

Terms of Reference for Obtaining quote for printing clinical and administrative formats for one Year Contract.

## 1. Organization Background :

Marie Stopes Afghanistan was opened after registration with government of Afghanistan in August 2002. MSA follows the global mission statement, which are 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 Ministry of Public Health, Afghanistan.

## 2. Purpose, Objectives of obtaining quote:

The main purpose of this quotes announcement to increase the quality of required items , products and transparency with collecting different proposal from different venders and create positive competition to find the best supplier with offering product and service quote with high quality based on 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 column (Unit price and total price columns). And write down the Grand Total at the bottom of form.

Only complete quotation forms with signed and stamped will be shortlisted

## 4. Procedures:

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

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

1. You are expected to fill the Quote form properly.
2. 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. Only printing companies can participate in this bidding and the printing factory will be checked by committee. No logistic and construction co. quotations will be seen and shortlisted.
5. You are expected to present the quotations with no brand changes.
6. A copy of license is mandatory to attach with quotation.
7. Provide at least three references of your current valuable customers.
8. Provide your Phone number, mail, and address of your company along with this quote.
9. Your company must have a bank account by Company name.
10. Provide information (Name and contact number) of your family members, relative or friend working with Marie Stopes International Afghanistan.
11. Provide a list of your company's existing partner or subsidiary company or joint venter or any other similar arrangement, if any, with other companies doing similar business.
12. For any non-compliance with clause no 3, 8 and 9 MSIA has the right to reject your quotation/contract.

This RFQ is re announced on 18th Jan 2022 and will be closed by 23rd Jan 2022, all venders 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:004-2k- 22

QUOTE FORM

No	PARTICULARS جنس	Print	QTY مقدار	U/P IN افغانی	TOTAL IN ( )
1	Pharmacy Register book (VRG Paper)	A3,80gsm Paper,100 sheets/Book, one color	500 books		
2	Pharmacy Stock Card	A4 Art Paper ,130gsm Paper,100 sheets/Book, one color	94 Books		
3	Prescription Book	A5,70gsm Paper,100 sheets/Book, one color	1680 Books		
4	Lab Register Book	A3,70gsm Paper,100 sheets/Book, one color	100 Books		
5	Lab Paper (A5)	A5, VRG Paper,100 sheets/Book, one color	150 Books		
6	Lab Report Paper 4	A4,70gsm Paper,100 sheets/Book, one color	500 Books		
7	Direct Payment Voucher	A4, Green Paper, 70gm 100 sheets/book, with numbering	100 Books		
8	PR/PO/GRN/MED GRN/ ADV Vouchers/Travel Form	A4, 3-color Carbon Paper, 100 sheets/Book, (3copy) with numbering	500 Books		
9	Taxi Fare Form /Transport sheet	A4, with Shabaka, 100 sheet/ Book, 70gsm, one color	100Books		
10	Leave Application	A4, 2 color Carbon Paper, 100 sheets/Book,	100 Books		

		(50copies) with numbering & Shabaka			
11	Receipts	A4,100 sheet/Book (70gsm Paper)	150 Books		
12	Consent form	A4,100 sheet/Book (70gsm Paper) double side	150book		
13	Lab Examination Book	A4 70 GSM paper - 100 sheet/Book, color	1500 Books		
14	Implant, IUD, Short term FP cards	Size A3, 150 GSM art paper with Numbering One color, two sides, 2 perforations, book/100sheets	1000 Books		
15	Vehicles Fuel Format	A4, Carbon Paper, 100 sheets/Book, with 3 numbering & 3 Shabaka each A4 pages	250 Books		
16	Copying of Guidelines	Per 100 Pages	10 Books		
17	Flaxy	Backlight and front light 600gsm with printing 4color	100 Meters		
18	Sticker	One Vision with color printing	100 Meters		
Grand Total					
Dealer Sign and Stamp					