



**Request for Quotations
Printing Materials for Jhpiego Corporation (Hemayat Project)
HEMAYAT Project**

RFQ Number: 714

Description: Printing of informational/ educational and community based high impact intervention materials

Release Date: March 14, 2019

Closing Date: Mar 25, 2019 [2:00 PM Kabul Local Time]

Jhpiego is seeking qualified vendors to provide quotations for printing of informational/ educational and community based high impact intervention materials.

Please submit your offer for the goods/services described in the Annex B in accordance with the terms and conditions of this RFQ.

All applicant vendors are strictly advised to meet up with the eligibility criteria prior to their solicitation for the published RFQ 714.

Eligibility criteria:

- a) Applicant vendors must have their own printing machinery/press available & based in Kabul city, a verification inspection team will be assessing the office/press
- b) The quotation must be valid for 60 days from the closing date
- c) The potential vendors must be registered with the government of Afghanistan. The vendors must submit a copy of their registration/ business license
- d) The potential vendors must have official bank account in the name of their business. Vendors must submit a copy of their bank account details
- e) The potential vendors should accept tax withholding based in Afghanistan Tax Law.
- f) All the cost should be stated in Local (AFN).

Please remember to state the RFQ Number on the sealed envelope. Envelop without RFQ number, your quotation will be considered as disqualified. RFQ received through Electronic/Email will not be accepted.

This RFQ includes the following sections:

Annex A: Vendor registration form (Must be filled otherwise the applicant will be disqualified)

Annex B: Specification, quantity description and quotation

Annex C: Selection & evaluation criteria

Annex D: Past performance



Instructions to vendors:

Offer Deadline: Offers must be received no later than Mar 25, 2019 [2:00PM] by sealed envelope to: Jhpiego-Hemayat Kabul office, house 71, street 4 (next to Tehzeeb bakery) Kolola Poshta district 4.

Offers received after this date or time will be considered late and will not be accepted.

1. Source: All goods and services supplied under this order must meet USAID Geographic Code 937 in accordance with the US Code of Federal Regulations (CFR), 22 CFR 228. This means that items may be from cooperating co-operating country, U.S.A or list of developing countries. The co-operating country for this RFQ is Afghanistan.
2. Under no circumstances may items or items with components from the following countries be purchased: Iran, Cuba, Iraq, Laos, Libya, North Korea, or Syria.
3. Offerors are also required to indicate the source of all products in Columns B and C. Per 22 CFR 228, the following definitions apply:
4. Source: “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, “source” means the country from which the commodity was shipped to the free port or bonded warehouse.
5. Brand names: Specific brands and/or
6. Models indicated—while often preferred—are for description only.
7. Warranty Requirements:

Offerors are expected to provide information if applicable.

- a) Warranty if offered on any equipment must be valid in **Afghanistan**. Offers not honoring warranty (if offered) in **Afghanistan** will be rejected.
- b) Offerors shall confirm that all supplied equipment is new, unused, of the most recent models and incorporates all recent improvements in design and materials.
- c) Furthermore, the successful Offeror shall be responsible for repairing any defect in, or damage to, any part of the supplies which appear during the warranty period and which: a) result from the use of defective materials, faulty workmanship or design of the Vendor; or b) result from any act of omission of the Vendor during



the warranty period; or c) appear in the course of an inspection made by, or on behalf of the Buyer.

8. **Delivery:** Delivery and assembly will be arranged by the vendor. All delivery costs will be included within the price offer. All items must be delivered and assembled no later than the date identified in the task order days after the agreement is signed.

Submission Guideline:

You are requested to send below documents in one sealed and stamped package (labeled with RFQ number 714) to Jhpiego Kabul office house 71, street 4 (next to Tehzeeb bakery) Kolola Poshta district 4.

- 1- Annexes A (Vendor registration form) enclosed with this RFQ
- 2- Annex B (Specification, quantity description and quotation) attached with this RFQ
- 3- Annex D (Past performance) enclosed with this RFQ

You must also attach your company registration license, company bank account details, tax identification number along with the above annexes in one document.

Please remember to state the RFQ Number on the sealed envelope. Envelop without RFQ number, your quotation will be considered as disqualified. RFQ Received through Electronic/Email will also not be accepted.

9. **Quotations:** Prices must include all prices including delivery of any items to Jhpiego Kabul office.
Offers must show unit prices and total price. Quotations must be a fixed price, expressed in local currency.

