



The First MicroFinanceBank  
اولین بانک قرضه های کوچک

## **Request for Quotation**

**For**

## **Printing Promotional Materials for FMFB-A**

**Access to Finance Project**

**Project Name: Technical Advisory Services for Housing Finance**

**Grant No: MISFA/AFP/CBF-07**

**Quotation Serial Number: 02**

**Quotation Dated of Issue: February/16/2019**

Date: February 16, 2019

1. The First MicroFinance Bank, Afghanistan (FMFB-A) intends to procure printing of its promotional materials which includes various types of marketing collateral (for details, please refer to Specifications and Schedule of Requirements) for which this Request for Quotation is issued.
2. Your quotation must be delivered to the office of the undersigned on or before March 05, 2019 at 10:00am. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked **Quotation for Printing Promotional Materials for FMFB-A**, and do not open before March 05, 2019 at 10:00am.
3. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
4. The quotation shall be completed and signed by an authorised representative of the Service Provider.
5. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
6. There will be no public opening of quotations; the Client is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
7. The Service Provider should sign and stamp all RFQ's pages
8. The quoted prices shall be inclusive of all duties, taxes, and other charges applicable, under the Afghan Tax Law. The purchase(s) will deduct the tax and pay it to the tax authorities.
9. Quotation(s) not complying with these terms and conditions and the specifications shall be treated as non-responsive and shall not be considered for evaluation.

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**TERMS AND CONDITIONS:****Procurement of Printing Promotional Materials for FMFB-A**

The Terms and Conditions hereinafter February only be varied with the written agreement of the Client and no terms and conditions put forward at any time by the Service provider shall form any part of the Contract:

- (a) The Service Provider shall not be required to submit a performance security;
- (b) The supply of the offset printing (Flyer, Brochure and Standee) and digital printing with installation and all relevant work shall be completed within 14 and 45 days respectively, from the date of acceptance of the Purchase Order by the Service provider.
- (c) After completion of the supply of the goods, the Service provider shall submit an original Invoice, and two (2) copies, to the Client.
- (d) FMFB-A shall release payment to the service provider after acceptance of the invoice. The invoice will be accepted upon achievement of the corresponding deliverables.

List of required Items:

- a) Flyer (A6)
- b) Tri-Fold Brochure (20x30)
- c) Standee (60x150)
- d) Billboards (4x8m)

However, payment of billboards to the service provider shall release monthly after acceptance of the invoice for a period of six months.

- (e) Payment shall be made by wire transfer to the supplier's nominated bank account for which the account details may be provided by the Service provider.
- (f) The Client may, by written notice sent to the Service provider, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
  - (i) if the Service provider fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or
  - (ii) if the Service provider fails to perform any other obligation(s) under the Purchase Order; or
  - (iii) if the Service provider, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Client specifying the nature of the default(s); or
  - (iv) if the Service provider, in the judgment of the Client, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
- (g) Fixed price: The price quoted by the service provider will be fixed during the entire duration of the contract and no adjustment in the quoted price will be made for the duration of the contract.

- (h) Acceptance of the purchase order by Service provider is considered as signing of the contract.

## **EVALUATION OF QUOTATIONS**

### **EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS**

Prior to the detailed evaluation of Quotations, the Client shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) Is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Client shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

- (a) evaluation will be done for the entire package;
- (b) price adjustment for correction of arithmetic errors and for discount offered;
- (c) adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;

If a Quotation is not substantially responsive, it shall be rejected by the Client, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder.

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

### **CORRECTION OF ERRORS**

Quotations determined to be substantially responsive shall be checked by the Client for any arithmetic errors. Errors shall be corrected by the Client as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Client there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

## Deliverables/Output

The main outcome of the service provider is to develop promotional materials (Flyer, Brochure, Standee and Billboard) highlighting FMFB`s Housing offering and Technical Advisory services.

The service provider is required to mention their cost in Local Currency. If the cost is submitted in foreign currency, it would be converted into Local Currency for evaluation purposes and subsequently, the payment on the Exchange Rate issued by Da Afghanistan Bank on the quotation submission date.

### TECHNICAL SPECIFICATIONS OF THE GOODS REQUIRED

No	Item	Description of Goods
1	Brochure	30cm x 20cm (height x width) Art paper Tri-Fold, Colour, 130gsm
2	Flyer	A6 Flyers Leaflets Printed, Colour, 130gsm
3	Standee	150cm x 60cm (height x width) Matt Flex Roll up, Colour, 320gsm
4	Billboards	4m x 8m (height x width) Frontlit billboards, 280gsm for Kabul, Herat, Mazar, Badakhshan and Bamyan cities with installation, printing and all relevant works for a period of 6 months.

### SCHEDULE OF ITEMS AND PRICED QUOTATION

No	Description	Quantity	Final Destination	Unit Price (Afghani)	Total Price (Afghani)
1	Brochure	37000 pc	FMFB-A Office, House # 14, Street # 4, Ansari square, kolola Pushta Road, Kabul – Afghanistan		
2	Flyer	12000 pc			
3	Standee	35 pc			
4	Billboards (8x4)	5 stand			
Grand Total: The cost shall be in Afghani and inclusive of all applicable taxes					

**DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION**

The Supplier shall attach the following documents to its quotation:

1. a valid Trade License;
2. a valid TIN Certificate;
3. a Manufacturer's Authorisation Letter (if applicable);

I hereby confirm to accept all terms & conditions of this RFQ & declare that there are no deviations in my quotation and it is fully complying the specifications requested in this quotation for supply of mention items.

Signature of the Bidder -----

**SAMPLE CONTRACT FOR CONSULTING SERVICES  
SMALL ASSIGNMENTS  
LUMP-SUM PAYMENTS  
(IBRD/IDA FINANCED)**

**CONTRACT**

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Service provider name]* (“the Consultant”) having its principal office located at *[insert Service provider complete postal address<sup>1</sup>]*.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the service provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
  - (i) The service provider shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
  - (ii) The service provider shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
  - (iii) The service provider shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”
- 2. Term**

The service provider shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as June be subsequently agreed by the parties in writing.
- 3. Payment**
  - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the service provider an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the service provider costs and profits as well as any tax obligation that June be imposed on the Consultant.
  - B. Schedule of Payments

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<sup>1</sup> Avoid use of “P.O. Box” address

The schedule of payments is specified below: <sup>2</sup>

*[insert amount and currency]* upon the Client's receipt of a copy of this Contract signed by the Service Provider ;

*[insert amount and currency]* upon the Client's receipt of the draft report, acceptable to the Client; and

*[insert amount and currency]* upon the Client's receipt of the final report, acceptable to the Client.

*[insert amount and currency]* Total

C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to service provider bank account *[insert banking details. If payment by bank wire is not possible, prior Bank approval to apply cash payments option shall be obtained]*

**4. Project Administration**

A. Coordinator.

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, “service provider Reporting Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The service provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

**6. Inspections and Auditing**

The service provider shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation June constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank

<sup>2</sup> Fill in based on required outputs as described in Annex A (Terms of Reference) and Annex C (Reporting Requirements). Avoid front-loaded payments. Advance payments in contracts with firms require a bank guarantee for the same amount.



(including without limitation s determination of ineligibility) in accordance with prevailing Bank’s sanctions procedures.

- 7. Confidentiality** The service provider shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 8. Ownership of Material** Any studies report or other material, graphic, software or otherwise, prepared by the service provider for the Client under the Contract shall belong to and remain the property of the Client. The service provider June retain a copy of such documents and software<sup>3</sup>.
- 9. Consultant Not to be Engaged in Certain Activities** The service provider agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project
- 10. Insurance** The service provider will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The service provider shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The service provider shall be governed by the laws of *[insert government]*, and the language of the Contract shall be<sup>4</sup> *[insert language]*
- 13. Dispute Resolution<sup>5</sup>** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
- 14. Termination** The Client June terminate this Contract with at least ten (10) working days’ prior written notice to the Service Provider after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the service provider does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the

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<sup>3</sup> Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

<sup>4</sup> The law selected by the Client is usually the law of its country. However, the Bank does not object if the Client and the Consultant agree on another law. The language shall be English, French, or Spanish, unless the Contract is entered into with a domestic firm, in which case it can be the local language.

<sup>5</sup> In case of a Contract entered into with a foreign Consultant, the following provision June be substituted for paragraph 13: “Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.”

Client June have subsequently approved in writing;

- (b) If the service provider becomes insolvent or bankrupt;
- (c) If the service provider, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
- (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

FOR THE SERVICE PROVIDER

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

**LIST OF ANNEXES**

Annex A: Terms of Reference and Scope of Services

Annex B: Sample of contract

