



Marie Stopes International Afghanistan

Terms of Reference for Obtaining quote of UPS

1. Organization background,

Marie Stopes International (MSI) is a British non-profit NGO founded in 1921. MSI is a marketing focused, results oriented social enterprise. MSI develops efficient, effective and sustainable family planning projects in UK and overseas.

Marie Stopes International Afghanistan (MSI: A) was opened after registration with government of Afghanistan in August 2002. MSI-A: follows the global mission statement of MSI, 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 8 Provinces in coordination with Ministry of Public Health, Afghanistan.

2, Purpose, Objectives of obtaining quote.

The main purpose of this quotes announcement to have a 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 service and product quote with high quality based on attached list and required specification with reasonable & acceptable prices,

3, How to fill the Quotes Form.

A- First review the quote form and carefully fill ONLY two column (Unit price and total price columns). Then in the end write down the Grand Total.

B- Sign and stamp the filled quote and send a scan copy of that to the given mail address in this RFQ.

4, Procedures.

After collecting quotes and analysing by technical bid Evaluation committee of MSIA will select those venders which meet the given criteria then after final review of service quality, and price and other required things will call to the Winner and loser of competitors, and then MSIA will sign purchase the required items from winner vender.

5, Submission guideline & Quotes and selection process,

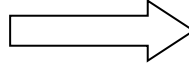
1. Fill properly the Quote form.
2. Total and subtotal of all items and materials price must be clear and without error,
3. Your quotation price should be for the specifications mentioned in the attached form. Do not change it.
4. Attach copy of valid AISA/ministry of commerce or any related ministries licence with your quotation.
5. Provide at least three references of your current valuable customers.
6. Provide your Phone number, mail, and address of your company along with this quote.
7. Your company must have a bank account by Company name.
8. Provide information (Name and contact number) of your family members, relative or friend working with Marie Stopes International Afghanistan.
9. 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.
10. For any non-compliance with clause no 3, 8 and 9 MSIA has the right to reject your quotation/contract.

RFQ announced to site on 17 November 2018 and it are due by close of announcement 21 November 2018, therefore all venders are expected to send their quotes in soft via Mail till mentioned date.

To: vacancies@msi-afg.org/

Munir Zalmay, Procurement /HR Manager: **Phone: 0093-752011504 / 0093-772526801**

QUOTATION Forms for Computers

	PARTICULARS جنس	BRAND ساخت	QUANTITY مقدار	U/P IN AFG به افغانی	IN- USD به دالر	TOTAL IN ()
1	UPS – 1500 VA	SANTAK	25 Pcs			
GRAND TOTAL						
(اسم، مهر و امضاء فروشنده) 						
DEALER'S NAME, STAMP & SIGNATURE						