



**AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION**

**Department of Administration**

**REQUEST FOR QUOTATION**

*for*

**Provision of stationery items for ANAF AE literacy projects**

**RFQ Number: HRD/2019/RFQ-002**

**Announcement Date: February 20, 2019**

**Closing Date: February 27, 2019 10:00AM**

## **1. ABOUT ANAFAE:**

The Afghan National Association for Adult Education (ANAFAE) was founded in September 2005 as an umbrella organization to foster the development of local adult education centers. The Association sees itself as a national forum for the promotion of strategies and programmes of adult education with a particular focus on literacy learning, basic education, further vocational training, and continuing civic education. It maintains contact with decision makers and policy planners in the sector, officials in charge of Ministry education departments and programmes, tertiary level teachers and instructors, and seeks to encourage proactive dialogue among all stakeholders in the sector, including grassroots practitioners. ANAFAE maintains close ties of cooperation with the National Literacy Centre, the Ministries of Education, Labour, and Women's Affairs and their local structures in the provinces, as well as with Community Development Councils, especially in the northern province of Balkh. Since the end of 2007, ANAFAE is a member of the network of the Asian South Pacific Bureau of Adult Education (ASPBAE).

## **2. ABOUT RFQ:**

The Afghan National Association for Adult Education (ANAFAE), seeking qualified vendor for provision of stationery for literacy projects. Companies who have a solid track experience in provision of high quality stationery in competitive prices to the international and national organizations within Afghanistan are invited to provide quotation.

The tender duly completed and signed shall be submitted in a sealed cover. The sealed cover upper-scribed "Tender Documents for stationery" shall be addressed to ANAFAE coordination and main office (KABUL), House#25, Technique Station, Behind Kabul Water Park, Kart-e- Char, Kabul on, February 27, 2019, 10:00AM.

## **3. DELIVERY AND VARIATION IN QUANTITY:**

The service provider shall be responsible for performance of the services and delivery of the supplies at the place(s). All risk and cost incurred prior to delivery is the sole responsibility of service provider. In case of delay in delivery of goods, wholly or in part, by more than 4 days the buyer may refuse the acceptance of the delivery wholly or in part, and terminate the contract any claims for damages due to delay in delivery, exceeding those stipulated under this clause shall not be affected hereby.

## **4. INVOICING & PAYMENT:**

The service provider shall submit proper invoices - for services performed and/or supplies that have been successfully delivered and accepted in accordance with any directions stipulated in the

Statement of work, the payment will be made in no more than 5 days after submission of invoices by the service provider.

**Invoice Requirements:** The service provider shall submit by according to ANAFAE requirements:

- Clear supplier title name
- Customer name in the invoice should be (ANAFAE)
- Invoice date should be clear and readable
- Only computerized invoices are acceptable
- Clear item name/number of unit/Price per unit/total/grand total
- Both Stamp and signature- signature should be with blue pen
- Invoice amount should be in AFN
- Please attach an exchange rate document with the USD dollars invoices or bills (only exchange rate from [www.oanda.com](http://www.oanda.com) is acceptable).
- Invoice should be written with a blue or green pen (Avoid bill with the black pen).

#### **5. QUALITY ASSURANCE (INSPECTION AND ACCEPTANCE):**

The service provider shall only tender for acceptance those services and supplies that conform to the requirements of this Agreement. ANAFAE reserves the right to test and/or inspect any services and supplies delivered or tendered for acceptance. Testing, and/or inspection will be performed within a reasonable time after delivery.

ANAFAE may require repair or re-performance of nonconforming services and may require repair or replacement of nonconforming supplies at no increase in the Price. ANAFAE will exercise its post-acceptance rights within a reasonable time after the defect was discovered or should have been discovered; and before any substantial change occurs in the condition of supplies, unless the change is due to the defect in supplies.

#### **6. TAXS:**

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, ANAFAE is required to withhold income tax at the prescribed rates at the time of making payment to the legal or natural person(s) providing supplies, materials, construction and services under contract, including purchase order procurements, for transactions of AFA 500,000 and above.

## **6.1 WITHHOLDING RATE:**

The prescribed rate of income tax withholding is 2% of the gross purchase amount for subcontractors/vendors who have a business license registered with the Afghanistan Investment Support Agency (AISA) or MoCI; 7% of the gross purchase amount for subcontractors/vendors not registered with AISA who are conducting business without a license or contrary to approved by-law.

## **7. MINIMUM ELIGIBILITY REQUIREMENT VENDORS:**

1. Prices shall be quoted in AFN
2. The tender submitted shall remain valid for a period of 8 days from the date of opening.
3. The vender must be a valid company.
4. Hold a valid License for company.
5. Past performance in the international organizations
6. Only open for Afghan companies located in Kabul.

## **8. REQUIRED DOCUMENTS:**

Vendors shall submit the following documents with quotation:

1. Certificate of registration in government/ (AISA, MoCI) license.
2. Copy of past performances or similar contracts
3. Quotation in AFN
4. Recommendation letters from other companies

## **9. AWARD OF THE CONTRACT:**

1. Eligible tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted by ANAF AE Administration department and the vendor cannot participate in any future bidding.
2. ANAF AE reserves the right to negotiate on rates/discounts in the interest of the Institute, at any stage of Tender process.
3. ANAF AE reserves the rights to accept any offer and to reject any or all bids or accept any TENDER in total or in parts or to split the work among various tenderers without assigning any reason thereof.

