

Request for Quotation (RFQ)

Our reference: Afghanistan
 RFQ Number: AF01-2475-2476-2477
 Announce date: 21/09/2024
 Closing Date: 26/09/2024
 Closing Time: 04:00 PM
 RFQ for: (Specifications are detailed in the below table).
 Project Location: Badakhshan, Kunduz and Baghlan provinces.
 Delivery Location: Takhar- Taloqan (Main Office).
 Project: USSP Project.

Attention:

For the above-mentioned project, Shelter for Life International (SFL) is in the market and seeks bids for procurement of the following items:

Required summarized RFQ for NFI:

No	Item Name & Specification	Unit	Qty	Unit price	Total Price	Remarks
1	Piano pen (Cristal) قلم پيانو اصلى	Dozen (12 Pcs)	20			
2	Kian Pen قلم كيان صفا اصلى	Box (50 Pcs)	25			
3	Bic pen قلم بيك اصلى	Box (50 Pcs)	30			
4	Link prime pen قلم لينك پرايم	Dozen (10 Pcs)	30			
5	Hauser pen (Germany- NEXA) قلم هوزر جرمنى نكزا	Dozen (10 Pcs)	30			
6	Correction pen (5M: 999) قلم پاك	Dozen (12 Pcs)	15			
7	Highlighter pen (2 Colors) قلم هايلايتر اصلى	Dozen (12 Pcs)	30			
8	Colored pen (KLASSY 10 color) قلم رنگه اصلى	Dozen (10 Pcs)	30			
9	A4 White Paper (80 GSM/Baheer) كاغذ سفيد 80 گرام	Carton (5 Ream)	60			
10	Steel paper clip كاغذ كليپ فلزي	Box (12 Dozen)	5			
11	Paper Binder Clip size. 19mm ملى متری 19	Box (12 Dozen)	10			
12	Paper Binder Clip size. 25mm ملى متری 25	Box (12 Dozen)	9			
13	Paper Binder Clip size. 32mm ملى متری 32	Box (12 Dozen)	5			

14	Cello Tape 2.5cm (Small) رابرتیپ شیشه ای خورد	Dozen (12 Pcs)	7		
15	Cello Tape 5cm (Large) رابرتیپ شیشه ای کلان	Dozen (12 Pcs)	8		
16	Colored Tape رابرتیپ رنگه	Dozen (12 Pcs)	4		
17	Masking Tape رابرتیپ کاغذی	Dozen (12 Pcs)	4		
18	Stamp pad (Huhua-Tampon- Almodilla) تاپه شصت	Dozen (12 Pcs)	10		
19	Stamp-ink (Huhua-Indorsing ink) رنگ تاپه	Dozen (12 Pcs)	12		
20	Machine Stapler 24/6 (Big) ماشین استبلر کلان	Pcs	4		
21	Machine Stapler 10 (Small) ماشین استبلر خورد	Pcs	15		
22	Staple Remover سنجاق کش اصلی	Box (12 Pcs)	5		
23	Double hole paper punching machine (Kangaro DP (Small) پنچ خورد/سوراخ کن	Pcs	17		
24	Double hole paper punching machine (Kangaro DP (Large) پنچ کلان/سوراخ کن	Pcs	8		
25	Photo paper (180gr) کاغذ عکس اصلی	Packet	4		
26	Pencil HB (Branded) پنسل	Dozen	9		
27	Plastic folder دوسیه پلاستیکی اصلی	Packet	35		
28	Ruler (Metal) 50cm خط کش	Dozen	5		
29	Rubber bands medium کشک یا لاشتک	Dozen	3		
30	Scissors (small size) قیچی خورد	Dozen	3		
31	Staple pins No.24 سوزن استبلر	Dozen	5		
32	Staple pins No.10 سوزن استبلر	Dozen	20		
33	Pushpin سنجاق مخصوص نصب ورق	Dozen (12 Pcs)	5		
34	Glue Stick (36gr) سریش	Dozen (12 Pcs)	18		
35	Plastic sheet (Double) پلاستیک شیت دبل	Packet	40		
36	Flip chart paper کاغذ فلیپ چارت	Roll (25 Paper)	6		
37	Flip chart stand board تخته پایه فلیپ چارت	Pcs	6		
38	Attendance book کتاب حاضری	Book	4		
39	Eraser for white board (Pen holder) تخته پاک اصلی	Dozen	4		
40	Calculator Casio 12 Digit ماشین حساب کاسیو 12 رقمی	Pcs	15		
41	Separator (Plastic) سپریتور پلاستیکی اصلی	Pack	40		
42	Envelopes Large size A4 پاکت خط کلان	Pack (50 Pcs)	5		
43	Envelopes Small Size (Small size) پاکت خط خورد	Pack (50 Pcs)	7		
44	Wastebasket (Plastic) باطله دانی پلاستیکی	Pcs	12		

