



Afghanistankomiteen
Norwegian Afghanistan Committee
کمیته ناروی برای افغانستان

RFQ No: NAC/KCO/PR#2354, 342,3883,3882, 3881, 3887,

Request for Quotations

Printing of Note books, Pens, with logo

Issue Date: April 29, 2018

Closing Date: May 06, 2018

Closing Time: 4:00 Pm Kabul, Afghanistan Standard Time

Norwegian Afghanistan Committee, Kabul Main Office

Nawai Watt, street # 3, house # 294, Shar-e now Kabul Afghanistan

1. Introduction:

The Norwegian Afghanistan Committee (NAC)

Norwegian Afghanistan Committee was established in 1980 as a member-based solidarity organization. The NAC is doing development and humanitarian work in Afghanistan and information and advocacy in Norway. Through our focus on rural development (education, agriculture and sustainable economic development, civil society, governance and health), disaster risk reduction and management, and the education of female health care providers, we strive to improve the quality of life of Afghans in rural and remote communities. The aim of the NAC is to contribute to the development of an Afghanistan free of poverty where equality, democracy, human rights and respect for diversity serve as the basis for political action and development.

2. Summary of acquisition:

NAC (Norwegian Afghanistan Committee) is seeking qualified vendors to provide the bellow mentioned materials in Kabul Main Office. All interested bidders who have similar experience in supply of bellow mentioned items are invited to bid.

3. Scope of work/Specification:

The selected vendor shall supply and deliver the bellow mentioned materials to Kabul Main Office

No	Item Name	Specification	Unit	Qty
1	Printing of Note books with NAC logo as per sample	64 Page with cover - 19 x 12 cm – inner page 80 gram – inner color: black and white – inner cover: 260 gram with glossy lamination – both sides print – <u>binding: ring binding</u> .	PCs	14114
2	Printing of pens with NAC logo as per sample	Pen as a simple with logo on it	PCs	17681

4. Service / Product delivery and payment Terms:

Payment method: The supplier will be paid through wire transfer or cheque after satisfactory delivery of products specified above and technical confirmation by the related department. (no advance payment to the vendors).

Delivery time line: ASAP (please mention the delivery date in your quotation). **Mode of Shipment:** The supplier should bear the transportation cost of materials to Kabul Main Office.

5. Terms of Contract:

Vendors (locally registered) must quote price in Afghani.

The NAC shall deduct the applicable tax (**currently 2%**) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank. If supplier cannot provide the registration certificate or the registered certificate are against to their business. If still awarded for the contract in this case (**7% tax**) will be deducted from the total amount of contract and will be deposit to the Da Afghanistan Bank.

Your quotation will be accepted and payment will be proceeding as per your business title.

No advance will be paid by NAC.

NAC reserves the right to cancel this process without further notice to the vendors.

NAC reserves the right to vary the quantity of goods, by up to a maximum of thirty Percent of the total offer, without any change in the unit price or other terms and conditions.

Please be informed that NAC is not bound to accept any quotation, nor award a contract or purchase order, nor be responsible for any cost associated with a suppliers' preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

NAC encourages every prospective supplier to prevent and avoid conflicts of interest, by disclosing to NAC if you, or any of you affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ.

NAC implements a zero tolerance on fraud and other prescribed practices, and is committed to preventing, identifying and addressing all such acts and practices against NAC.

6. Time Frame:

Announcement of RFQ	April,29, 2018
Last date for submission of quotation	May, 06, 2018 4:00 PM
Evaluation of quotation(RFQ) and identification of vendor	May ,07, 2018
Agreement with selected Vendor	May, 08, 2018

7. Submission of offers:

The sealed quotations should be submitted on or before 16:00 (Kabul Time) May, 06, 2018 to the following addresses:

Norwegian Afghanistan Committee, Kabul Office, Nawai Watt Street # 3, House # 294, Shar-e-Naw, Kabul Afghanistan.

Contact No: +93 790 69 82 04 / +93 790 69 82 16

8. Required documents along with the quotation:

1. Valid registration certificates
2. Self-declaration that you are not in any excluded or black list parties/vendors/suppliers.
3. Completed and signed declaration for vendors - child labor 2014-03 (Can be found at NAC Webpage, procurement portal).

Please contact us if you have any query regarding this RFQ!

Thank you and we look forward to receiving your quotation.

Office: KCO

Request for Quotations (RFQ)

To: All Interested

RFQ No: 24

From: NAC

Date: 29 /04/2018

Title: Printing of note books, pens, with logo

NAC (Norwegian Afghanistan Committee) invites you to submit your quotation for supplying the following items:

No	Item Name and Description	Unit	Qty.	Unit price	Total	Remarks/Warranty/Guarantee	Delivery Time	Quantity available
				AFN	AFN			
1	Printing of Note books with NAC logo as per sample - 64 Page with cover - 19 x 12 cm – inner page 80 gram – inner color: black and white – inner cover: 260 gram with glossy lamination – both sides print – binding: ring binding .	PCS	14114					
2	Printing of pens with NAC logo as per sample	PCS	17681					
3								
Total Amount								

Terms and Conditions:

The Quotations must be at NAC Kabul Office with the RFQ Referencing number, not later than / /

1. NAC will inform the bidders of the results of the bidding after a considerable time from the bid closing date.
2. Any clarifications required concerning the table of the terms and conditions stated in this RFQ should be addressed to the NAC prior to the submission of the RFQ on the closing date.
3. Any RFQ that has white out on the document will be excluded from the bidding. Please cross out and initial any error.

Note:

The following terms and conditions are to be considered strictly, while offering quotation.

1. Delivery Period in Days
2. Terms of Delivery
3. Terms of Warranty
4. Validity of Quotations (Date) / /
5. Due pay or undue (Terms of payment)
6. After sell service

Offeror : _____

Title : _____

Signature & Stamp : _____

Contact Number : _____

Address : _____

Purchase Committee:

	Name	Title	Signature
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____