**10. SUBMISSION GUIDELINE:**

Please submit your offer to ANAF AE coordination and main office (KABUL), House#25,  
Technique Station, Behind Kabul Water Park, Kart-e-Char, Kabul **February 27, 2019, 10:00AM**

(خانه نمبر 25، ایستگاه تخنیک، کوچہ پارک آبی کابل، کارته چهار، کابل).

**11. POINT OF CONTACT:**

If you have any question or queries in this regard, please contact at +93791037506,  
+93791037527 or mail to [mansoor.anafae2018@gmail.com](mailto:mansoor.anafae2018@gmail.com).

**12. CODE OF CONDUCT FOR QUOTATIONS:**

This declaration needs to be part of each quotation in the GIZ Literacy project for purchases higher than 500,00 EUR. Please provide this text to the supplier, which he should read, understand, sign and stamp. The supplier shall hand in this document together with the quotation document. The declaration needs to be included in the documentation of the respective voucher at the ANAF AE coordination office in Kabul.

We emphasize the importance of a free, fair and competitive awarding procedure, which excludes any misuse thereof. This company declares that it has never directly nor indirectly offered or granted any illegal advantages to public servants or other persons in connection with an awarding procedure. This company declares that it will also not offer or grant any illegal advantages to ANAF AE during the award procedure or in case of being contracted during the following order execution. We affirm the importance of compliance with core social and labor standards during order execution. We agree to respect the core labor standards of Afghanistan.

Date, place, name of responsible person and stamp: \_\_\_\_\_

Address \_\_\_\_\_

Name and Address of company \_\_\_\_\_

Place Name and Name of Responsible Peron in company: \_\_\_\_\_

Signature of Responsible Person and stamp of Company \_\_\_\_\_

### 13. STATEMENT OF WORK:

We, the undersigned, hereby accept in full the ANAF AE General Terms and Conditions, and hereby offer to supply Office Stationery Items for ANAF AE as listed below in conformity with the specification and requirements of ANAF AE as per **RFQ Reference No. HRD/2019/RFQ-002**

**TABLE 1: Offerto Supply Goods Compliant with Technical Specifications and Requirements the quoted price should be inclusive of taxes and transportation:**

No	Item	Specifications/ Remarks	Brand	Unit	Unit Price
1	<b>Pencil</b>	High point strength, break-resistant, clean drawings.	HB or equivalent	Pcs	
2	<b>Sharpener</b>	Fits all standard and art pencils, Aluminum.	Natraj or Deli or equivalent	Pcs	
3	<b>Eraser</b>	AL 30 Pelikan Size: 43 x 19 x 13 mm	Pelikan	Pcs	
4	<b>Flip Chart</b>	size: 60 X80 CM	Deli or equivalent	Sheet	
5	<b>Pen- Link</b>	Good quality	Original	Dozen	
6	<b>Eraser Gel ink pen</b>	Capable of wiping its color	Yunchun or equivalent	Pcs	
7	<b>Plastic Tap</b>	1 Inch	Original	Pcs	
8	<b>Notebook Irani</b>	From 80 to 100 numbered pages Dimensions: 145 x 210 mm	Mumtaz or equivalent	Each	
9	<b>Whiteboard</b>	Size: 120x80 cm, Frame made of aluminum	Deli or equivalent	Each	
10	<b>Marker Snowman</b>	Difference colors red, black, and blue	Snow man or equivalent	Pcs	
11	<b>A4 Blank paper-</b>	Sheet Size:210mm x 297mm, International Size A4, 80 gsm	Lucky boss	Pak	
12	<b>Whiteboard duster</b>	Plastic, original, and affordable price	Deli or equivalent	Each	
<b>Total:</b>					

#### **14. WARRANTY:**

The seller shall guarantee that, at the time of delivery, the goods supplied under the contract shall be free from any defects in material or workmanship, suitable for the climatic conditions at the place of destination and shall conform to the requirements of the contract notwithstanding the fact that an inspector may have inspected and/or accepted the goods.

This guarantee shall be valid for one year after the date of arrival at the place of destination. Notice of any such defects or non-conformance shall be given by the ANAFEA to the seller within one year of the arrival of the defective or non-conforming commodity.

If required by the ANAFEA, within a reasonable amount of time after such notice, the seller shall, with all possible haste, refurnish the defective or non-conforming commodity at his own expense.

variation in the quantity of any item called for by the seller will be accepted unless such variation has been caused by conditions of loading, shipping or packing, or by manufacturing process, and then only to the extent specified elsewhere in the contract.

**COMPANY BACKGROUND INFORMATION**

Table 2: Each legal entity submitting quotation shall complete the Form:

<b>COMPANY BACKGROUND INFORMATION</b>		
Each legal entity submitting quotation shall complete the Form:		
1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	Year of Registration:	
6	E-mail Address:	
7	Country of Registration:	
8	Registration Certificate issued by (name of institution):	
9	Name and Position of the Head of Company/Organization:	
10	Company's Contact Details (name, title, email and telephone number):	

Date:

Signature:

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**Comments:**

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