

TOR for obtaining online quotations for Purchasing laptops.

### 1. Organization Background :

Marie Stopes Afghanistan was opened after registration with the government of Afghanistan in August 2002. MSA follows the global mission statement, which is children by choice not by chance. Our focus is to reduce maternal mortality, providing quality and sustainable MCH/RH services and information in many Provinces in coordination with the Ministry of Public Health, Afghanistan.

### 2. Purpose, Objectives of obtaining a quote:

The main purpose of this quote's announcement is to increase the quality of required items, products, and transparency by collecting different proposals from different vendors and create positive competition to find the best supplier with offering product and service quotes with high quality based on the attached list and required specification with reasonable & acceptable prices.

### 3. How to fill the Quotes Form:

First, review the attached quote form and carefully fill ONLY two columns (Unit price and total price columns). And write down the Grand Total at the bottom of the form.

Only complete quotation forms with signed and stamped will be shortlisted

### 4. Procedures:

After collecting quotes and analyzing them by a technical bid Evaluation committee, will select those vendors which meet the given criteria, the winning bidder will be selected from the shortlisted bidders, and MSIA will sign the contract or directly order for purchasing & receiving required goods or services from winner vendor.

### 5. Submission guideline for Quotes and selection process:

1. You are expected to fill the Quote form properly.
2. Please mention the Quotation Number in the Subject line of the email.
3. Total and subtotal of all items and materials price must be clear, no correction is acceptable.
4. You are expected to present the quotations with no brand changes, and a refurbished item quotation will result in a rejection.
5. The Delivery point will be in MSI A Main Office (Sher poor, Kabul – Afghanistan)
6. A copy of the license is mandatory to attach with the quotation.
7. Provide at least three references of your current valuable customers (Optional at this stage)
8. Provide your Phone number, mail, and address of your company along with this quotation letter.
9. Your company must have a bank account by Company name (in the current situation the payment term can be alternate)
10. Conflict of interest: please provide information (Name and contact number) of your family members, relatives, or friend working with Marie Stopes International Afghanistan.
11. Provide a list of your company's existing partner or subsidiary company or joint venture or any other similar arrangement, if any, with other companies doing similar business. (optional)
12. For any non-compliance with the above clause, MSIA will reject your quotation/contract.

This RFQ is announced on 14.10.2021 and will be closed by 19th Oct 2021, all vendors are expected to send their quotes in soft to below Email.

TO: [RFQ@msiafghanistan.org](mailto:RFQ@msiafghanistan.org)

Phone : +93774615459

DEALER'S  
BUSSINESS CARD  
HERE

S.No:0011-10K-2021

QUOTE FORM

No	PARTICULARS	Brand	Status	QTY	U/P IN AFN	U/P IN USD	Total IN ( )
1	Dell Latitude E7400 Core i7 83504, 16GB Ram DDR4, 512GB-SSD window 10 professional Original	Dell latitude	Display 14 New	1			
2	Dell Latitude 5490 Core-i5 display 14" Full HD, 256GB SSD, RAM 8 GB	Dell latitude	Display 14 New	4			
<b>Grand Total</b>							
<b>Dealer's Name, Stamp, and signature:</b>							