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## Request for Quotations (RFQ 3075)

**Issuance Date: July 22, 2024**

**Closing Date: Aug 04, 2024**

Jhpiego is seeking for qualified vendors to obtain quotation(s) for the procurement of a Stationery Contract to the Jhpiego office in Kabul. The contract duration will be for 12 months from Oct 1, 2024, to Sep 30, 2025.

Annex A: Vendor registration form

Annex B: Items specifications & price

### **Applicant Illegibility:**

- The potential vendors must be registered with the government of Afghanistan and have a valid AISA or Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached with its quotation.
- The potential vendors must attach an Official Bank Account information with the same name as it is stated in Vendor's AISA or business license and must confirm acceptance of payments through bank transfer.
- The potential vendors must accept tax withholding based on Afghanistan Tax Law.
- All the cost should be stated in Local currency (AFN) any quotations submitted in other currencies will automatically be disqualified.
- The Potential vendors must submit a copy of their Tax Identification Number (TIN) letter.

**Important Note:** If the above-mentioned conditions are not met and the documents are not submitted along with the quotation, the quotation will be disqualified and will not be further evaluated.

### **Selection Criteria:**

LPTA: The selection will be made based on the lowest price and best quality products offered. A final determination will be made after vendor's relevant experience, capacity to deliver, and supply chain are assessed.

The selected vendor will be awarded a fixed-price blanket purchase order (BPO) with a duration of 12 months resulting from this solicitation to the responsible Vendor/s whose quotation conforms to this solicitation will be most advantageous to the project, price, and other factors considered.

Jhpiego anticipates that this RFQ will result in a single award to a single Vendor; however, Jhpiego reserves the right to make multiple awards, if it is in the best interest of the project.

**Penalty Charges:** Jhpiego will add a clause to the purchase order as the result of this RFQ and may deduct a sum up to 2% of the task Order total value for each day of delay beyond the agreed delivery time until the actual goods/services are received.

**Payment:** Jhpiego will only make payment to the selected vendor's-maintained Bank Account after the delivery and acceptance of the required Goods/Services by Jhpiego.

**Quotation Submission in Hard Copy:**

Vendors are requested to submit their complete quotation to the Jhpiego office in hard copy by no later than **Aug 04, 2024, (4:00 p.m. Kabul, Afghanistan local time)**. To Jhpiego office located in Wazir Akbar Khan Street 15 roundabout, next to the Grill restaurant, in front of AWCC office.

**Note: Quotations received through email or any other means than as stated above, and after the RFQ deadline will not be considered and evaluated.**

for inquiries and questions only, you can reach us at: [Af.procurement@jhpiego.org](mailto:Af.procurement@jhpiego.org)

*Disclaimer: Issuance of this RFQ does not constitute an award commitment on the part of Jhpiego or any other organization/associated agency, nor is it a commitment to pay for any cost(s)/liability (ies)/loss (es) incurred in the preparation or submission of response. The organization reserves the right to reject, with or without assigning any reason, any or all response(s), if such action is considered to be in the best interest of the project/organization.*

**No employee is authorized to negotiate or promise work on behalf of Jhpiego. Selected vendors will have an official Purchase Order with Jhpiego with authorized signatures.**

**Note:** Two percent (2%) will be withheld if the contractor has/submits a business license. The withheld tax per the law will be remitted to the Tax Office in the name of the company and if the Vendor’s License during the life of the contract expires and the vendor fails to renew in time Jhpiego will withhold 7% in taxes.

Yours Sincerely,

**Jhpiego Afghanistan**  
Urban Health Initiative Project  
Chief of Party

**VENDOR**

Company name: \_\_\_\_\_

Representative name: \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Stig Hansen*

Jul 21 2024

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**Annex B: Specification & Price List:**

<b>Stationery List for Jhpiego Office</b>					
<b>No</b>	<b>Stationery Specifications</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Punch medium sizes	Each	50		
2	Punch large sizes	Each	20		
3	Picture paper	Pack (12 Per)	30		
4	Certificate paper	Pack (100 Per)	100		
5	Envelope big size	Pack (50 Per )	50		
6	Envelope small size	Pack (50 Per )	100		
7	Notebook big size	Box (10 Per)	100		
8	Notebook Small size	Box (10 Per)	100		
9	Uni Ball Pen (Blue)	Pack (10 Per)	50		
10	Red Pen (Good Quality)	Pack (10 Per)	120		
11	Black Pen (Good Quality)	Pack (10 Per)	120		
12	Green Pen (Good Quality)	Pack (10 Per)	120		
13	Blue Pen (Good Quality)	Pack (10 Per)	150		
14	Tape Big size	Roll	150		
15	Tape Small size	Roll	150		
16	Glue stick	Box (12 Per)	30		
17	Plastic sheet	Pack (100 Per)	250		
18	Plastic file	Pack (12 Per)	150		
19	Cutter	Each	50		
20	Secissor	Each	50		
21	Stapler Medium size	Each	100		
22	Stapler big size	Each	50		
23	Stapler pin (Medium size)	Box (12 Per)	70		
24	Stapler pin (Big size)	Box (12 Per)	50		
25	Sticky Note (Large)	Box (6 Per)	50		
26	Sticky Note (Medium)	Box (12 Per)	50		
27	Sticky Note (Small)	Box (12 Per)	100		
28	Board Marker ( Blue )	Pack (12 Per)	100		
29	Board Marker ( Black)	Pack (12 Per)	100		
30	Board Marker ( Red)	Pack (12 Per)	100		
31	Board Marker (Green)	Pack (12 Per)	100		
32	Permanent marker (Blue, Black, Red, Green)	Pack (10 Per)	300		
33	Binder clip small	Box (12 Per)	50		
34	Blue file	Box (50 Per)	30		
35	Black file	Box (50 Per)	30		
36	A4 paper	Box (5 Per)	250		
37	White Board medium size	Each	20		
38	White Board big size	Each	20		
39	White Board small size	Each	20		
40	Calender 2025	Each	120		
41	Highlighter	Pack (4 Per)	200		
42	Battery AA (Good Quality)	Pair	150		

