Aga Khan Agency for Habitat

Invitation for Bids

The Aga Khan Agency for Habitat-Afghanistan (AKAH-A) invites bids from the interested and relevant suppliers for the provision of **(Printing Posters)** as listed down in the table below:

S.No.	Goods to be purchased (Description)	Unit	Quantity
1	1. **Size:** (~A1_22.5x32inch) 2. **Paper Type:** Art Paper (**Based on the existing sample, which is planned to be presented during the orientation session.**) 3. **Paper Thickness:** 300gsm (grams per square meter) 4. **Color:** Four colors (CMYK) AKAH standared color 5. **Print Quality**: High-quality printing 6. **Finish:** Matte Lamination 7. **Hanging Method:** Two rings (white color) with a string (white) for wall hanging.	PCS	20,000

Expectations

- Demonstrable relevant experience in the field, adequate financial capacity of the supplier, and a realistic implementation plan to ensure timely completion of the project.
- The financial proposal must be in local currency (Afghani). All financial proposals are deemed valid for 45 days, and cost must be inclusive of all taxes and delivering to the AKAH warehouse in Kabul.
- The bid security with validity of two (2) months until the bids evaluation is completed.

Duration

The duration of the project is expected to be **10 Calendar days** right from the issuing of (PO/contract).

Process

- Interested applicants are requested to submit technical and financial proposals/bids in separate envelopes, which should then be packed together as one complete package. The submission deadline must be strictly observed; bids received after the specified deadline will not be accepted under any circumstances.

Required documents and information

The company is expected to make sure and provide the following documents and information.

- Details and profile of the company mentioning the general experience in the field (The profile must be stamped and signed).
- Provide details of 03 projects successfully completed during the last 5 years. The contract value of each project should not be less than 70% of the bid amount (attach contract document(s) and completion certificates).
- Provide details of completion of 03 projects similar in size and nature successfully completed in the last 3 years. Attach contract document(s)/POs and completion certificates
- Certificate of registration should be valid for the current fiscal year as per govt rules.
- The bidder shall provide a valid Tax Clearance Certificate.
- Affidavit/Undertaking (on stamp paper or official letterhead) to prove that the bidder is not blacklisted/debarred by any Government department and/or any National & International NGO
- Submit a project delivery plan with a work schedule for completion of project.
- All applicants are requested to submit the bid security equivalent to 2% of the total amount quoted (only Bank Guarantee will be accepted) and without bid security the company will be disqualified.
- The bidder shall provide a signed declaration on the company's official letterhead stating that there is no actual, potential, or perceived conflict of interest in relation to this procurement process.

Criteria:

- Review AKAH Bidding Document before submitting the bid.
- The technical and financial proposals shall be submitted in two (2) separate sealed envelopes, each clearly mentioning the name of project. . Both the envelopes can be placed in one bigger envelop.

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- Prices should be inclusive of all applicable taxes
- Prices should be in Afghani.
- Prices should be into the letterhead of company.
- Technical evaluation will be done first before opening the financial proposals. The financial proposals of the companies that are technically disqualified will not be opened. The final selection will be among the shortlisted companies based on favorable price, quality and delivery timeline.
- Payment for the procurement will always be through bank transfer (companies will be required to share the business bank account details) after selection.
- Questions or clarifications can be submitted via email to AKAHA.procurement@akdn.org

Orientation session:

- All National interested suppliers are requested to attend the sample orientation session at the below address on **(5th November 2026 from 2:00PM to 4:00PM)** before submitting their bids. It is mandatory for all interested companies to attend the orientation session. Failure to attend the orientation session and timing shall result in disqualification of there bids.

How to Apply:

- All National interested suppliers must submit bids their financial and technical proposal in separate sealed envelopes then packed as one package to Kabul Office in address below no **later than 10:00AM (Local Time) 12Th November 2026**. The bid opening meeting will be held on the same on **12Th November 2026 in AKAH office in Kabul at 1:30PM Kabul time.** Attendance at the bid opening meeting is mandatory for all bidders. If a company's representative is attending, a representative introduction letter is mandatory and must be provided upon participation in the meeting. Failure to attend the bid opening meeting shall result in disqualification of there bids.

Email Address:

akaha.procurement@akdn.org

Procurement Unit mobile: +93 799806108

Office address:

Kabul Office: House # 372, Street 10, Qala-e-Fatullah, District 10, Kabul- Afghanistan.