

**Asian Infrastructure Investment Bank**

B-9 Financial Street, Xicheng District

Beijing 100033, China

Mar 19, 2019

**REQUEST FOR QUOTATION (RFQ) FOR**

**LAPTOP COMPUTERS AND SERVICES**

**RFQ NO. 424**

The Asian Infrastructure Investment Bank (AIIB) invites Suppliers interested in providing Laptop Computers and Services for AIIB as outlined in this document. Quotations must be received by AIIB at the address specified on or before **Apr 3, 2019 (11:00 pm Beijing Time)**.

The Solicitation Documents hereunder include:

- Annex A Instructions to Suppliers
- Annex B Specification Requirement
- Annex C Quotation Submission Form  
*(Attachment 1 - Answered Requirements Matrix  
Attachment 2 - Product Description  
and Channel Certification)*
- Annex D General Terms and Conditions

Interested Suppliers may obtain further information by contacting:

Lily Lv  
Senior Corporate Specialist  
Asian Infrastructure Investment Bank  
B-9 Financial Street  
Xicheng District  
Beijing 100033, China  
E-mail: [it.procurement@aiib.org](mailto:it.procurement@aiib.org)

Sincerely,

Lily LV

**ANNEX A**  
**REQUEST FOR QUOTATION (RFQ) FOR**  
**LAPTOP COMPUTERS AND SERVICES**  
**RFQ NO. 424**

**INSTRUCTIONS TO SUPPLIERS**

**1. INTRODUCTION**

1.1 Asian Infrastructure Investment Bank (AIIB) is a newly established development bank designed to provide financial support for infrastructure development and regional connectivity in Asia. AIIB strives to be a world class multilateral financial institution built on a strong governance foundation and ethical culture, with professional management and staff selected on a meritorious and competitive basis. Its core principles are: transparency; openness; independence and accountability. As a new multilateral development bank in the 21st century, the AIIB's approach will be "lean, clean and green", with a focus on efficiency and sustainability. Its areas of engagement are expected to include: energy and power; transportation and telecommunications; rural infrastructure and agriculture development; water supply and sanitation; environmental protection; urban development and logistics; and other productive sectors as deemed appropriate. AIIB's Articles of Agreement came into force on December 25, 2015 and is now operational following its inauguration on 16 January 2016.

1.2 AIIB now invites qualified firms to submit quotations to provide **Product** associated with the AIIB's requirement for Laptop Computers and Services.

1.3 A description of the Goods required is described in the **Specification and Requirements** (Annex B).

1.4 The cost of preparing a quotation shall be borne by the Suppliers. Quotations must offer Goods for the total requirement; quotations offering only part of the Equipment or Goods will be rejected.

1.5 Suppliers may submit requests for clarification to this RFQ by sending an email to the procurement contact identified in Section 1.9 below. Clarification requests must be received by the date and time stipulated in Annex B, Proposed Schedule. Responses will be provided to all interested Suppliers via email.

1.6 AIIB may, whether at its own initiative, or in response to a clarification requested by an invited firm, modify the solicitation documents by addendum. AIIB may, at its

discretion, extend the deadline for submission of quotations or cancel the requirement in part or in whole.

1.7 A quotation may be withdrawn after submission provided that written notice of withdrawal is received by AIIB prior to the deadline prescribed for submission of quotations.

1.8 All quotations shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of quotations.

1.9 Effective with the release of this solicitation, all communications must be directed only to Lily Lv, Senior Procurement Specialist by email at [it.procurement@aiib.org](mailto:it.procurement@aiib.org), except in the case of quotation submission, as noted in paragraph 3.1.

## **2. PROPOSED DELIVERY SCHEDULE**

2.1 The following schedule reflects the expected completion time or dates (**Beijing time**) but may be modified by AIIB at its sole discretion:

- ◆ Issue Request for Quotations ..... March 15, 2019
- ◆ Requests for Clarification Due ..... March 20, 2019
- ◆ **Quotation Due Date and Time..... April 3, 2019 (23:00pm)**
- ◆ Anticipated Award Date ..... April 20, 2019

## **3. SUBMISSION OF QUOTATION**

3.1 Suppliers' Quotations, **in PDF format**, must be submitted simultaneously by email to [it.procurement@aiib.org](mailto:it.procurement@aiib.org). Quotations shall indicate the name and address of the Supplier, as "Quotation - CP/RFQ-424 Laptop Computers & Services {firm's name}.

3.2 No hard copy will be requested.

## **4. EVALUATION OF QUOTATIONS**

4.1 An evaluation committee (EC) appointed by AIIB will carry out the evaluation. Supplier's respective quotation with the product description responding to the Annex B - Specification and Requirement will be evaluated by the EC.

4.2 A quotation with its product specification and description which fail to meet the Requirement in the Appendix B will be deemed as unqualified.

4.3 AIIB reserves the right to conduct the Best and Final Offer (BAFO) if in AIIB's exclusive determination such procedure is appropriate. However, AIIB's right to do a BAFO as herein reserved should not be interpreted to allow Supplier to introduce changes or request negotiation of items not specifically addressed by AIIB in the BAFO. Suppliers are forewarned that they must make their best offer at the time of their Quotation document.

## **5. PREPARATION OF QUOTATION**

5.1 You are expected to examine all instructions included in the solicitation documents. Failure to provide all requested information will be at Supplier's own risk and may result in rejection of Supplier's quotation.

5.2 The Annex B provides specification and requirements on the procurement. If the Supplier wishes to propose alternatives or equivalents, the Supplier must demonstrate that any such proposed change is equivalent or superior to AIIB's established Requirements. Acceptance of such changes is at the sole discretion of AIIB.

5.3 Your Quotation must be signed by authorized representative of the Suppliers. The authorization shall be in the form of a written power of attorney accompanying the Quotation or in any other form demonstrating that the representative has been duly authorized to sign. All the submission letters and should-be signed documents received without signatures may be rejected.

5.4 Quotation document should include but not limited to:

- (1) A Quotation Submission Letter (with Letter of Entrustment, if necessary)
- (2) Products Description (which must fully response to Appendix B)
- (3) Breakdown of the Total Price

5.5 The Annex D, AIIB's General Terms and Conditions shall be incorporated to the final version of the Contract Form. Supplier is expected to accept the General Terms and Conditions and advise if any deviation or proposed amendment to the Bank along with the submission of proposals.

5.6 The Suppliers shall take appropriate steps to ensure that neither the Suppliers nor its Personnel is placed in a position where, in the reasonable opinion of AIIB, there is or may be an actual or potential conflict between the pecuniary or personal interests of the Suppliers and performance of the Suppliers' obligations. The Suppliers shall disclose to AIIB full particulars of any such conflict of interest that may arise.

## **6. AWARD**

6.1 Award will be made to the Supplier with lowest evaluated price, following negotiation of an acceptable contract. Upon completion of negotiations AIIB will promptly notify the unsuccessful Suppliers.

6.2 The selected Supplier is expected to commence deliver equipment and goods as of the date and time stipulated in Annex B, Proposed Schedule.

6.3 At the same time as AIIB notifies the successful Supplier that its quotation has been accepted, AIIB will invite the Supplier to sign the final version of the Contract Form, incorporating all agreements between the parties.

6.4 The AIIB reserves the right to publicly disclose contract award information, including but not limited to, name of company receiving the award, brief description of services, and contract award amount, for any contract award valued over US\$200,000. Suppliers' proposal and contractual documents will remain confidential and therefore not subject to disclosure.

**ANNEX B**  
**REQUEST FOR QUATATIONS (RFQ) FOR**  
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**TECHNICAL REQUIREMENTS**

The objective of the project is to sign a 2 years' purchase framework contract with a qualified vendor to provide Laptop Computers and Services.

1. Specifications and Quantity

1.1 Model 1 (Similar to Thinkpad X1 Yoga)

- Quantity: 292 units
- Technical Specifications:
  - Technical Requirements:
  - Processor Type: Intel Core I7 8550u or equivalent
  - Processor Speed: Minimum 1.8GHz, can be accelerated to 4.0GHz
  - Memory Size: 8G
  - OS: Windows 10 Professional, 64 bits
  - Hard Disk: no less than 256GB, SSD
  - Display Size: 14 inches
  - Display Resolution: 1920\*1080, FHD IPS, Touch Screen, with 360 Degree Rotatable
  - Camera: 720P HD
  - Fingerprint Identification capable
  - Number of USB Ports: 2 or more
  - Number of HDMI ports: 1 or more
  - Weight with battery: no more than 1.4KG
  - Thickness: no more than 17.05mm
  - Battery Type: Lithium Polymer (LiPo)
  - Battery Life: no less than 54 WHR
  - Wireless Connection Capable, support 802.11AC
  - Support Bluetooth 4.0
  - Written Pencil with pressure sensor is required
  - Warranty & Support: 3 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred. The damaged hard drive of the laptop shall be kept by the customer.
  - Insurance: 3 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.

- Model 2 (Similar to Thinkpad T480S)
  - Quantity: 117 units
  - Technical Specifications:
    - Processor Type: Intel Core I7 8550u or equivalent
    - Processor Speed: Minimum 1.8GHz, can be accelerated to 4.0GHz
    - Memory Size: 8G
    - OS: Windows 10 Professional, 64 bits
    - Hard Disk: no less than 256GB, SSD
    - Display Size: 14 inches
    - Display Resolution: 1920\*1080, FHD IPS, with 180 Degree Rotatable
    - Camera: 720P HD
    - Fingerprint Identification capable
    - Number of USB Ports: 2 or more
    - Number of HDMI port: 1 or more
    - Weight with battery: no more than 1.4KG
    - Thickness: no more than 20 mm
    - Battery Type: Lithium Polymer (LiPo)
    - Battery Life: no less than 57 WHR
    - Wireless Connection Capable, support 802.11AC
    - Support Bluetooth 4.0
    - Warranty & Support: 3 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred. The damaged hard drive of the laptop shall be kept by the customer.
    - Insurance: 3 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.
  
- Model 3 (Similar to Microsoft Surface Pro 6)
  - Quantity: 175 units
  - Technical Specifications:
    - Processor Type: Intel Core I7 8650u or equivalent
    - Processor Speed: Minimum 1.9GHz, can be accelerated to 4.2GHz
    - Memory Size: 8G
    - OS: Windows 10 Professional, 64 bits
    - Hard Disk: no less than 256GB, SSD
    - Display Size: 12.3 inches
    - Display Resolution: 2736\*1824, Pixel Sense Touch
    - Camera: 720P HD
    - Keyboard
    - Number of USB Ports: 1

- Number of DP: 1
  - Docking station with ports of 1 ethernet, 4 USD 3.0, 2 mini DP.
  - Weight with battery: no more than 784G
  - Thickness: no more than 8.5mm
  - Battery Type: Lithium Polymer (LiPo)
  - Wireless Connection Capable, support 802.11AC
  - Support Bluetooth 4.1
  - Warranty & Support: 2 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred.
  - Insurance: 2 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.
  
- Model 4 (Similar to Microsoft Surface Book 2)
  - Quantity: 1 unit
  - Technical Specifications:
    - Processor Type: Intel Core I7 8650u or equivalent
    - Processor Speed: Minimum 1.9GHz, can be accelerated to 4.2GHz
    - Memory Size: 8G
    - OS: Windows 10 Professional, 64 bits
    - Hard Disk: no less than 256GB, SSD
    - Display Size: 13.5 inches
    - Display Resolution: 2256\*1504, Pixel Sense Touch
    - Camera: 720P HD
    - Camera: Windows hello face recognition
    - Keyboard
    - Number of USB Ports: 1
    - Number of DP: 1
    - Docking station with ports of 1 ethernet, 4 USD 3.0, 2 mini DP.
    - Weight with battery: no more than 1.8KG
    - Thickness: no more than 15mm
    - Battery Type: Lithium Polymer (LiPo)
    - Wireless Connection Capable, support 802.11AC
    - Support Bluetooth 4.1
    - Warranty & Support: 2 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred.
    - Insurance: 2 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.



