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IFRC, ARCS compound, Qargha Road, Afshar, Kabul, Afghanistan

Office Tel: 0702051747

Office Fax: (00870) 763 043 426

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## FACSIMILE COMMUNICATION

URGENT

NORMAL X

ROUTINE

To: Whom it may concern

Attention:

Phone number: 0702051747

From: IFRC Afghanistan Country Delegation  
Procurement Department

Our file ref: 3952/LOG/AFCD/2024

N° of pages including this page:20

Issue Date: 14/FEB/2024

Closing date: 22/FEB/2024 14:00 hrs. Late offers will not be considered.

Re: **Request for Quotation - Framework Agreement - Supply & delivery of Stationery and Cartridges for a Period of One (1) Year to the IFRC office in Kabul, Afghanistan.**

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**If you do not receive all pages, please contact us immediately. Thank you.**

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### MESSAGE:

### REQUEST FOR QUOTATION

The International Federation of Red Cross and Red Crescent Societies in Afghanistan kindly requests your best offer for **Supply & delivery of Stationery and Cartridge for the period of one year** as per the attached Table of Specifications (**Pricing Format Annex II**):

All goods **MUST MEET** the above-mentioned specifications in the **Pricing Format (Annex II) attached**. All goods must meet all quality features and fit for their intended purpose or use.

Any variance from the required specifications must be clearly stated in your Quotation/Offer. Please acknowledge receipt of this request and indicate your intention to bid.

To our email: [afghanistan.procurement@ifrc.org](mailto:afghanistan.procurement@ifrc.org). Our telephone number for further information: 0702051747

#### **1. Pertinent information:**

- a) The IFRC shall have the right to reject the goods or any part thereof if they do not conform to specifications.
- b) The IFRC reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to its beneficiaries.

- c) Please be informed that the actual required quantity may differ (increase or decrease) from the initial list.
- d) Requested RFQ quantities depending on operational needs and available funding and hence the IFRC should not be held responsible for any such change in required quantities.
- e) In the case of goods purchased based on specifications the Supplier warrants their conformity.
- f) The IFRC General Terms & Conditions for all purchasing contracts attached hereto are applicable (**Annex I**).
- g) Failure to comply with the IFRC requirement will lead to rejection of your offer.
- h) Within the contractual period any changes of the price will not be allowed and any approaches from the vendor requesting for price increase or stock unavailability will be considered as non-performance and thus the contract will be void.
- i) The total quantity may increase or decrease with the final order. Therefore, no objection would be granted from the supplier's side.
- j) All the supplied items must be in accordance with given specification, fit for purpose statement and quality (**Annex II**).
- k) If not clear in any item specification, please communicate and confirm before delivery.

**2. Your offer should be submitted as below with the below information:**

- a) Your offer should be submitted in sealed envelope to the IFRC office reception in Kabul province; Offers submitted in other places and form will not be considered.
- b) Mark the envelope **'3952/LOG/AFCD/2024, Supply & delivery of Stationery and Cartridge for the period of one year'**
- c) Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
- d) When submitting the offer, the bidder should sign the bids submission **logbook sheet**.
- e) The envelope should be properly **marked** with the bidder's company name, date, and time of submission, RFQ reference number and items description.
- f) Your offer should be **clear and legible**, (in English language preferable, local language acceptable).
- g) Your offer should be submitted in your company letter head and/or **duly stamped and signed**.
- h) Your offer should state the offer **issuing date**.
- i) Your offer should be **numbered**.
- j) Your offer should state the RFQ number.
- k) Your offer should be specific on the offer **validity date**.
- l) **Price** should be quoted in Afghani (AFN) and United States Dollars (USD); **You are requested to use the attached pricing format given (Annex II)**.
- m) Your offer should provide the **Unit Price** per item and **total price**.

