

REQUEST FOR QUOTATION

TO:

Interested Suppliers

Date of issue:	09.04.2026
File no.:	26/028
Contract title:	FWA for Stationary
Closing date:	23.04.2026 at 03:00 PM
For further information, please contact the Contracting Authority:	NCA Logistics Department NCA – Afghanistan Address: House#: 1071, Opposite of the Technical & Vocational Deputy (TVET) Old Saray Ghazni, District#3, Kabul Afghanistan Contact Person : Abdul Ghufuran Yousafzai Email : Afghan.operations@nca.no
Please note that the Quotations Shall be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above File Number and the name of the submitting company.	

NCA AFGHANISTAN INVITES YOU TO SUBMIT A QUOTATION FOR THE GOODS AS PER ATTACHED ANNEX 1 UNDER A FRAMEWORK CONTRACT

INSTRUCTIONS

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

A.2. General

The goods to be purchased are for use by the Contracting Authority as of NCA requirement in Afghanistan, an intervention supported by NCA. The supplier can submit a quotation for one, several or all lots.

A.3. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.4. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. "Child Labour and Forced Labour" and article 14 "Mines" of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

A.5. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the Request for Quotation

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

1. The attached Quotation Submission Form
2. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates and membership certificates of any relevant professional bodies (Shall only be submitted if you have not delivered to the Contracting Authority before)
3. Recent TAX clearance documents.
4. References that we may contact for further background information of your company. (Shall only be submitted if you have not delivered to the Contracting Authority before)
5. Relevant 2 years' experience in the supply of stationary to INGOs or any organization. Provide minimum 1 contact.
6. Proof of stock required for 1 month, provide stock report/warehouse detail.

A.7. Price

The Supplier shall not change the prices quoted during the contract period. Only in exceptional and unforeseen circumstances, should the Supplier seek to increase or decrease the prices, the Supplier must formally notify the Contracting Authority in writing, providing clear justification. Any decision to revise the prices shall be at the sole discretion of the Contracting Authority. The Supplier shall have no entitlement to price adjustments unless expressly approved in writing by the Contracting Authority.

Price shall be quoted in AFN.

The Contracting Authority will pay the successful supplier for each purchase order issued and supplies delivered in accordance with the terms of this Request for Quotation, a sum which shall be based on the supplies ordered by the Contracting Authority and delivered by the successful supplier, at the price specified in the Contract.

The Contractor guarantees that the price specified in this Request for Quotation, is the maximum price that shall remain firm and shall not be increased during the entire term of the Contract, provided however, that in the event that the successful supplier is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

By signing this Contract, the Contractor certifies that the Contracting Authority, for transactions resulting from this Request for Quotation is not being charged more than other clients for similar supplies and similar bulk orders and within similar circumstances.

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

IMPORTANT NOTE: In cases where the supplier is not registered for VAT or other applicable sales tax in the country where the supplies are to be delivered, VAT or other applicable sales tax should not be included in the offer and will not be paid by the Contracting Authority.

A.8. Validity

Quotations shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Closing date

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

A.10. Award of Contract and Criteria

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

Negotiations

The Candidate's initial offer shall constitute its best and final offer. The Contracting Authority will not engage in negotiations regarding price.

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to , claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

SPECIAL CONDITIONS**B.1. Scope of Supply**

The subject of the contract is the supply and delivery of the stationary of the supplies described in the Price and Technical Data Form in Annex 1.

- (a) The Contracting Authority is not obligated to place any minimum number of purchase orders with the Contractor, pursuant to this Contract
- (b) The Contracting Authority shall not be liable for any cost in the event that no purchase order is placed under this Contract.
- (c) This Contract is non-exclusive, and the Contracting Authority is entitled to procure the same or similar supplies from other Contractors, as it sees fit.

B.2. Commencement Date

The Contract shall commence on 01, May, 2026 tentatively.