45	Wastebasket (Metal) باطه دانی فلزی	Pcs	10		
46	A4 Binding Cover (PP Folder) پوش اصلی	Dozen	4		
47	White board (60x120) تخته سفید	Pcs	10		
48	White board (80x120) تخته سفید	pcs	10		
49	Green Board (60x120) تخته یادداشت	Pcs	8		
50	Green Board (80x120) تخته یادداشت	Pcs	8		
51	Board Marker (SHQMWA-Round Tip) مارکر تخته نوک گرد	Dozen (12 Pcs)	30		
52	Board Marker (SALIM SABIR LTD) SM: 999/ flat tip مارکر تخته نوک پهن	Dozen (10 Pcs)	20		
53	Permanent Marker (Bright Colors and Long Lasting) مارکر پرمننت	Dozen (10 Pcs)	45		
54	Permanent Marker (SHQMWA-Flat Tip) مارکر دائمی	Dozen (12 Pcs)	40		
55	Notebook 100 paper (leader cover) کتابچه پوش چرمی اصلی	Pcs	50		
56	Notebook (100 Paper) کتابچه ساده 100 ورقه	Pcs	100		
57	Carton file (Small Size) فایل کالان اصلی	Pcs	100		
58	Carton file (Large Size) رنگ فایل یا فایل خورد اصلی	Pcs	60		
59	Scotch tape (2cm) اسکاچتیب اصلی	Bundle	5		
60	Scotch tape dispenser (DL-20031) ماشین اسکاچتیب	Pcs	8		
61	Cartridge/ Toner 85 A کارتریج رنگ پر نتر	Pcs	20		
62	Chip/Cartridge 95 A چپ رنگ پر نتر	Pcs	2		
63	Ink for printer EPSON/Canon (Different Versions) رنگ پر نترهای رنگه	Set	18		
64	Sticky Note small size اسستیک نوت خورد	Box	46		
65	Sticky Note large size اسستیک نوت کلان	Box	40		
66	Roll Paper for cash out کاغذ رول اصلی	Carton (50 roll)	30		
Grand Total					

Note: Shelter for Life International (SFL) reserves the right to divide the contract into lots and to award the lots to various bidders. **The quoted price should be in AFN.**

Applicant information:

Full Company Name	
Legal address	
Contact person (Name and contact number)	
Telephone number	
Bank details	

RFQ Declaration:

The bidder carefully read the RFQ, has examined the site and province centers, and understands and accepts the said conditions and specifications. For the prices set for in this RFQ, the supplier hereby offers to furnish all loading, unloading, transportation, and logistical issues pertaining to the complete delivery product, and to complete the work in strict accordance with said conditions and specifications.

It is agreed that the RFQ quantities are estimated only and may be increased or decreased by (SFL) without any alteration of the RFQ price.

Bidding Requirements

1. The successful bidder must have the updated registration certification.
2. The successful bidder shall submit a copy of the company's registration certificate.
3. Inspection: Stationery Items will be checked by the SFL technical team who are responsible for the project upon receipt to ensure the accuracy and quality of order based on sampling.
4. The supplier should have prior experience with UN agencies or international organizations.
5. The local suppliers have priority and will be preferred.
6. The bidder should consider the Technical Specification which is written in the above table,
7. Inspection of NFI (see above specification) will be quality checked by the SFL team as a representative and responsible for the project upon receipt to ensure accuracy and quality of order.
8. The vendor should deliver the aforementioned stationery items to the main office in Taloqan-Takhar province.
9. A copy of three previous contracts must be furnished to SFL as verification before awarding the contract.
10. Terms of payment will be net 10-20 days after delivery and submission of original invoice to the Finance department of SFL.
11. SFL reserves the right to terminate the contract in case of failure to QC check.
12. In the absence of the head and Deputy Manager of the company, an authored introductory letter is required for the third person from the head and/or deputy Manager of the respected company.
13. After receiving 100% stationery items with high quality, SFL pays 100% installment according to contract.

14. In case, the project being stopped by the donor or by Islamic Emirate Government unexpectedly or due to budget constrain limited activities area by donor and the next installment will not be implemented, the supplier will not have any complaints.
15. The vendor is required to pay the sales and service tax in accordance with the income tax laws of the Islamic Emirate of Afghanistan to the Finance department before receiving payment from SFL and must submit a copy of this receipt to SFL.

Other terms:

- SFL has the authority to check the capacity of the successful bidder.
- SFL has the authority to do technical inspection in the above-mentioned project location.
- Tenders not conforming to all specified requirements will not be considered.

Payment:

Terms of payment will be net 10-20 days after delivery and submission of the original invoice to the Finance department of SFL.

Tender Condition:

All tenders must be sent to the following email address: afghanistaninfo@shelter.org

Email subject: Stationary- BDK-KUZ-BGHL

Head of company Signature & Stamp:

Requesting Manager Signature (SFL):

Authorized Signature & Stamp (SFL):

To be done by SFL:

Reason(s) for selection of Supplier / Contractor / Consultant:

- Lowest Quote Best value for money Only one quote/ bid sought
 Addition to current job Previous experience Preferred Supplier/Vendor
 Other (*reason required below*) Specific, grant-based purchase (*details required below*)

Reason for selecting Supplier Contractor / Consultant.... or... details on granting body

Authorization by Quotation Panel (SFL): (please do not write anything in below table)

(where required for Purchasing Tenders over

Name	Title	Signature	Date

Note: A minimum of three signatures is required. Add more lines above, if required

Approved By: