



MOVE AGAINST POVERTY OF WOMEN ORGANIZATION-MAPWO

RFQ#: RFQ-MAPWO-2024-003

Subject: Office Supplies & Stationery Items

Location: MAPWO, Kabul Office

SUMMARY:

RFQ Number	RFQ-MAPWO-2024-003
RFQ Title	Provision of Office Supplies & Stationery Items for MAPWO Kabul Office.
Issue date	January 14-2024
Submission date	January 20-2024
Submission method	Hard Copy (Sealed Version)
Quotation Validity	60 days

About MAPWO:

Move Against Poverty of Women Organization (MAPWO) is a not-for-profit, non-political, and non-governmental humanitarian organization. MAPWO was established in 2016 to work alongside other national and international partners for provision of education, health, and other social services aiming to reach the most unreached and highly underserved pockets of the society and women empowerment focusing on alleviating the sufferings of the most vulnerable groups of the society in different community structures such as rural, urban, IDPs, returnees, etc. Since its establishment, MAPWO has worked hard to implement projects that ensure people's access to quality and equitable education and health and other basic life services with focus on vulnerable group of society (women and girls).

INSTRUCTIONS AND RESPONSIBILITIES:

Purpose: Office Supplies & Stationery Items.

Requirement: Please refer to the table of schedule of requirement.

1. **Delivery Method:** All the required items must be provided and delivered by road to Kabul, MAPWO HQ. If required supplier will deliver Maidan Wardak, Logar, Ghazni and Paktika provinces MAPWO Provincial offices with provision of additional transportation charges.
2. **Cost of Quotation:** The supplier shall bear all costs associated with the preparation and submission of his quotation and the contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.
3. **Order Method:** MAPWO, will order the items based on need through Goods Receipt Note (GRN form) as per the LTA contract which will be awarded to successful supplier, the orders will be on weekly, monthly or quarterly. Therefore, the supplier must deliver the items on timely manner along with signed & stamped invoice version. Hence, the payment will be done according to request based on LTA contract details and prices.
4. **Payment:** Payment will be made within 30 days of from day of submission of invoice with supporting documentation.
5. **Bid Currency:** Afghani.
6. **Quality:** The all items shall be in quality required and with updates valid dates.
7. **Contract Duration:** The Long-Term Agreement (LTA) is valid for the period of one year with the possibility of extension based on satisfactory performance and fund availability. MAPWO reserves the right to cancel the contract any time with one-week prior notice. If the contract between MAPWO and the Donor is not terminated, this contract will automatically be terminated.
8. **Taxation:** 2% of tax will be deducted from the total amount of invoice if the vendor is registered and have the valid registration documents, from license issuing authorities of Afghanistan Government, if the company is not registered then 7% of tax will be deducted based on Afghanistan Taxation Law, provided that the contract of goods or services to be rendered to MAPWO is equal to or exceeding aggregating AFs. 500,000 in a tax year.
9. **Items Conditions:** The goods shall be delivered in quality value. Offering low quality goods will be rejected by MAPWO.
10. **Items Inspection:** MAPWO will conduct a thorough check of the item's samples if needed before award of the contract and keep some samples till end of the contract date.
11. **Add new items in contract:** if needed, MAPWO reserve the right to add the new items in contract If needed during the period of performance, MAPWO will coordinate and request supplier for the prices based on market value and will amendment it in original contract accordingly.
12. **Bid Submission:** Qualified and interested suppliers should submit the sealed Quotation to MAPWO Main Office at House# 51, 6th University Road Koti-e- Sangi Kabul- Afghanistan by no later than January 20 -2024 4:00 PM Afghanistan Local Time. If you have any

technical questions and needs further clarification, please send your inquiry to procurement@mapwo.ngo . Point of contact only for Office Address: +93 (0) 793092634

13. **RFQ cancellation:** MAPWO reserve the right to cancel this RFQ at any stage.
14. **Packing:** As per the requirement.
15. **Purchase order:** MAPWO reserves the right to issue multiple Purchase orders under one LTA contract on mutual consent with supplier if required.
16. **Documents comprising the Request for Quotation:**
 - The attached Quotation Submission Form should be signed and stamped version.
 - Valid Business License Should be Attached
 - Previous experiences in the similar field.
 - Tax clearance certificate for 1401.
17. **Exclusion from award of contracts:** Contracts may not be awarded to Candidates who, during this procedure:
 - Are subject to conflict of interest.
 - Are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information
 - Supplies is caught guilty by breaching code of conduct, PSEA or any other policy.