## 1.2 Additional technical support

Within 3 years' warranty and insurance period, the supplier is requested to provide following service:

- Assign the dedicated support engineer to serve the Bank. The support engineer shall have at least 3 years' working experiences.
- The service scope includes but may not limited to
  - Provide on-site technical service for device health check or trouble shooting no more than 5 times per year.
  - Pick up the damaged devices from the Bank by the next day when informed by the Bank and send to the manufacture or authorized service agent for health check or fixing, if necessary.
  - Return the fixed devices back to the Bank within 15 working days after it's been picked up.
  - Provide the fixing report issued or authorized by the manufacturer.
  - Provide the expense report and original invoice issued by the manufacturer or its authorized service agent.
- The service shall be available during the working hours of the Bank.
- The service provider shall respond the Bank's inquiry or request within 2 hours.
- The service provider shall provide a dedicated hotline/email to facilitate communication.

## 2. Timelines and Deliverables

The delivery schedule is as following:

- 265 Laptops by May 30, 2019, among which 132 Model 1, 53 Model 2, 79 Model 3, 1 Model 4.
- 320 Laptops by March 30, 2020 among which 160 Model 1, 64 Model 2, 96 Model 3.

*Notes:*

- The number of quantities is a good estimation and there is no commitment in purchasing.
- The delivery plan may be changed subject to the business requirements, and will be notified to the vendor in a timely manner.
- If the requested model as mentioned above is upgraded by the manufacturer during the supply period, supply of such upgraded model is accepted.

## 3. Qualifications for the supplier

- The supplier shall be authorized reseller of at least one of the laptop models they supplied.
- The supplier shall have the authorization letter from the manufacturer to bid for this project. If the supplier is proposing laptops from multiple manufacturer, the authorization letter for model 1 and model 2 are mandatory.
- The supplier shall have at least 3 years experiences serving large companies, in particular MNCs.

**ANNEX C**  
REQUEST FOR QUATATIONS (RFQ) FOR  
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**Quotation Submission Form**

[*Location, Date*]

To: [*Name and address of AIIB*]

Dear Sirs:

We, the undersigned, offer to provide the procurement for Laptop Computers and Services, in accordance with your Request for Quotation dated Mar 19, 2019. We are hereby submitting our Quotation document.

We hereby declare that all the information and statements made in this Quotation document are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our attached Quotation is for the sum of [*Amount in words and figures*], which (*must state*) includes (or excludes) all the taxes. And please also find our Breakdown of the Total Cost in the Attachment.

Our Quotation shall be binding upon us subject to the modifications resulting from Contract negotiation.

**Attachments:** *1. Answered Requirements Matrix*  
*2. Product Description including Channel Certification*

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Add:

### Attachment 1: Requirements Matrix

No.	Model 1: Technical Specifications	Functionality Yes/No	Remarks
1	Processor Type: Intel Core I7 8550u or equivalent		
2	Processor Speed: Minimum 1.8GHz, can be accelerated to 4.0GHz		
3	Memory Size: 8G		
4	OS: Windows 10 Professional, 64 bits		
5	Hard Disk: no less than 256GB, SSD		
6	Display Size: 14 inches		
7	Display Resolution: 1920*1080, FHD IPS, Touch Screen, with 360 Degree Rotatable		
8	Camera: 720P HD		
9	Fingerprint Identification capable		
10	Number of USB Ports: 2 or more		
11	Number of HDMI ports: 1 or more		
12	Weight with battery: no more than 1.4KG		
13	Thickness: no more than 17.05mm		
14	Battery Type: Lithium Polymer (LiPo)		
15	Battery Life: no less than 54 WHR		
16	Wireless Connection Capable, support 802.11AC		
17	Support Bluetooth 4.0		
18	Written Pencil with pressure sensor is required		
19	Warranty & Support: 3 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred. The damaged hard drive of the laptop shall be kept by the customer.		

20	Insurance: 3 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.		
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No.	Model 2: Technical Specifications	Functionality Yes/No	Remarks
1	Processor Type: Intel Core I7 8550u or equivalent		
2	Processor Speed: Minimum 1.8GHz, can be accelerated to 4.0GHz		
3	Memory Size: 8G		
4	OS: Windows 10 Professional, 64 bits		
5	Hard Disk: no less than 256GB, SSD		
6	Display Size: 14 inches		
7	Display Resolution: 1920*1080, FHD IPS, with 180 Degree Rotatable		
8	Camera: 720P HD		
9	Fingerprint Identification capable		
10	Number of USB Ports: 2 or more		
11	Number of HDMI port: 1 or more		
12	Weight with battery: no more than 1.4KG		
13	Thickness: no more than 20 mm		
14	Battery Type: Lithium Polymer (LiPo)		
15	Battery Life: no less than 57 WHR		
16	Wireless Connection Capable, support 802.11AC		
17	Support Bluetooth 4.0		
18	Warranty & Support: 3 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred. The damaged hard drive of the laptop shall be kept by the customer.		
19	Insurance: 3 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.		

No.	Model 3: Technical Specifications	Functionality Yes/No	Remarks
1	Processor Type: Intel Core I7 8650u or equivalent		
2	Processor Speed: Minimum 1.9GHz, can be accelerated to 4.2GHz		
3	Memory Size: 8G		
4	OS: Windows 10 Professional, 64 bits		
5	Hard Disk: no less than 256GB, SSD		
6	Display Size: 12.3 inches		
7	Display Resolution: 2736*1824, Pixel Sense Touch		
8	Camera: 720P HD		
9	Keyboard		
10	Number of USB Ports: 1		
11	Number of DP: 1		
12	Docking station with ports of 1 ethernet, 4 USD 3.0, 2 mini DP.		
13	Weight with battery: no more than 784G		
14	Thickness: no more than 8.5mm		
15	Battery Type: Lithium Polymer (LiPo)		
16	Wireless Connection Capable, support 802.11AC		
17	Support Bluetooth 4.1		
18	Warranty & Support: 2 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred.		
19	Insurance: 2 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.		

No.	Model 4: Technical Specifications	Functionality Yes/No	Remarks
1	Processor Type: Intel Core I7 8650u or equivalent		
2	Processor Speed: Minimum 1.9GHz, can be accelerated to 4.2GHz		
3	Memory Size: 8G		
4	OS: Windows 10 Professional, 64 bits		
5	Hard Disk: no less than 256GB, SSD		
6	Display Size: 13.5 inches		
7	Display Resolution: 2256*1504, Pixel Sense Touch		
8	Camera: 720P HD		
9	Camera: Windows hello face recognition		
10	Keyboard		
11	Number of USB Ports: 1		
12	Number of DP: 1		
13	Docking station with ports of 1 ethernet, 4 USD 3.0, 2 mini DP.		
14	Weight with battery: no more than 1.8KG		
15	Thickness: no more than 15mm		
16	Battery Type: Lithium Polymer (LiPo)		
17	Wireless Connection Capable, support 802.11AC		
18	Support Bluetooth 4.1		
19	Warranty & Support: 2 years' warranty (laptop and its components) from the manufacturer, including pickup and delivery service, which shall meet the standard of ISO 20000, ISO 27001. CCCS certified service is preferred.		
20	Insurance: 2 years' standard accidental insurance which shall cover accidental damage of the laptop and its components caused by falling from high place, being split by liquid, collision by force, etc.		

**Attachment 2 - Product Description and Channel Certification**



## **ANNEX D**

### **General Terms and Conditions**

( [https://www.aiib.org/en/opportunities/business/.content/index/\\_download/aiib-general-terms-and-conditions.PDF](https://www.aiib.org/en/opportunities/business/.content/index/_download/aiib-general-terms-and-conditions.PDF))