



Light Request For Proposal Document

PROJECT CODE: AW-

RFP NUMBER: 13/T /2022

VERSION 1.0

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Aqaba – Jordan

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Introduction

Aqaba Water Company (AWC) invites all eligible local (Jordanian) bidders who has an official registered business in Jordan to prepare and submit their proposals in response to this RFP. Please read the submission instructions and rules listed in section (3) and submit your proposal by the deadline stated below and according to instructions in section (4).

Should you require any additional information or clarification of this RFP, you may seek such information from AWC through the officials named in section (2)

Section 1 - Light RFP Key Information

RFP Number	13/T/2022
RFP Purpose	Delivery and Supply of Personal Computers (PC), office and A3 printers and Scanners
RFP Issue Date	
Submission Deadline	8/3/2022
Project Name / Title	AW IT Equipment
Bid Language	English
Bid-Bond Value	3000
Applicable Code	Not Applicable
Bid Currency	JOD
Penalties	According to AWC Laws and Regulations
Project Description & BoQ	Appendix A
Special Conditions	<ul style="list-style-type: none"> • AW Reserves the right to split the award among multiple bidders and according to AW business need and procurement laws and regulations • Bidders shall only quote for hardware that is available on stock and for immediate delivery otherwise; such bids shall be considered as non-responsive and disqualified.
Award Criteria	Most Responsive (50% Technical and 50% Financial)
Bidder Eligibility	<ul style="list-style-type: none"> • Have an official established business in Jordan • All licenses and trade certificates are renewed and up to date • Is not banned or black-listed by any government agency or Jordanian Bank • Has official partnership agreement with solution manufacturer • Has well-trained and certified staff • Additional See Section 4
Income/Withholding Tax	Bidder Responsibility (To be paid by the bidder)
Sales Tax	To be clearly included in the commercial proposal
Stamp Fees	All Contracts with foreign and local firms are subject to 0.6% non-refundable Stamp Fee on the Grand Total Amount that is payable by the firm (Seller) upon signing of a contract or purchase order.

Section 2 - Light RFP Contact Person

All inquiries concerning the contents of this RFP document must be addressed in writing via email to:

Bid Evaluation Committee

RFP Title – Bidder Name

Aqaba Water Company

Al-Sharif Hussein Ben Ali Street

Aqaba 77110 Jordan

E-mail: Procurement@AW.COM.JO

Fax: +962 3 201 5982

Email's Subject Line: RFP - Inquiries

Section 3 – Light RFP Key Terms and Conditions

- All bidders must accept that submission of a Proposal does not place AWC under any obligation to acquire the products, solution, equipment, hardware, software, services or any other item included in the any bidders' Proposal.
- With the submission of a proposal, each Bidder agrees that it will not bring claims or have cause of action against Aqaba Water Company based on any misunderstanding concerning the information provided herein or concerning AW's or AW's failure, negligence, or otherwise, to provide the Bidder with pertinent information as intended by this RFP
- All Bidders must be responsible for any expenses incurred in the preparation of the Proposal and any subsequent presentations or demonstrations.
- AWC reserves the right to amend this RFP prior to final Winning Bidder selection.
- AWC reserves the right, at their sole option, to withdraw its invitation to selected or all bidders to propose to this RFP at any time during the RFP process.
- AWC is not bound to accept the proposal with the lowest quotation. AWC shall have no obligation to disclose the nature of any proposal received.
- All the terms and conditions of this RFP are deemed to be accepted by the all bidders and are incorporated in the proposal except for those terms and conditions that are expressly excluded in the proposal.
- Proposals received after the stated Submission Deadline is liable to be rejected.
- The Submission Deadline may be extended at the sole discretion of AWC.
- Proposals not meeting critical requirements are liable to be rejected without further notice.
- All Bidders proposals will become the property of AWC.
- Proposal prices has to be quoted in Jordanian Dinars (JOD) unless otherwise required by AWC
- The Bidders shall provide a fixed total price for all the deliverables. Prices quoted should be valid for a minimum period of Sixty (90) days from the date of Submission Deadline.
- Bidders are to make themselves aware of the applicable government and AWC procurement laws and regulation and such knowledge is assumed by AWC.
- AWC has the right to ask the bidder for any clarification
- Multiple proposals are accepted and will be treated as separate proposals
- AWC reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty or the obligation to give any explanation.
- Prior to AW awarding the contract, AW will inform all unsuccessful bidders that the of its decision and allow unsuccessful bidders to raise their objections within a timeframe not to exceed three (3)

working days from the date of AW message. Unsuccessful Bidders have the right to provide their objections using the designed AW form but are not allowed to change their bids or proposals.

- Award of the Contract resulting from This RFP will be based upon the Most Responsive Bidder whose offer will be the most advantageous to AWC in Terms of Cost, responding on AWC requirements and other factors as specified elsewhere in this RFP.