BILL OF QUANTITY (BOQ'S)

1-Office Supplies Items BoQ:

No	Item Name in Dari	Item Name	Unit	Quantity	AFN Unit Price	AFN Total Price
1	كولا	Coka Cola 330 ml Each or Similar	Can	1		
2	جوس ميوه	Apple Juice	PC	1		
3	شير ملك پك	Milk Pack milk	PC	1		
4	قيماق ملك پك	Milk Pack cream small 200ML Each	PC	1		
5	ماست	Yogurt Plain	1 kg	1		
6	بيسكويټ	Tiffany's Biscuits	Pack	1		
7	نخود خام	Pea	Kg	1		
8	زردك	Carrot	Kg	1		
9	شلغم	Turnip	Kg	1		
10	زرشك	Barberry	Kg	1		
11	زغفران	Saffron	gr	1		
12	ذغال	Charcoal	Kg	1		
13	انار	Pomegranate	Kg	1		
14	ناك	Pear	kg	1		
15	مسكه لور پاك	Butter 200gr	Each	1		
16	نخود قوطى	Peas Can	Can	1		
17	لوبيا قوطى	Red Kidney Beans	Can	1		
18	سمارق قوطى	Mushroom	Can	1		
19	شير ناپال	Coconut milk	Can	1		

20	جواری قوطی	Sweet corn	Can	l		
21	عسل الشفا	Honey Bottle	Kg	l		
22	ماینوس	Manyonnaise 200 ml	Bottle	l		
23	سرکه	White Vinegar 1000 ml	Bottle	l		
24	سویا ساس	Soya Sauce 250gr	Bottle	l		
25	آب لیمو	Lemon Juice	Bottle	l		
26	زیتون سیاه	Black Olives	Kg	l		
27	زیتون سبز	Green Olive	Kg	l		
28	کچپ	Tomato Ketchup national	Kg	l		
29	روب رومی	Tomato Paste	Can	l		
30	آرد ترمیده	white Flour	Kg	l		
31	آرد نخود	Chickpeas Flour	Kg	l		
32	مرچ سیاه زنده	Black Pepper whole	Kg	l		
33	نمک	Salt ioden	Kg	l		
34	پودر گشنیز	Coriander Ground	Kg	l		
35	پودر دارچین	Cinnamon Ground	Kg	l		
36	دارچین زنده	Cinnamon Stick	Kg	l		
37	زرد چوبه	Turmeric	Kg	l		
38	پودر سیر	Garlic Ground	Kg	l		
39	مساله برنج	Rice Masala	Kg	l		
40	زیره زنده	Cumin Seed	Kg	l		
41	کری پودر	Curry Powder	Kg	l		
42	مرچ سرخ	Red Chili Powder	Kg	l		
43	پودر زنجبیل	Ginger Ground	Kg	l		
44	مساله	National Masala	Packet	l		

45	مرغ درست یخ زده	Chicken Whole	Kg	l		
46	سینه مرغ	Breast 1Kg PKt	Kg	l		
47	گیلاس یکبار مصرف	Paper Cups (1x100 Each)	Pack	l		
48	دستمال دست	Hand Tissue (1x 16 PKT)	Pack	l		
49	کاغذ رول	Maxi Roll	PC	l		
50	پلاستیک کلان	Plastic Bags Large	Kg	l		
51	المونیم فویل	Aluminum foil	Roll	l		
52	پلاستیک فویل کلان	Clingfilm	Roll	l		
53	دستکش کلان	Cleaning Gloves 1x1 pairs	Pair	l		
54	دستکش یکبار مصرف	Gloves 1x100each	Pack	l		
55	پیشبند آشپز رول پلاستیک	Plastic Aprons	Roll	l		
56	پلاستیک سیاه	Garbage Bags	Kg	l		
57	اسفنج موتر شوئی	Sponges	Pc	l		
58	ماسک	Face Masks 1x50	Box	l		
59	قاشق یکبار مصرف	Plastic spoon	Pack	l		
60	اسپری حشرات	Fly Spry	Pc	l		
61	مایع ظرف شوئی	Dish Washing Liquid	Bottle	l		
62	مایع دست شوئی	Liquid Hand Soap	PC	l		
63	دیتول	Dettol 1-Litre Bottle	Bottle	l		
64	سفید کننده	Bleach 1-Litre Bottle	Bottle	l		
65	کاسه یکبار مصرف	Soup Bowl 1x1000each	each	l		
66	روغن آفتاب پرست الکوژی	Sunflower Oil 1x5litter Alokozai	Bottle	l		
67	روغن زیتون	Olive Oil	Bottle	l		
68	برنج ابریشم و یا هجرت عزیز	Afghan Rice 1x24.5kg	1x1 Bag	l		
69	آش مارا	Spaghetti 1x20pakat MARA	Pack	l		