43	Battery AAA (Good Quality)	Pair	150		
44	Plastic lamination sheet	Box (100 per)	10		
45	Log Book for cars	Each	30		
46	Pencil	Pack (12 Per)	60		
47	L-Sheet plastic file	Pack (12 Per)	30		
48	Paper Tray	Each	50		
49	Calculator	Each	70		
50	Sign Sticky	Pack	50		
51	Push Pin	Box (12 pack)	10		
52	Notebook without date	Each	250		
53	Correction Pen	Pack (12 Per)	20		
54	Diary 2025	Each	200		
55	File Separator (Plastic)	Pack (12 Sheets)	150		
56	Plastic File, Notebook, Pen, Pencil, Erase Rubber and Shapnier	One each	14500		
57	Stamp pad (Blue)	Each	30		
58	Pen holder	Each	80		
59	Flip Chart	Each	200		
<b>Total price in AFN</b>					

Note: Jhpiego will not order all the above stationery at once. Jhpiego will sign a blanket purchase order with the successful bidder and issue task order the stationery as per needed in the period of the contract.

Delivery time: \_\_\_\_\_

Please mention your delivery time in calendar days after receipt of the task order by Jhpiego.

Vendor Signature / Stamp:

Date:



Saving lives. Improving health.  
Transforming futures.

## Vendor Information/Pre-qualification Form

This Pre-qualification Form is to be completed by prospective Vendors/Service Providers desirous of providing goods/services to Jhpiego. Prospective Vendors must complete this Form accurately and in its entirety. Prospective Vendors understand and accept that completion of this Form does not constitute prequalification, nor does it guarantee an award of contract.

### Company Information

Company /Vendor Name:		
Please list any Affiliates, Subsidiaries, etc (if applicable):		
Office Address:		
Are you a service provider, an agent, wholesaler or manufacturer		
If service provider, agent/wholesaler: store or service location		
If manufacturer: factory location		
Name of Contact Person:		
Phone Number (s)		
Company Email Address(s)		
Website Add (if any)		

### Business Profile

Year company formed	
Trade License Number/ Commercial Registration Number	
Country/ City of Registration	

PIN No		VAT No	
Name of Bank			
Bank Branch			
Bank Account Name			
Bank Account Number			
IBAN Number			
SWIFT/ BIC			

### Business Activities

What are the main business activities of your company? Please include any specialized services/goods offered.

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How many staff does your company have?

What geographical location(s) you operate?

Does your company / products offered possess any international approved quality certification (ISO, EQM etc)

Do you offer delivery of goods to the buyer's designated location? (Yes/No)

### Business Experience

Please provide your company's work experience relevant to provision of goods/services.(Year in business and main customers)

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# Vendor Information Form

## Vendors Conflict of Interest Statement

I/We, .....hereby certify that:  
(Name of Vendor)

a) I/We will not offer, promise or provide to any Jhpiego employee or family member a bribe, favor, cash, gratuity, entertainment or anything of value to obtain favorable treatment, business or contract from Jhpiego. I/We also understand that Jhpiego employees are similarly prohibited from soliciting such favors from vendors.

Any gifts provided by vendors will be addressed to Jhpiego and benefit shared among all staff members or at the discretion of the Country Director or his designee.

b) I/We will not enter into a financial or any other relationship with a Jhpiego employee that creates any actual or potential conflict of interest for Jhpiego. I understand that a conflict of interest arises when the material personal interests of the Jhpiego employee are inconsistent with the responsibilities of his/her position with Jhpiego. All such conflicts must be disclosed and corrected.

c) I/We will declare the name of any relative or friend holding a management position such as director, officer or employee working with Jhpiego.

Name: \_\_\_\_\_ Sign:

Title: \_\_\_\_\_ Date: \_\_\_\_\_

*Kindly attach copies of the Registration documents, Pin certificate, VAT certificate, Business card if any.*

### For finance and administrative use only

Has a sentinel check for the vendor been done: Yes  No

If No give reason \_\_\_\_\_

\_\_\_\_\_

Vendor addition requested by: \_\_\_\_\_

Sign:

Date: \_\_\_\_\_

Vendor addition approved by: \_\_\_\_\_

Sign:

Date: \_\_\_\_\_

*This addendum supplements the Jhpiego Vendor Information Form*

## Vendors Commitment to Refund VAT Funds to Jhpiego

I/We,  hereby certify that:  
*(Name of Vendor)*

I/We understand that Jhpiego will pay my/our invoice(s) inclusive of VAT and apply for a waiver of the VAT by submitting a DA1 form to the Commissioner of Value Added Tax. On receipt of the duly approved DA1 form, I/We undertake to refund the relevant VAT amount to Jhpiego and/or allow Jhpiego to offset the VAT amount against any pending invoices and/or payments due to us.

Name:  Sign: \_\_\_\_\_

Title:  Date: