

## Section II: Schedule of Requirements

eSourcing reference: RFQ/2023/53854

**Technical Specifications for Goods and Comparative Data Table:**

No	Item	Description	Qty (Package)
1	<b>Poster (Pashto)</b>	<b>Poster (Pashto)</b> Print Size (A1) GSM: 210 Lamination: Yes Paper size: (59.4cm x 84.1cm) Paper Type: Hard card Unit: 40 Pieces per Package	100
2	<b>Poster (Dari)</b>	<b>Poster (Dari)</b> Print Size (A1) GSM: 210 Lamination: Yes Paper size: (59.4cm x 84.1cm) Paper Type: Hard card Unit: 40 Pieces per Package	100
3	<b>Poster (Pashto)</b>	<b>Poster (Pashto)</b> Print Size (A4) GSM: 128- 130 Lamination: Yes Paper size: (21.0cm x 29.7cm) Paper Type: Normal Unit: 220 Pieces per Package	341
4	<b>Poster (Dari)</b>	<b>Poster (Dari)</b> Print Size (A4) GSM: 128-130 Lamination: Yes Paper size: (21.0cm x 29.7cm) Paper Type: Normal Unit: 180 Pieces per Package	350
5	<b>Flyer (Pashto/Dari) Double Sided</b>	<b>Flyer (Pashto/Dari) Double Sided</b> Print Size (A5) GSM: 128-130 Lamination: Yes Paper size: (14.8cm x 21.0cm) Paper Type: Normal Unit: 500 Pieces per Package	740
6	<b>Business Card</b>	<b>Print Size (Business Card) double side</b> GSM: 300 - 310 Lamination: Yes Paper size: (5.1cm x 8.9cm) Paper Type: hard card Unit: 500 Pieces per Package	1200

**Delivery Requirements and Comparative Data Table:**

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete
<b>Delivery time</b>	Bidder shall deliver the goods one week after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
<b>Delivery place and Incoterms rules</b>	Delivery place and Incoterms rules: DAP at UNOPS Office, Kabul, Afghanistan ( Digital delivery also is acceptable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/-20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

<b>Sample check</b>	UNOPS will check the physical samples of quoted items during the evaluation stage and UNOPS will verify the offered products by opening the goods. Poor quality and Fake products will not be accepted. The sample check will also be done through catalog, pictures and or brochure subject to prior confirmation. Failure to provide the product for physical sample or catalog, pictures and or brochure will lead to disqualification of the bidder's bid.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
<b>Packaging Requirement</b>	Vendors shall ensure that all goods are properly packed to withstand shipment by surface, and other modes as well as rough handling during transportation from origin to the final destination. Vendor shall supply and deliver all goods with a first wrapping made of environmental-friendly package and in lots, where applicable. Vendors shall ensure all lots are clearly labeled and identifiable. English language shall be used for that purpose.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

## UNOPS Requirements

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete
<p><b>Sustainability Requirement s - Suppliers commitment to gender equality</b></p>	<p>The bidder shall provide a response that demonstrates its commitment to support gender equality and women’s empowerment through its operations. The bidder must provide a clear statement and supporting documentation that outlines how gender is mainstreamed internally. This should include, for example, the organization's current or future plans/activities with regard to: - gender diversity in the recruitment process (such as outreach to potentially diverse candidates and equitable, non-biased interview practices)</p> <ul style="list-style-type: none"> <li>- ensuring equal pay between men and women for the same roles by providing pay gap analysis or pay stubs</li> <li>- opportunities for females to be empowered and promoted internally (e.g., mentorship, leadership/management skills training for both junior and senior employees), - prevention of sexual exploitation and abuse or any form of discrimination at work (e.g. a zero-tolerance policy in place),</li> <li>- paid parental leave policies for men and women - provide professional safety training and access to equal protection facilities for all staff without discrimination - Undertaken and awarded an independent gender audit certificate or equivalent (e.g., Edge Certificate, WEPs GAP analysis).</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Insert details</b></p>