70	مکرونی مارا	Macaroni 400GR 1x20pakat MARA	Pack	l		
71	آش کوک	Cock Noodle	Each	l		
72	تخم مرغ	Eggs 30 PCs pack	pack	l		
73	عدس	Addas	Kg	l		
74	دال نخود	Lental	Kg	l		
75	لوبیا قوطی	Red kidney Beans	Kg	l		
76	ماش	Maash sabz	Kg	l		
77	کشمش پلوی	Raisins	Kg	l		
78	کارن فلور	Corn Flour	Kg	l		
79	کستر	Custard Powder	Kg	l		
80	جیلی	Jelly	each	l		
81	برنج شعله بی وطنی	Rice watani (Sholayee)	Kg	l		
82	گوشت گوساله استخوان دار	Meat with bone	Kg	l		
83	گوشت گوساله سرخی	Meat boneless	Kg	l		
84	مرغ درست وطنی	Chicken Whole Watani	Each	l		
85	گوشت گوسفند	Lamb Meat	Kg	l		
86	کچالو	Potato	Kg	l		
87	مرچ دولمه سبز	Green Pepper	Kg	l		
88	مرچ دولمه رنگه	Colored Pepper	Kg	l		
89	ملی سرخک	Radish	Kg	l		
90	کدو	Zucchini	Kg	l		
91	کدو حلوای	Pumpkin	Kg	l		
92	کرم سفید	White Cabbage	Kg	l		
93	کرم سرخ	Red Cabbage	Kg	l		
94	گپی	Cauliflower	Kg	l		

95	براقلی	Broccoli	Kg	l		
96	لبلبو	Beetroot	Kg	l		
97	نعنا	Mint	Bundle	l		
98	بادرنگ بوتلی	Pickles	Kg	l		
99	قاب یکبار مصرف	Disposable plate	Each	l		
100	سیره غوزه	Garlic	Kg	l		
101	نوشپياز	Green onion	Bundle	l		
102	گندنه	leek	Bundle	l		
103	مطر سبز دانه	Green pea	Kg	l		
104	زنجبیل	Ginger	Kg	l		
105	چکه دهقان	Chaka	Kg	l		
106	شفتالو	Peach	Kg	l		
107	انگور	Grape	Kg	l		
108	کینو	Mandarin	Kg	l		
109	مالته	Orange	Kg	l		
110	پیاز	Onion	Kg	l		
111	بادرنگ	Cucumber	Kg	l		
112	لیمو	Lemon	Kg	l		
113	مرچ تازه	Fresh chili	Kg	l		
114	کاهو	Lettuce	Kg	l		
115	سبزیجات	Vegetables	Kg	l		
116	سیب	Apple	Kg	l		
117	کیله	Banana	Kg	l		
118	نان	Bread single	Each	l		
119	نان	Bread double	Each	l		

120	بادنجان رومی	Tomato	Kg	1		
121	بادنجان سیاه	Egg Plant	Kg	1		
122	بامیه	Okra	Kg	1		
123	فاصلیه	Green Beans	Kg	1		
124	دستمال کاغذی	Tissue Paper Alokozai 1x5x200 Ply	Pack	1		
125	کاغذ تشناب	Toilet Paper best quality 10x1x10	Pack	1		
126	شیشه پاکن	Glass Cleaner	500ml	1		
127	پودر مکس	Max Powder	500gr	1		
128	مایع دک	Duck Washing liquid	Each	1		
129	اسفنج ظرف	Grip Sponge	1x3 Pcs	1		
130	سیمک دیگ شویی	Simak	Each	1		
131	مگس کش	Fly Killer Martin 400ml	PC	1		
132	پودر لباس شوی سرف اکسل	Washing powder surf excel	Kg	1		
133	صابون دستشویی	Hand wash sop Lux 200gr	PC	1		
134	لايتر گاز	Gas Liquid	Kg	1		
135	کلورین	Chlorine 250 MI	Bottle	1		
136	صافی کتان	Cleaning Cloth	Meter	1		
137	ماپ	Mop	PC	1		
138	پاس پاس	Wiper	PC	1		
139	برس کلان	Brush Big size	PC	1		
140	برس خورد	Brush Small size	PC	1		
141	اسپری	Room Spray Each 300ml	PC	1		
142	بوره	Sugar	Kg	1		
143	کافی	coffee 200gr	Bottle	1		
144	کافی میت	Coffee mate 400 Gr Nestle or Equivalent	Bottle	1		

145	چای سیه	Black Tea 100 Tea bags	Pack	1		
146	چای سبز کیلو	Green Tea 100 Tea bags	Pack	1		
147	چای سیه	Black Tea	Kg	1		
148	چای سبز کیلو	Green Tea	Kg	1		
149	هیل کیفیت عالی	Cardamom	Kg	1		
150	قهوه طلا 400 گرم نسکافه یا معادل آن	Coffee Gold 400 gr Nescafe or Equivalent	Bottle	1		
151	قهوه مات 400 گرم نستله یا معادل آن	Coffee mate 400 Gr Nestle or Equivalent	Bottle	1		
152	کیک 100 گرم با بهترین کیفیت	Cake Packet 100 gr Local best quality	Packet	1		
153	کیک 200 گرم با بهترین کیفیت	Cake Packet 200 gr Local best quality	Packet	1		
154	بسته بیسکویت 100 گرم با بهترین کیفیت	Biscuit packet 100 gr best quality	Packet	1		
155	بسته بیسکویت 200 گرم با بهترین کیفیت	Biscuit packet 200 gr best quality	Packet	1		
156	خرمای تازه عربی یا ایرانی	Fresh Dates Arabic or Iranian	Box	1		
157	پسوند برق با سیم سه متری بهترین کیفیت	Power Extension with three-meter wire best quality	PC	1		
158	رخت آویز چوبی	Coat hanger wooden	PC	1		
159	انگور درجه اول	Grape	PC	1		
160	گاز مایع برای آشپزی و گرم کن	Natural Liquid Gas for cooking and heating	Kg	1		
AFN Total Amount						

2-Stationery Items BoQ:

No.	Items Description and Specification	Unit	Quantity	AFN Unit Price	AFN Total Price
1	Board Marker, Snowman, Original (12pcs different color)	Dozen	1		
2	Pen, W028, made in China or equivalent	Dozen	1		
3	Pen, Pilot, made in Japan	Dozen	1		
4	Correction pen, best quality	Dozen	1		
5	Pencil, Bist (Dozen (12pcs)	Dozen	1		
6	Pen holder, wooden, small size	PCS	1		
7	Pen holder, wooden, big size	PCS	1		
8	Stick paper or Note pad, made in China or equivalent, 3*3cm	Pack	1		
9	Paper A4, Carck, size 50*70 cm best quality	Pack	1		
10	Paper A4, Carck, 220gr, color	Pack	1		
11	Flip chart paper, (Book 25 pages)	Book	1		
12	A4 paper color, A4 paper color (10 color)	Ream	1		
13	Ruler, Metallic, 30 cm	PCS	1		
14	Stapler, Medium size, best quality	PCS	1		
15	Stapler pin, medium size, #23/13, made in India	Pack	1		
16	Envelope, small size (Malakhi)	Pack	1		
17	Envelope, size A5, with glue	Pack	1		
18	Scotch tape, 2.5cm	PCS	1		
19	Glue stick, best quality	Dozen	1		
20	Binder clip, size 41 ml (Box 12 pcs)	Box	1		
21	Binder clip, size 32 ml (Box 12 pcs)	Box	1		
22	Stand for flipchart paper, for flipchart paper, 60*90,	PCS	1		
23	Stand for flipchart paper, Metallic, made locally	PCS	1		

24	File, Big size, blue color	PCS	I		
25	File, medium size, blue color	PCS	I		
26	File, small size, blue color	PCS	I		
27	Calculator, small size, good quality	PCS	I		
28	Paper Separator Different	Pack	I		
29	Plastic bag, Clear bag, with glue, size A4	Pack	I		
30	Sharpener metallic, best quality	Dozen	I		
31	Highlighter, Best quality	Dozen	I		
32	Permanent marker, best quality	Dozen	I		
33	Pen, Piano 333, Original	Dozen	I		
34	Pen Uniball, made in Japan	Dozen	I		
35	Note book, spring invoice style big size 50 pages	Dozen	I		
36	Note book, spring invoice style medium size 50 pages	Dozen	I		
37	Note Book, spring invoice style small size 50 pages	Dozen	I		
38	Dairy Note book, with leather cover, yearly best quality with MAPWO logo and messages	PCS	I		
39	Stick paper or Note pad, 3*4 cm	Box	I		
40	Stick paper or Note pad, 5*3cm	Box	I		
41	Stick paper or Note pad, small size finger 4 colors	Box	I		
42	Stick paper or Note pad, 2*3cm	Box	I		
43	Paper, A4 80gr 500pages	Ream	I		
44	Photo Paper, Lucky paper, A4, (20 pages pack)	Ream	I		
45	Ruler, Metallic, 50 cm	PCS	I		
46	Stapler, Big size, KW	PCS	I		
47	Stapler, Small size, original, Kangaroo or similar	PCS	I		
48	Stapler pin, big size, # 23/17 made in India	Box	I		