B.3. Terms and Termination

The contract is valid for a period of 12 months and commences on the commencement date and expires at midnight on the expiry date, unless earlier termination in accordance with the General Terms and Conditions of this contract.

The Contracting Authority shall be entitled to renegotiate the contract for a further period of 12 months on similar terms and conditions, by giving the Contractor written notice of its intention to renegotiate the contract not less than 30 days prior to the expiry date.

In the event of a breach of the contract, the Contracting Authority may terminate the contract as per General Terms and Conditions article 8 and 11.

B.4. Confirmation of Purchase Order

The Contract shall be implemented through purchase orders, which will be placed by the Contracting Authority according to the terms and conditions in the Contract.

The Contractor shall acknowledge receipt of a purchase order by signing and returning the purchase order within 5 working days of its receipt.

B.5. Option: Delivery

The supplies shall be delivered to Afghanistan, Kabul Main office in accordance with this Contract and with the quantities and other instructions specified in the purchase order. All risk of loss or damage to the supplies shall remain with the Contractor until physical delivery takes place in accordance with the Contract.

Delivery shall not exceed 5 days from the date of receipt of a purchase order by the Contractor, and the Contractor acknowledges that lead time for delivery is defined as the time from receipt of a purchase order and the manufacturing period until supplies are available for dispatch from the point of origin.

B.6. Payment

Payment will be made upon receipt of the following documents and within 30 days after dispatch of goods:

- (a) Invoice Original one copy
- (b) Proof of delivery

(c) Goods Received Note

B.7. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority’s contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

B.8. Planned timetable

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing, and a new timetable will be provided.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	16 th April 2026	03:00PM
Last date on which clarifications are issued by the Contracting Authority	20 th April 2026	03:00PM
Deadline for submission of tenders (closing date)	23 th April 2026	03:00PM
Tender opening session	28 th April 2026	Tentatively
Contract award	30 th April 2026	Tentatively
Contract start	01 st April 2026	Tentatively

All times are in the time zone of Afghanistan



Annex 1- QUOTATION SUBMISSION FORM

PRICE SCHEDULE (Price and currency to be inserted by supplier)

Item	Description	Unit	Specification	Qty	Currency AFN	
					Unit Price	Total Price
1	Gel Ball Pen Normal	Dozen		1		
2	Pencil	Dozen		1		
3	Rubber Medium Size	Dozen		1		
4	Glue Stick 25g (Dr.Fan)	Dozen		1		
5	Whiteboard Marker	Dozen		1		
6	Permanent Marker	Dozen		1		
7	A4 Paper 80g	Carton		1		



8	Highlighter 4pc Set	Set		1		
9	Paper Separator Colored	Dozen		1		
10	Binding Clip 1"	Box		1		
11	Binding Clip 2"	Box		1		
12	Binding Clip 3"	Box		1		
13	scotch tape 0.5 Inch	PC		1		
14	Masking tape 1 Inch	PC		1		
15	Masking tape 2 Inch	PC		1		





16	scotch tape 2 Inch	PC		1		
17	Battery AA	Pair		1		
18	Battery AAA	Pair		1		
19	Wireless Mouse	PC		1		
20	Sticky note 76x76mm	Box		1		
21	Removable Sticky note (Colored) 76x76mm	Box		1		
22	Stapler (25 A4 Paper 80g)	PC		1		
23	Diary Notebook 100 Pages	PC		1		








24	Note Book 100 Pages	PC		1		
25	Flip Chart Book	PC		1		
26	Plastic Sheet A4	Dozen		1		
27	Box File Big Size	PC		1		
28	Staple Remover	PC		1		
29	Punch Small Size (40 Pages)	PC		1		
30	Calculator	PC		1		



31	Label Type 12mm-0.46"	PC		1		
32	Correction Pen	Dozen		1		
33	Colored Paper Clip 33mm	Box		1		
34	Ruler Steel 30cm	PC		1		
35	scissors Medium Size	PC		1		
36	Stapler pin H-2406	Box		1		
37	Office file A4 (plastic)	PC		1		
38	Toner Sharp MX 6050	PC		1		
39	Liquid Ink for Epson Printer 4 Colors	Set		1		
40	Toner IR Canon 2525	PC		1		



41	File Separator A4 12 YBL Color Index	Pack		1		
42	Hanging File (No. 98 30)	Pack		1		
43	Ink for stamps	PC		1		
44	Push Pin	Pack		1		
45	White Board 60x90	PC		1		
46	Notice Board 60x90	PC		1		
47	Sign Sticky Note	Pack		1		
48	White Board Cleaner (Duster)	PC		1		

49	Extension Cord Mid-size with 2 Meter wire	PC		1			
50	Computer Spray (cleaner)	Bottle		1			
51	Cutter Big Size	PC		1			
52	Envelope Letter Size	Pack		1			
53	Envelope A4 Size	Pack		1			
		Total price					
		Freight to NCA Main Office Afghanistan, Kabul					
		Value added tax (VAT)					
		Total price incl. VAT Transportation					

IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE SELLER IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE GOODS ARE TO BE DELIVERED

VAT Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

YES – I AM legally obligated to charge VAT	NO – I am NOT legally obligated to charge VAT

State country of tax liability, if any	
State applicable VAT rate	

	Information to be entered by supplier in the below columns
Manufacturer	
Please state name of Manufacturer	
Delivery date	
Delivery time to 5 days Point of shipment	days
Technical specification	
Complete technical description is attached (Y/N)	
References	
A reference list is attached (shall only be submitted if supplier has not delivered to the Contracting Authority before)	

Suppliers are requested to complete the following form

The following technical specifications are provided in the format of a checklist. They are compulsory as minimum standard and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

TECHNICAL DATA FORM

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Y / N)	Deviations, if any, to be described in this column
1	Description	Stationary for FWA		
	Specifications	Gel Ball Pen Normal		
		Pencil		
		Rubber Medium Size		
		Glue Stick 25g (Dr.Fan)		
		Whiteboard Marker		
		Permanent Marker		
		A4 Paper 80g		
		Highlighter 4pc Set		
		Paper Separator Colored		
		Binding Clip 1"		
		Binding Clip 2"		
		Binding Clip 3"		
		scotch tape 0.5 Inch		
		Masking tape 1 Inch		
		Masking tape 2 Inch		
		scotch tape 2 Inch		
		Battery AA		
		Battery AAA		
	Wireless Mouse			
	Sticky note 76x76mm			

	Removable Sticky note (Colored) 76x76mm		
	Stapler (25 A4 Paper 80g)		
	Diary Notebook 100 Pages		
	Note Book 100 Pages		
	Flip Chart		
	Plastic Sheet A4		
	File Box Big Size		
	Staple Remover		
	Punch Small Size (40 Pages)		
	Calculator		
	Label Type 12mm- 0.46"		
	Correction Pen		
	Colored Paper Clip 33mm		
	Ruler Steel 30cm		
	scissors Medium Size		
	Stapler pin H-2406		
	Office file A4 (plastic)		
	Toner Sharp MX 6050		
	Liquid Ink for Epson Printer 4 Colors		
	Toner IR Canon 2525		
	File Separator A4 12 YBL Color Index		
	Hanging File (No. 98 30)		
	Ink for stamps		
	Push Pin		
	White Board 60x90		
	Notice Board 60x90		
	Sign Sticky Note		
	White Board Cleaner (Duster)		
	Extension Cord Mid-size with 2 Meter wire		
	Computer Spray (cleaner)		
	Cutter Big Size		
	Envelope Letter Size		

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

After having read this Request for Quotation 26/028 on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.

- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

The Contractor

Name of the company

Address

Telephone no.

E-mail:

Name of contact person

Date: