



The American Chamber of Commerce in Jordan
(AmCham – Jordan)

REQUEST FOR PROPOSALS (RFP)

RFP #	001/2023
Tender Name:	Request for Proposal for the provision of IT Supplies (Laptops with Microsoft office and Antivirus)
RFP Date of Issuance:	September 7 th , 2023
Date for Q&A Session:	September 11 th , 2023 at 10:00 AM Q&A (Question and answers) Session for the supplier will be held at AmCham-Jordan Offices to answer the supplier's inquiries and questions with respect to this RFP.
Deadline for Proposals:	September 14 th , 2023 at 3:00 PM.
Proposals Submission Method:	Interested companies are encouraged to submit their technical and financial proposals as per the details provided in this RFP with the requested attachments. The supplier should deliver/submit the proposal in hard copy in sealed envelopes to The American Chamber of Commerce in Jordan address below: 3rd circle, Jabal Amman, Abdul-Muniem Riyad St. -Building (68) -First Floor. Phone number: +96265651860
Date for Opening Proposals Session:	September 17 th , 2023 at 10:00 AM AmCham-Jordan will conduct a tender opening session at AmCham-Jordan Offices to ensure the transparency of the selection process.
Anticipated Date for Delivery:	September 25 th , 2023

1. INTRODUCTION:

The American Chamber of Commerce in Jordan (AmCham-Jordan) is a voluntary not-for-profit member-based organization established in 1999. With over 250 members 90% of which are SMEs. For more than 20 years AmCham-Jordan has been contributing to Jordan's sustainable economic development through support to business growth and enhancement of Jordanian-American business relations. AmCham-Jordan is directly affiliated with the United States Chamber of Commerce in Washington D.C. and is a member of the AmCham MENA Regional Council.

USAID Informal Livelihood Advancement Activity (Iqlaa) is a five-year USAID-funded program, commencing in 2022. Its primary objective is to provide support to Jordan's HBBs and MSEs, enabling their growth, transformation, and resilience in the face of future challenges. **AmCham-Jordan is a partner in Iqlaa project** and seeks to contribute to achieving the Iqlaa goals by enhancing synergies between the various local economic actors by empowering MSEs and supporting them to grow locally and internationally.

Accordingly, AmCham-Jordan is in the process of tendering "RFP# 001/2023 for new laptops including Supply, Installation, Configuration, and Testing.

2. LAPTOPS TECHNICAL SPECIFICATION:

Item	Quantity	Component	Minimum requirements (Specs)
Laptop	5	Brand	Well-Known brand that has business series Laptops Category, similar to Lenovo, Dell.
		Processor	i7-1255U, 3.50 GHz up to 4.7 GHz
		RAM	16GB Base DDR4
		Storage	512GB SSD M.2 2242 NVMe,
		Display	13.3" WUXGA Touch Screen, IPS 300nits
		Windows	Win 11 Pro
		Battery	4 Cell 46Whr
		Warranty	3 Year Carry-in
Microsoft	5	Microsoft Office	office 2021 professional plus
Antivirus license	5	Antivirus	Well-Known Brand

3. TENDER EVALUATION METHOD:

The selection process must obtain the below criteria:

Criteria	Weight
Technical Requirements: Meeting minimum Technical requirements specified in the above table (laptop technical specifications)	30%
Price: Competitive possible price	20%
Timescales for delivery/availability	20%
Experience: The supplier should have proven extensive experience in delivering projects similar to the one described in the RFP.	20%
Documentation: The supplier should attach all the requested documents with the proposal.	10%

4. GENERAL TERMS AND CONDITIONS:

Suppliers should take into consideration the following general and financial terms and conditions when preparing and submitting their proposals:

- The proposal should be addressed to: The American Chamber of Commerce in Jordan.
- All prices should be quoted in Jordanian Dinars inclusive of all expenses, and governmental fees prices should be without tax.
- A clear breakdown (table format) of the price should be provided including costs of all software and hardware, licensees, documentation, support, warranty, and delivery date
- The supplier's proposal must include the company profile covering a summary of company experience and background in addition to examples of work done by the company in the past.
- This proposal will be tax exempted under (USAID Informal Livelihood Advancement Activity (Iqlaξ)), The tax exemption letter will be provided after issuing the PO from our side.



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- The supplier should sign a conflict of interest letter to be provided with the proposal.
 - The supplier's Tax registration letter should be provided with the proposal.
 - The supplier's Company registration letter should be provided with the proposal.
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