49	Stapler pin, small size, #24/6, JANSON	Box	I		
50	Punch, Big size, DL 0303	PCS	I		
51	Punch, medium size, DP-720, Kangaroo, made in China or equivalent	PCS	I		
52	Envelope, size A4, with glue and MAPWO Logo	PCS	I		
53	Scotch tape, 5cm, 150 meters	PCS	I		
54	Scotch tape, 10cm width 100 length	PCS	I		
55	Paper holder or Copy holder	Ream	I		
56	Binder clip, size 51 ml (Box 12 pcs)	Box	I		
57	Binder clip, size 19 ml (Box 12 pcs)	Box	I		
58	Paper clip, big size, (Box 100 pcs)	Box	I		
59	Paper clip, medium size, (Box 100 pcs)	Box	I		
60	Paper clip, small size, (Box 100 pcs)	Box	I		
61	White board, size 1*1.5 cm	PCS	I		
62	White board, size 1*2 m	Dozen	I		
63	Notice Board, size 60*90 cm	Dozen	I		
64	Notice Board, size 90*120 cm	PCS	I		
65	Notice board pin	Box	I		
66	File, Paper file folder - (different color)	Ream	I		
67	Calculator, Gasio Original	PCS	I		
68	Plastic Separator different colors	Pack	I		
69	Plastic Sheet ,5Micron Pack 100 pcs	Pack	I		
70	Plastic tray ,3parts	PCS	I		
71	Wooden tray ,3parts	PCS	I		
72	White board eraser good quality	PCS	I		
73	Scissor, Mediums size, best quality	PCS	I		

74	Scissor, big size, best quality	PCS	I		
75	Stamp pad, best quality big size	PCS	I		
76	Stamp pad, best quality medium size made	PCS	I		
77	Stamp Ink Jhiny- (Black,Red,Blue,Green)	PCS	I		
78	Plastic for press, Plastic, size 76x106 (pack 100 pairs)	Pack	I		
79	Certificate Paper	Pack	I		
80	Certificate Cover	Pack	I		
81	Wireless Mouse Logitech Best Quality	PCS	I		
82	Wired Mouse Logitech Best Quality	PCS	I		
83	HP Laser Jet PRO MFP M227 Printer/Scanner: 30A Toner	PCS	I		
84	HP LaserJet Pro MFP M428 Printer/Scanner: 59A Toner	PCS	I		
85	HP LaserJet P1102 Printer: 85A Toner	PCS	I		
86	EPSON L6490 Color Printer/Scanner: OEM Ink Cartridges Epson 112 CMYK	SET	I		
87	Computer cleaning spray good quality	PCS	I		
88	Computer cleaning air spray good quality	PCS	I		
89	Laptop Computer Bag Good quality	PCS	I		
90	Power/Cord Extension Good quality	PCS	I		
91	USB 16 GB SanDisk or similar good quality	PCS	I		
92	USB 32 GB SanDisk or similar good quality	PCS	I		
93	USB 64 GB SanDisk or similar good quality	PCS	I		
AFN Total Amount					

CONFIRMATION AND ACCEPTANCE BY SUPPLIER:

After having read this Request for quotation (RFQ-MAPWO-2024-003) on behalf of my company/business, I hereby:

- i. Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- ii. Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- iii. Accept the penalties applied from MAPWO if we don't comply with the terms and conditions we agreed upon.
- iv. Certify and attest that we meet the eligibility criteria stated in the Instructions.
- v. Certify and attest compliance with the Code of Conduct, PSEA policy and all other MAPWO policies and procedures for Contractors.
- vi. Our tender is valid for a period of 60 days after the closing date in accordance with instructions to tenders.
- vii. This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Supplier Name:
Supplier Address:
Email Address:
Telephone Number:
Authorized representative name:
Authorized representative position:
Delivery time offered
Sign and Stamp