



AFGHAN BUREAU COLLABORATION OFFICE

اداره همکارۍ بیرونی افغان

afghanbureau.org - since 1993

30/Oct./2024

## REQUEST FOR QUOTATION (RFQ)

Title : Provision of Stationary to ABCO office in Zabul Province  
RFQ no. : 2024/ZBL/ABCO/033

Please carefully read all attached files and terms of this RFQ before submission.

Attachments of this RFQ are:

- ANNEX 1: Bill of Quantities (BoQ)
- ANNEX 2: Bidding Form



# RFQ Data Sheet\_2024/ZBL/ABCO/033

## 1) Summary

RFQ Number	2024/ZBL/ABCO/033
Announcement Type	Request for Quotation (RFQ)
Tender Title	Provision of Stationary to ABCO office in Zabul Province
Issue Date	30/Oct./2024
Deadline for Bid Submission	13/Nov./2024

## 2) Introduction to Organization

Afghan Bureau Collaboration Office (ABCO), established in 1993, is a national NGO headquartered in Kabul province. Our primary operations and major initiatives extend across all regions of Afghanistan

ABCO is dedicated to advancing sustainable development and providing humanitarian assistance in Afghanistan. Our overarching vision is to enhance the well-being of Afghan communities by delivering essential services, and empowering vulnerable populations. Throughout the years, our efforts have been channelled into a variety of projects, encompassing resilience initiatives, community development, education, agriculture, and livelihood improvement programs.

## 3) Tender Purpose and Expected Results

Afghan Bureau Collaboration Office (ABCO) is seeking for an experienced company for provision of stationary to ABCO's provincial office in Zabul province / Qalat.

The contract will be valid for one year, with requests made on an as-needed basis.

The list of required stationery items is provided in ANNEX-1. Upon contract initiation, ABCO's provincial office will submit monthly requests based on the agreed unit prices. The quantity and timing of requests are not fixed and will depend on operational needs.

In order to participate and be eligible, you will need to complete the attached **ANNEX-1** and **ANNEX-2** and submit them accordingly. Please note the deadline for the bid submission. Incomplete submissions will automatically be rejected.

## 4) Mandatory Documents Comprising for the Quotation

The Supplier shall complete and submit the following document with quotation:

- ANNEX 1: Bill of Quantities (BoQ)
- ANNEX 2: Bidding Form (Copy of your company AISA registration certificates)

### 5) Schedule of Requirement / Scope of Work

- Please refer to ANNEX-1
- The list of required stationery items is provided in ANNEX-1. Upon contract initiation, ABCO's provincial office will submit monthly requests based on the agreed unit prices. The quantity and timing of requests are not fixed and will depend on operational needs.
- The requested items must be delivered to the address below within 2 days of each request:
  - o ABCO Office: Zabul province -Qalat square in front of Ghaznichian Mosque Zahis Sehat Market first Floor

### 6) Payment Terms

- All duties, taxes and other payable will be paid by the contractor under the contract, shall
  - o be included in the total bid price submitted by the bidder.
- ABCO will deduct the applicable tax (2% of the total payable) as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year.
- Payment will be made within 15 days of the supplier's invoice submission in cash.

### 7) Currencies of Bid and Payment

- o Afghani

### 8) Submission:

All bid must be submitted online to the address below:

[bids-mzr@afghanbureau.org](mailto:bids-mzr@afghanbureau.org)

no later than Date: **13/Nov./2024**, Time: **5:30 pm** Afghanistan Kabul Time.

Subject of Your email must be: **2024/ZBL/ABCO/033 \_ (your company name)**

If you have any further question or clarifications in this bid, please reach out by email to the following email id: [office@afghanbureau.org](mailto:office@afghanbureau.org)

### 9) Bid Award


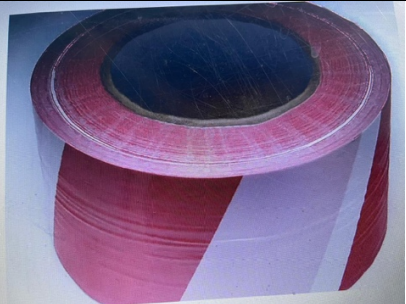
- **Lowest bid will be awarded the contract.**

### 10) Duration of Requirement

- The contract will be for a one-year period, with services to be requested on an as-needed basis.

**Annex 1: Bill of Quantities (BoQ)**

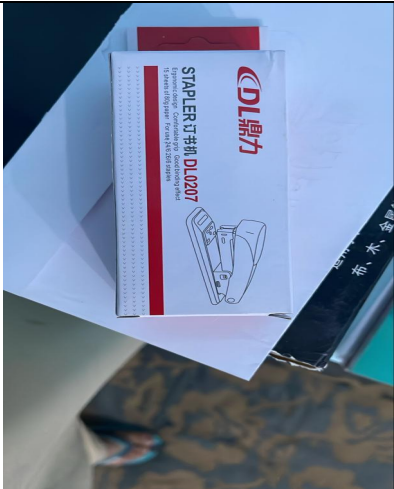

- Please complete the **Bill of Quantities (BoQ)** with per unit price for each item.
- Upon contract initiation, ABCO's provincial office will submit monthly requests based on the agreed unit prices. **The quantity and timing of requests are not fixed and will depend on operational needs.**

#	Item	Description	Picture	Unit	Unit price (AFN)
1	A4 white paper	Standard A4 white paper, 70 grams, 1 box: 5 bundle: 500 page		1 Box	
2	Cartridge	AA laser jet, Canon 85A MF3010 - Print capacity: 800 pages		1 pc	
3	Pen	Blue color, zest of writing, mark 360 - or any other similar quality One box: 10 pc		1 box	
4	Warning tape	200 meter - red color		1 roll	

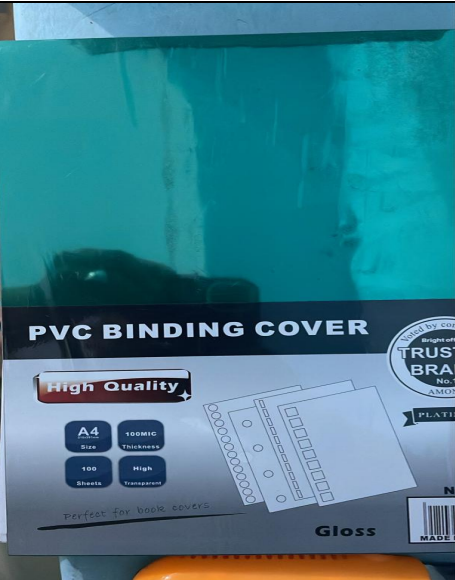

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5	Duct tape	Standard office use _ similar to picture or similar quality			1 pc	
6	Stamp pad	Standard office use _ similar to picture or similar quality			1 pc	

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7	Stapler	Standard office use _ similar to picture or similar quality	 <p>A photograph of a white stapler with a red and black design. The packaging is visible, showing the brand name 'DL' and '鼎力' in Chinese characters. The text 'STAPLER 订书机 DL-0207' is printed on the box. The stapler is shown in a close-up view, highlighting its ergonomic design and the staple tray.</p>	1 pc	
8	Stapler pin	Standard office use _ similar to picture or similar quality	 <p>A photograph of a yellow box of Janson staples. The box features the Janson logo, which consists of a stylized 'A' inside a circle. The text '24/6 STAPLES' is printed on the box, indicating the size and quantity. The box is shown against a blue background.</p>	1 pc	

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9	PVC binding cover	Standard office use _ similar to picture or similar quality		1 pc	
10	Endorsing Ink	Standard office use _ similar to picture or similar quality		1 pc	
11	Mask	1 box: 50pc		1 box	
12	Hand sanitizer	500 ml		1 pc	

\*\*\*please sign and stamp this page of BOQ.

**ANNEX 2: Bidding Form**

**Bidder’s General Details:**

a) General information:

Name of offer/company	
Address	
Telephone	
Email	
Authorized Officer name	
Submission Date	
Signature and Stamp	

b) Company License:

Please attached Copy of your company AISA registration certificates (it is mandatory)

**Confirmation of Bidder’s Compliance:**

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and will not be subject to revision or variation.

I, also confirm that I agree to all the terms and conditions specified in this bid. And also understand that these terms and conditions will apply to any subsequent contract that our company/firm will be signing in the event our bid is successful.

I understand that ABCO is not obligated to accept any offer or enter into any contract as a result of this RFQ. I confirm that ABCO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: .....

Title of signatory: .....

Signature: .....

Date of signing: .....