Section 3 – Preparation and Submission of Bids (Proposals)

Bid Submission Format	2 Envelop System (Technical and Commercial)
Number of Copies	<ul style="list-style-type: none"> Three Hard Copies, signed and stamped with company official stamp One Soft Copy to be placed in respective envelop, , signed and stamped with company official stamp
Envelop Marking and Labeling	<p style="text-align: center;">Aqaba Water Company Al-Sharif Hussein Ben Ali Street Aqaba 77110 Jordan</p> <p style="text-align: center;">Bid Evaluation Committee RFP Title – Bidder Name</p> <p style="text-align: center;">Envelop Title: RFP Title</p> <p style="text-align: center;">E-mail: PROCUREMENT@AW.COM.JO Fax: +962 3 201 5982</p>
Technical Proposal Guidelines	<ul style="list-style-type: none"> Font: Arial 10 No Pricing in Technical Proposal Not to exceed: 50 Pages Marketing Material to be placed in appendices
Financial Proposal Guidelines	<p>Font: Arial 10</p> <p>Has one cost summary table for all items</p> <p>Has detailed pricing for each item proposed</p>
Delivery Address	Aqaba Water Company Headquarters in Aqaba City
Email Delivery	Procurement@aw.com.jo

Section 4 – Eligibility Criteria

Only bidders who fulfill the following criteria are eligible to respond to the RFP. Offers received from the bidders who do not fulfill all or any of the following eligibility criteria are liable to be rejected.

- The bidder should have been providing the services for enterprises for the last two years as on submission date.
- Bidder should provide last two years' financial statement
- Bidder should provide at least two reference sites with similar implementations
- The bidder should have qualified and certified personnel for this kind of projects.
- Bidder shall have all proposed equipment available in Jordan and for immediate delivery.

Section 5 – Proposal Format

The Submitted proposal is suggested to include each of the following sections:

- Executive Summary.

2. Bidder Company Profile, Strategy and last two years' financial statements.
3. Solution Overview and Technical Specifications
4. Compliance Statement.
5. References.
6. Pricing (in Separate Envelop)

Section 6 – Statement of Conformance

Bidders need to fill in the Statement of Conformance provided below, sign it by an authorized representative of the company and stamp it with the company official stamp. Enter “Yes” or “No” in the left column to indicate your conformance level (without any additional words or qualifying statements like “Agree in Principle”, “Agree with conservation” ...etc)

Mandatory Requirements Checklist (Statement Of Conformance)	
Agree & Confirm	Requirement
	1. We have read this RFP and we hereby agree and confirm with all the terms, conditions and project scope of the This RFP
	2. We fully understand that the project will be managed and awarded in partial and according to available quantities for immediate delivery.
	3. All hardware shall be delivered directly and immediately to AWC warehouse in Aqaba City.
	4. Any malfunction, incomplete delivery, partial delivery, partial operation or any other reason for any of the solution components that render it as useless or not working up to AWC satisfaction shall be rejected immediately and the winning bidder will be responsible for replacing the component.
	5. The Bidder fully complies with the technical requirements in this RFP and shall not devise from the specification without the written consent of AWC
	6. We confirm that the prices provided in our commercial proposal are comprehensive, conform with the RFP requirement
	7. We have structured our technical and commercial proposals based on the RFP requirements
	8. We have included in our technical and commercial proposals all tools, processes and resources required to successfully complete the project on time, quality and as requested by the RFP.
	9. We conform that any missing item will be assumed at zero cost and AW can't be held liable for any reimbursement or payment to be made.
	10. We have no hidden or un-declared cost items
	11. We confirm that the proposal has been prepared internally without the assistance of any external party or any previously or currently associated vendor(s) with Aqaba Water Company.
	12. We confirm that our company is an independent company that is not or nor has been associated directly or indirectly with any existing or previous vendor(s) who has or in a legal, business, commercial or contractual dispute with Aqaba Water Company
	13. We confirm that we have read and fully understood the USAID Procurement laws and regulations and shall comply with in full.
	14. We confirm that we will submit the proposal according to this RFP format and outline.

Mandatory Requirements Checklist (Statement Of Conformance)	
Agree & Confirm	Requirement
	15. We confirm and agree that our company will sign the contract directly with Aqaba Water Company without any third-party or middleman
	16. We confirm that we have developed, provided information and presented all the information required by the RFP and any additional information that will help Aqaba Water Company to select the winning bidder.

Authorized Representative Name & Signature:

Section 7 – Compliance and Rating Matrix

The following are response codes to be used in responding to each requirement. Bidders must describe how the requirement is met in each case, with references to support documents, relevant proposal sections as appropriate.

Response Code	Description
3	Provided Option exceed the required configuration and provides a value-add, adheres to the requirements of the RFP and provides a longer service life and performance enhancements
2	Fully Compliant and exactly meets the indicated requirement
1	Partially Compliant and requires a
0	Not Compliance

Section 8 – Bill of Quantities and Specification

8.1 Bill of Quantities

No.	Item	Quantity
1	Desktop	120
2	Laptop	50
3	A4 Printer	50
4	Printer A3 color	15
5	Printer A4 Multifunction	50
6	Printer A4 Multifunction Color	30
7	Scanner	50

8.2 Desktop Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Processor	Intel Core I7 (minimum 9 GEN)			
2	RAM Memory	Minimum 8GB DDR4			
3	Hard drive	1TB SSD			
4	Network Card	10/100/1000 Ethernet, Wi-Fi Built-in Or equivalent			
5	Video card	Integrated Video (2Gb Dedicated)			
6	Monitor	22 Or 24 inches wide			
7	I/O ports	Mic/Headset ports/USB 3.0 ,USB 2.0 ,HDMI ,Mic-Headset Port			
8	OS	MS-DOS			
9	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

8.3 Laptop Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Processor	Intel Core I7 (minimum 9 GEN)			
2	RAM Memory	Minimum 8GB DDR4			
3	Hard drive	Minimum 500 GB SSD Or M2			
4	Network Card	10/100/1000 Ethernet, Wireless 802.11b/g/n/ac			
5	Display Size	Minimum 15.6" FHD			
6	Video card	Minimum Integrated Video (2Gb Dedicated)			
7	I/O ports	2 USB 3.1; 1 USB 2.0; 1 HDMI. 1 headphone/microphone; ,1SD media card reader			
8	Battery Number of Cells	Minimum 3 Cells			
9	Keyboard	Full-size with integrated numeric			
10	OS	MS-DOS			
11	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

8.4 A4 Printer Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Print Color	Black			
2	Print Speed	Minimum 30 ppm			
3	Paper-Feed	2 input trays			
4	Paper Sizes	Letter,A4,A5,A6,B5			
5	Connectivity	USB: Hi-Speed USB 2.0 ETH: Gigabit Ethernet 10/100/1000 network WIFI (optional)			
6	Protocol	TCP/IP			
7	Supported OS	Win8.0,Win8.1,Win10,Win11,Win			
8	Duty Cycle	3,000 pages/month			
9	Cable included	YES			
10	Number of cartridges	1 Black			
11	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

8.5 A3 Printer Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Paper Size	A3, A4, A5, A6, B4, B5, B6, Letter, Legal 13, Legal 13.5, Legal 14			
2	Print Speed	A3 20 ppm color, 20 ppm Black A4 35 ppm color, 35 ppm Black			
3	Printing Resolution	600 x 600 dpi			
4	Connectivity	10/100/1000 ETH & USB 2.0 (High Speed)& Wireless LAN(Require)			
5	Protocol	TCP/IP			
6	Scan Resolution	Max. 600 x 600 dpi Or More If Found			
7	Supported OS	Win8.0,Win8.1,Win10,Win11,Win			
8	Memory	1GB Or More			
9	Cable included	Yes			
10	Hard disk	At least 250GB			
11	Paper Trays	4			
12	Number of cartridges	4(C,M,Y,B)			
13	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

8.6 A4 Multifunction Printer Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Function	Print, scan, copy, fax			
2	Print Color	Black			
3	Print Speed	30ppm			
4	Printing Resolution	1200 x 1200 dpi			
5	Paper Sizes	Letter, A4,A5,A6,B5			
6	Scanning Resolution	Up to 600 x 600 dpi			
7	Flatbed:	A4, A5, A6, B5, Letter,			
8	Connectivity	USB: Hi-Speed USB 2.0 ETH: Gigabit Ethernet 10/100/1000 network WIFI (IEEE802.11a/b/g/n)			
9	Protocol	TCP/IP			
10	Duty Cycle	3,000 pages/month At Least			
11	Memory	512MB Or More			
12	Supported OS	Win8.0, Win8.1,Win10,Win11,Win srv2008,winsrv2012, winsrv2012 R2, winsrv2016			
13	Cable included	YES			
14	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

8.7 A4 Multifunction Color Printer Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Function	Print, scan, copy, fax			
2	Printing Technology	Laser			
3	Resolution	600 x 600 dpi			
4	Print Speed	28 ppm			
5	Print Color	Color			
6	Scan Optical Resolution	1200 x 1200 dpi			
7	Scan Size	A4, A5, A6, B5, Letter,			
8	Copy Resolution	600 x 600 dpi			
9	Number of cartridges	4(C,M,Y,B)			
10	Memory	256MB Or More			
11	Paper Sizes	Letter,A4,A5,A6,B5			
12	Supported OS	Win8.0, Win8.1,Win10,Win11,Win srv2008,winsrv2012, winsrv2012 R2, winsrv2016			
13	Connectivity	USB: Hi-Speed USB 2.0 ETH: Gigabit Ethernet 10/100/1000 network WIFI (IEEE802.11a/b/g/n)			
14	Cable included	YES			
15	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

8.8 Scanner Specifications

No	Category	Specification	Response Code	Reference in Proposal	Comments
1	Optical resolution	600DPI			
2	Scanning side	Front/ Back/ Duplex			
3	Connectivity	USB 2.0 (USB 3.0 Compatible)			
4	Output resolution	100 x 100dpi, 150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi			
5	Supported OS	(Windows 2000/XP Pro/XP Home/Vista/7/8/10/11) ISIS/TWAIN Drivers			
6	Cable Included	Yes			
7	Scan Size	A4, A5, B5, Letter			
8	Warranty	<ul style="list-style-type: none"> Minimum: 1 Year Manufacturer Warranty. Preferable: 2 Or 3 Years , please list all available with the price 			

End of RFP