- n) Your offer should provide **Unit price** and **total price** per item at the requested delivery place. The price should include all costs and the goods to be DAP to the requested delivery place.
- o) Price should be net after deduction of any discount. Changes in prices after the tender time is closed **will not be acceptable**. If there are changes in prices the offer will be disqualified.
- p) Make sure your arithmetic calculations are correct; Changes after the tender closing date will not be acceptable.
- q) Your offer should state whether the goods are available immediately Ex-Stock, or Lead Time for obtaining the goods as well as the capacity for delivery.
- r) **Specifications** for each item – confirmation to comply with the required specifications as per **Annex II**, if you meet the specifications. If not, state clearly.
- s) Confirmation to agree to **accept** the terms & conditions as per this RFQ and the IFRC general **Terms & Conditions** attached as **Annex I**. These documents should be attached with your offer duly signed and stamped.
- t) Your offer should be duly signed and stamped.

### **3. Offer Validity:**

Your offer must remain valid for **365 Days (One year)** from the date of submission of the quotation, before which a contract/order, if placed, should be accepted by you.

### **4. Sample and specifications:**

COMPLETE SAMPLE and specifications of your offered items are required to be submitted along with the submission of Quotation the same date and time and/or before the tender closing date. In case you are quoting in different brands and specifications, please provide with sample for each brand/type you intend to quote.

All costs of submission of bids and the samples shall be borne by the bidders only, the samples of the winning company are not returnable until the process is completed and delivery made.

### **5. Packing Requirements:**

The seller will be responsible for proper packing and of Kitting of the equipment including sealing as mentioned, including transportation and delivery to Kabul province. The Seller will be responsible for the safety of the goods until delivery and acceptance at the above destined location/province.

### **6. Delivery time:**

Since IFRC requires these items urgently, the IFRC would like to have these goods delivered and as per the requirement in whole or partial shipments after the Issuance of Purchase Order. The suppliers are requested to mention their deliverable quantity as per their capacity. If your offer does not meet the requirement kindly mention in your offer regarding your **ex-stock quantity, required time for delivery and delivery schedule** for all the **required quantity** to be delivered to the requested **delivery place**.

### **7. Delivery Term and Destination:**

The items are to be delivered DAP (Incoterms 2020) to IFRC office in Kabul province:

**CONSIGNEE: IFRC Senior Logistic Officer.**

**CONTACT PERSONS/ NOTIFY PARTY:** Fahim Wali / Senior Logistic Officer

**Contact numbers:** 0702051747; **Email:** [afghanistan.procurement@ifrc.org](mailto:afghanistan.procurement@ifrc.org)

Seller shall be responsible for all costs arising from forwarding and delivering of products to actual point of delivery including loading, unloading and transportation, insurance, government tax etc.

**It is the responsibility of the contractor to clear all his tax obligations under this purchase to the Afghanistan government.**

**8. Inspection:**

Goods supplied must meet the required specifications as per attached schedule to this RFQ. Quality and quantity inspection will be carried at the destination in Kabul Office of IFRC.

The supplies not found in accordance with the specifications will not be accepted and in that eventuality the supplier must replace the goods at their own cost. The supplier will be responsible for breakage or any loss before final hand over of the items and issuance of Goods Received Note by the consignee which will be necessary for release of payment.

**Please refer to Annex III for Standard AQL and Penalties plan**

Payment by the Buyer does not imply acceptance of Products nor of any related work or services provided pursuant to this Agreement. Failure to inspect and accept or reject Products shall neither relieve the Seller from responsibility for non-conforming goods nor impose liabilities on the Buyer, therefore. Quality and quantity will be determined by an International Federation of the Red Cross (IFRC) staff member or a third part Inspection company, appointed and paid for by the Buyer. The IFRC staff member/inspection company shall have the right to inspect the goods called for under this order at the Seller's production facilities and the Seller shall cooperate and provide all facilities for such inspection.

**9. Liquidated Damage for delays:**

Please be advised that if the goods are delivered after the agreed delivery date or schedule, IFRC will apply a deduction from the invoice of 0.5% per day up to 5 % of the total value of the PO/Contract.

