 **RFQ No: 55 NAC/KCO**

**Request for Quotations**

**Printing of note books, Printing of story books and stationery with NAC logo**

**Issue Date: 25,07,2021**

**Closing Date:10, 08, 2021**

 **Closing Time: 2:00 Pm Kabul, Afghanistan Standard Time**

**Norwegian Afghanistan Committee, Kabul Main Office**

**Nawai Watt, s t r e e t # 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 Afghanis 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 “Printing of note books, Printing of story books and stationery with NAC logo Kabul, Country 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 printing of Note books, printing of Story books and stationery with NAC logo Kabul, Country Office.

|  |  |  |
| --- | --- | --- |
| Name of Items | **Unit/Qty** | Specification |
| Printing of note books  | **9,800 Pcs**  | Medium size 60 sheet as per NAC sample with NAC logo  |
| Pen  | **9,800 Pcs**  | As Per NAC sample with logo  |
| Printing of note books | **16,800 Pcs**  | Medium size 60 sheet as per NAC sample with NAC logo  |
| Pen | **5,600 Pcs**  | As Per NAC sample with NAC logo |
| Pencil  | **5,600 Pcs**  | As Per NAC sample with NAC logo |
| Sharpener  | **5,600 Pcs**  | As Per NAC sample  |
| Eraser / Rubber  | **5,600 Pcs**  | As Per NAC sample  |
| Color Pencil  | **5,600 Dozen**  | As Per NAC sample with NAC logo |
| Ruler / Plastic  | **5,600 Pcs**  | As Per NAC sample with NAC logo |
| Printing of Story books Ant and scorpion (Dari)  | **7,400 Pcs**  | As per NAC Sample  |
| Printing of Story books Elephant and Grasshopper (Dari)  | **7,400 Pcs**  | As per NAC Sample |
| Printing of Story books Hen and Cat (Dari)  | **7,400 Pcs**  | As per NAC Sample |
| Printing of Story books Ant and scorpion (Pashtu)  | **5,00 Pcs**  | As per NAC Sample |
| Printing of Story books Elephant and Grasshopper (Pashtu)  | **5,00 Pcs**  | As per NAC Sample |
| Printing of Story books Hen and Cat (Pashtu)  | **5,00 Pcs**  | As per NAC Sample |
| Printing of Story books Ant and scorpion (Uzbeki)  | **8,00 Pcs**  | As per NAC Sample |
| Printing of Story books Elephant and Grasshopper (Uzbeki)  | **8,00 Pcs**  | As per NAC Sample |
| Printing of Story books Hen and Cat (Uzbeki)  | **8,00 Pcs**  | As per NAC Sample |
|  |

**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 requested Printing of note books, Printing of story books and stationery to Kabul Country 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 | 25, 07, 2021 |
| Last date for submission of quotation | 10, 08, 2021 / 2:00 PM |
| Evaluation of quotation (RFQ) and identification of vendor | 12, 08, 2021 |
| Agreement with selected Vendor | 15, 08, 2021 |

**7. Submission of offers:**

The sealed quotations should be submitted on or before 14:00 (Kabul Time) 10, 08, 2021 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 / 0702255278

**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).

 **9. List of Items:**

 List of Items attached as Annex to this document.

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

 **Thank you and we look forward to receiving your quotation.**

**Office: KCO**

To: All Interested

From: NAC

**Request for Quotations (RFQ)**

RFQ No: 55

Date: 25/ 07 /2021

Title: Printing of note book, Printing of story books and stationery as per NAC sample all supplier can see our Sample before they submitted their quotations

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Item Name and Description | Unit | Qty. | Unitprice | Total | Remarks/W warranty/ Guarantee | DeliveryTime | Quantity available |
| AFN | AFN |
| 1 | Printing of note books | Pcs  | 9,800 |  |  |  |  |  |
| 2 | Pen | Pcs  | 9,800 |  |  |  |  |  |
| 3 | Printing of note books | Pcs | 16,800 |  |  |  |  |  |
| 4 | Pen | Pcs | 5,600 |  |  |  |  |  |
| 5 | Pencil | Pcs  | 5,600 |  |  |  |  |  |
| 6 | Sharpener | Pcs  | 5,600 |  |  |  |  |  |
| 7 | Eraser / Rubber | Pcs  | 5,600 |  |  |  |  |  |
| 8 | Color Pencil | Dozen  | 5,600 |  |  |  |  |  |
| 9 | Ruler / Plastic | Pcs  |  |  |  |  |  |  |
| 10 | Printing of Story books Ant and scorpion (Dari) | Pcs  | 7,400 |  |  |  |  |  |
| 11 | Printing of Story books Elephant and Grasshopper (Dari) | Pcs | 7,400 |  |  |  |  |  |
| 12 | Printing of Story books Hen and Cat (Dari) | Pcs  | 7,400 |  |  |  |  |  |
| 13 | Printing of Story books Ant and scorpion (Pashtu) | Pcs  | 5,00 |  |  |  |  |  |
| 14 | Printing of Story books Elephant and Grasshopper (Pashtu) | Pcs  | 5,00 |  |  |  |  |  |
| 15 | Printing of Story books Hen and Cat (Pashtu) | Pcs  | 5,00 |  |  |  |  |  |
| 16 | Printing of Story books Ant and scorpion (Uzbeki) | Pcs | 8,00 |  |  |  |  |  |
| 17 | Printing of Story books Elephant and Grasshopper (Uzbeki) | Pcs | 8,00 |  |  |  |  |  |
| 18 | Printing of Story books Hen and Cat (Uzbeki) | Pcs | 8,00 |  |  |  |  |  |
| Total Amount |  |  |

**Terms and Conditions:**

The Quotations must be at NAC Kabul Office with the RFQ Referencing number, not later than 04/ 05 / 2021

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 : ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

Title : ــــــــــــــــــــــــــــــــــــــــــــــــــــ

Signature & Stamp : ـــــــــــــــــــــــــــــــــــــــــ

Contact Number : ـــــــــــــــــــــــــــــــــــــــــ

Address : ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

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