and cutting-edge research that moves people from vulnerability to security. Whether it's welfare or weather disasters, the environment or economics, agriculture or HIV and AIDS, Abt Associates addresses the world's most pressing issues, and is known for its rigorous approach to solving complex challenges.

Approximately 51% of our staff has graduate degrees; one in six has a doctorate. Examples of Abt Associates work include nationally recognized research, evaluation, and technical assistance to improve efficiency of health care systems, effectiveness of government housing programs, the production of food, and the measurements of public opinion, and international public health.

Abt Associates has been ranked among top 20 global research firms and one of the top 40 development innovators.

Instructions to bidders

1. All documents submitted in response to this RFQ, as well as all related correspondence, will be in English or Khmer Language.
2. Offerors are required to fully review all instructions and specifications contained in this RFQ. Failure to do so will be at the offeror's risk.
3. At any time prior to award of the contract, should Abt Associates deem it necessary to change the RFQ provisions, it will provide such amendment(s) in writing. No oral instructions by any person will in any way be considered to limit, exclude, modify, or otherwise affect any terms or conditions of this solicitation, and no supplier shall rely on any such instructions.
4. Responses to technical questions will be distributed to all bidders.
All responses to this RFQ shall be submitted via email to Mr. Som Sophea by email procurement@harvest3-kh.com or drop box at the issued address: Branch of Abt Associates Inc. GiA tower, Floor G26, Sopheak Mongkul Street, Koh Pich City, Khan Chamkarmorn, Phnom Penh, Cambodia.
5. Quotes from Offeror(s) on US government debarred list will not be considered
6. At a minimum, quoted products must brand new and be suitable for use in the destination country and manufactured at sites compliant with applicable ISO and/or in keeping with country requirements and regulations.
7. In case samples are required, samples from successful bid(s) will be retained for product knowledge and reference purposes. Samples from unsuccessful bids, will be discarded. However, if an unsuccessful bidder wishes to get their samples back after review, they can indicate in their offer and include prepaid return envelope, or arrange pick-up. Note that the sample will be returned open because of the review process.
8. Bidder shall submit offer(s) with the following naming convention:



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- a. **Email subject line** (no space before/after dashes "-"): **RFQ# Harvest III-2024-02 -Your company name**

9. **Attachments:** e.g. Quote/product literature/registration certificates etc

RFQ# XXXX-Your company name- Quote

RFQ# XXXX-Your company name- Product Literature

RFQ# XXXX-Your company name- Registration certificate etc

10. Abt Associates Inc reserves the right to reject bids submitted without all requested information as non-responsive.

Quote Validity/Performance Period:

Submitted offers/Bids shall be valid for at least a period of 20 days from RFQ closing date.

Preparation of Bids:

Bidders/Offerors are expected to examine the technical specifications and all instructions contained in this RFQ. Failure to do so will be at the offeror's risk

Offers shall provide unit and total price per line. In case of discrepancy between unit and extended/total price, the unit price shall prevail.

Offers shall include delivery lead time in weeks. That is, number of weeks from order receipt to delivery at the designated warehouse in Cambodia area.

Descriptive literature, quality standard supporting documentation, full technical specification per quoted item must be submitted with the bid. Submitted literature will be used to demonstrate compliance with the stated technical specification but shall in no way be considered to amend the quotation and the applicable RFQ requirement.

Any deviation from the RFQ stated specification must be identified, explanation provided in the attached *List of Exceptions* document (attachment C). In case of conflict between the RFQ technical specifications and the supplier offered descriptive literature, the RFQ specifications shall be the standard.

Amendments:

If it becomes necessary to modify this RFQ, an amendment will be issued and be binding to all bidders. Amendment(s) will be sent return receipt requested, and will be numbered consecutively commencing with **Amendment-01, 02** etc. Bidders are required to reference such amendments in their subsequent response and/or communication.

Clarifications:

All questions with regard to this RFQ shall be addressed to procurement@harvest3-kh.com. The deadline of submitting questions is **23:59hrs UTC+7, February 11th, 2024**. Abt will communicate the questions and its responses to all bidders, and may at its sole discretion extend the quotation deadline. Oral communication concerning this RFQ will not be accepted except for administrative clarification regarding submission format or location of the office, etc.

Exceptions:

To ensure clarity on the bids and their conformity to the RFQ technical specifications and requirements, bidder shall furnish a list of all exceptions to any of the terms/conditions/technical specification/Quality standards contained in this RFQ and shall include an explanation or justification for the exception taken.

Equipment and Operating Conditions:

Where applicable, operating and service manuals must be provided for all equipment.

Packing:

Supplier shall be responsible for packaging, marking and shipping the goods in accordance with the terms stated in the order, good commercial practices and all applicable laws. Each package shall be marked with handling instructions, shipping information, order number and part or item number. An itemized packing list shall accompany each shipment. Abt reserves the right to reject any shipment not meeting these requirements.

Delivery Location:

Products shall be delivered to Branch of Abt Associates Inc. Address: GiA tower, Floor G26, Sopheak Mongkul Street, Koh Pich City, Khan Chamkarmorn, Phnom Penh, Cambodia.

Packing List:

A complete itemized packing list shall be affixed in an appropriate “Packing List” envelope outside the shipper box or container used to deliver commodities. Each packing list shall include a complete description of the goods, all applicable catalog numbers as also indicated in the applicable Purchase Order

Invoices and Payments:

Payments will be made after Abt Associates receives a complete and correct invoice from supplier based solely on Services actually performed by Supplier and/or Goods actually supplied by supplier pursuant to a Purchase or Deliver order.

Product Description and Specifications:

Seq #	Product Description	Model	Quantity Request
1	LENOVO THINKPAD T14 G4 LAPTOP: INTEL CORE I5 1245U WITH VPRO 16GB - 512GB SSD - GBE - WIFI 6E BLUETOOTH 5.2 TPM 2.0 FINGERPRINT READER WEBCAM 1080P INTEL IRIS XE GRAPHICS 14 INCN LED IPS 1920 X 1200 NON-TOUCH WIN 11 PRO 3 YEAR LENOVO Premier Warranty Includes International Coverage, Part #: 21AH00BLUS	Lenovo	04
2	Docking Lenovo ThinkPad TP Universal USB-C Dock-EU Part #: 40AY0090AE	Lenovo	04
3	Monitor HP P22 G5 FHD A/P, Size: 21.5 FHD Part #: 64X86AA	HP	03
4	Wireless Keyboard and Mouse Dell Part #: KM3322W	Dell	03

Evaluation Criteria:

Abt Associates Inc, intends to issue and award (in whole or in part) to the most advantageous technically compliant offer(s), the following factors considered:

- Price and price related factors
- Delivery lead time
- Payment Terms
- Past performance



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A responsive proposal is one that comes from a responsible supplier¹ and complies with all the terms and conditions stated in the RFQ without material modification. A material modification is any modification that affects price, quantity, quality, delivery or installation date of equipment or materials, or which limits in any way the responsibilities, duties or liabilities of the bidder or any rights of Abt or its clients.

Abt reserves the right to waive any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.

Sample Submission:

Where applicable, in order to ensure a full and informed evaluation of the proposed products, bidders shall send samples of all quoted items to the following address: (note the required correct marking):

Address: _____

Branch of Abt Associates Inc.
GiA tower, Floor G26, Sopheak Mongkul Street, Koh Pich City, Khan
Chamkarmorn, Phnom Penh, Cambodia.

Package marking:

RFQ# Harvest III - 2024-02 -Your company name-
Attention: Mr. Som Sophea Email: procurement@harvest3-kh.com
Tel: (855) 77 222 053

Sample submission deadline: **23:59hrs UTC+7, February 12th, 2024.** Abt reserves the right not to accept late sample submissions.

¹ For the purpose of this RFQ, a responsible supplier one who is legally, technically, and financially qualified to provide the RFP goods and/or services.