**10. Default:**

In case of default by the Seller, including but not limited to failure or refusal to make deliveries within the time limit specified, the Buyer may procure the goods or services from other sources and hold the Seller responsible for any excess costs occasioned thereby. Furthermore, the Buyer may, by written notice, terminate the right of the Seller to proceed with the deliveries, or such parts thereof as to which there has been default.

**11. Payment Terms:**

The payment shall be made as per IFRC standard payment terms through bank transfer to the bank account of contractor, which is within **30 days** from the date of receipt of the goods, with all supporting documents in order, by the Buyer. The invoice should indicate the PO number, the Description of the Goods, total quantity of delivered items and the total amount to be paid in AFN/USD.

Please clearly specify in your offer if your payment terms are different from the IFRC payment terms.

In order to claim the payment for the goods or services, the seller shall provide:

- a) Commercial invoice; (dated, stating the PO number, and amounts, etc.)
- b) Copy of the Company Bank statement.
- c) Copy of the purchase order and IFRC T& C signed and stamped.
- d) Packing list of items delivered.
- e) Delivery Challan / Delivery Note, duly signed by the seller and consignee/delivery.
- f) Manuals and Warranty letter for the items that require it.
- g) Quality certificates (if required).
- h) The invoices should clearly indicate your bank account, name, and address of your bank.

## **12. Integrity Line:**

Integrity Line: Report any alleged misconduct or integrity incidents, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behavior, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to [speakup@ifrc.integrityline.org](mailto:speakup@ifrc.integrityline.org), or call ([Phone List](#)).

## **13. Principles of Conduct Clause:**

Supplier seeking to work with the Federation shall respect the following principles:

- 1. Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.
- 2. Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
- 3. Fair competition:** supplier shall not be involved in any corrupt, collusive, or coercive practices.
- 4. Officials not to benefit:** The Supplier represents and warrants that no official of the Federation has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract, or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order / Contract.
- 5.** If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.

## **14. Posting Supplier's details:**

The IFRC reserves the right to publish the name, location, and amount of contract with the selected supplier on its website.

## **15. Supplier Registration:**

If your company is NOT an IFRC registered vendor, you are obliged to submit the below documentation if you wish your offer to be considered:

1. Supplier registration form (attached).
2. Legal business registration/certificates.
3. Copy of update tax clearance certificate.
4. The latest financial accounts and audit reports (last 3 years).
5. Copy of the bank statement where the name of the company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
6. Any other documents required by the applicable laws in Afghanistan.
7. Past performance evidence (Copy of past contracts).

Note: If your company has changed bank account details and/or address and/or name you will have to submit the above list of documentation.

## **16. Submission and Marking of Bids:**

Bidders are required to submit SEALED Profile and Financial Bid of their company marked with the Reference number and Name of the Tender, and addressed to the Local Committee of Contracts with a warning not to open before the time and date for Tender opening as follows:

**REF: # 3952/LOG/AFCD/2024 – FRAMEWORK FOR SUPPLY AND DELIVERY OF STATIONERY AND CATRIDGES FOR ONE (1) YEAR APR 2024 – APR 2025.**

**The Local Committee of Contracts, LCoC  
The International Federation of Red Cross and Red Crescent Society, IFRC  
Inside the Afghanistan Red Crescent Society Compound  
AFSHAR-e-Silo, Qargha Road  
Kabul, Afganistán**

Bids must be delivered to the above address before the **22<sup>nd</sup> of February 2024 by 14:00pm Kabul Time**. Bids submitted after the deadline will not be accepted. Bidders are required to sign the bid register form at the reception of IFRC Office indicating their company name, telephone number, and date of submission.

*Yours Sincerely*

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Supply Chain Management Department  
Date: 14/02/2024  
Place: Kabul, Afghanistan

### **Enclosures:**

Annex - I / IFRC General Terms and Conditions  
Annex - II / Specifications and Pricing Format  
Annex - III/ Standard AQL and Penalties Plan  
Annex - IV/ IFRC Supplier Registration form  
Annex-V/ Declaration of undertaking