Offerors shall fill in the unit price for each item in the attachment B (Specification, quantity description and quotation). For each item, the quantity given in the “Quantity” column shall be multiplied by the unit price and the result entered in the “Total Amount” column. In case of any discrepancy between a unit price and an amount, the unit price will be taken as correct and the amount adjusted accordingly. For any item for which a unit price or amount is not shown, it will be assumed that the Offeror is not including that item in their quotation.

Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Jhpiego will request successful vendor to provide a printing sample for Jhpiego approval before printing the entire quantity. This clause will be added in the purchase order as well.

10. **Negotiations:**
Best-offer quotations are requested. Award will be made to a responsible supplier submitting the best technically compliant proposal and lowest price.



However, Jhpiego reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.

No employee is authorized to negotiate or promise work on behalf of Jhpiego. Selected vendors will have an official Purchase Order with Jhpiego and authorized signatures.

Penalty Charges: Jhpiego will add a clause to the purchase order as the result of this RFQ and may Deduct a sum up to 0.05% of the Purchase Order total value for each day of delay beyond the agreed delivery time until the actual goods/service received.

11. Evaluation and Award: The award will be made to a responsive Offeror whose offer follows the RFQ instructions.

Quotations will be evaluated based on its responsiveness to this RFQ and Annex C (Selection & Evaluation Criteria).

Payment : Jhpiego will only make payment in your company maintained bank Account after the delivery and acceptance of the required goods and/or Services by Jhpiego,

Type of Contract: Jhpiego intends to award a Purchase Order (PO), or multiple POs or Blanket Purchase Agreement (BPA) for this activity. Jhpiego may award the procurement in full or in part to one Offeror, multiple Offerors, or no to Offerors without assigning any reason.

12. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Jhpiego to award a purchase order, nor does it commit Jhpiego to pay for costs/losses/liabilities incurred in the preparation and submission of a proposal. Jhpiego may award the procurement in full or in part to one Offeror, multiple Offerors, or no Offerors. This solicitation is subject to Jhpiego standard terms and conditions. Any resultant award or purchase order will be governed by these terms and conditions.

13. No costs/losses/liability (ies) incurred/assumed by the Offerors in preparing and submitting the proposal are reimbursable by Jhpiego and/or Jhpiego can be held responsible either directly/indirectly. All such costs/losses/liability (ies) will be at the Offeror's responsibility.

14. Taxes: Tax will be withheld from all contractors for such procurement with a specified rate as per "Article- 72" of the Afghanistan Income Tax Law, 2009. Seven percent (7%) of the gross amount will be withheld if the contractor does not hold/submit a business license, and Two percent (2%) will be withheld if the contractor has/submits a business license. The withheld tax per the law will be remitted to the Tax Office in the name of company".

Jhpiego Office
Ansari Watt shar-e- Now, District # 4,
Kabul – Afghanistan



Jhpiego Hemayat Project

Chief of Party

VENDOR

Company name: _____

Representative name: _____

Signature & Stamp _____

Date: _____



Annex (A)
Vendor Registration Form

1.	Name of Firm/Company as described in the license/work-permit	
2.	Status of Organization (Proprietorship/Pvt./Public Ltd.)	<input type="checkbox"/> Proprietorship <input checked="" type="checkbox"/> Private Limited <input type="checkbox"/> Public Limited <input type="checkbox"/> Other If Other, Please Specify
3.	Year Business Establishment	
4.	Name of Proprietor/Director	
5.	Address of Main Office	
6.	Contact Details (every cell must be filled)	Contact Person
		Designation
		Phone No
		Fax No
		E-Mail ID
7.	Nature of Business	<input type="checkbox"/> Retail <input type="checkbox"/> Services <input type="checkbox"/> Other If Other, Please Specify _____
9.	Is the Firm or person registered with the Government and or professionally licensed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please Attach Copy of Registration
10.	List of major products or services	1. 2. 3. 4.
11.	Tax Identification Number (TIN)	TIN:
12.	Official Business Bank Account Information in the name of Company (every cell must be filled)	Beneficiary Name: Bank Name: Account No : Branch: SWIFT Code:

Jhpiego Office

Ansari Watt shar-e- Now, District # 4,
Kabul – Afghanistan



Note: Vendors must fill the required information above. Incomplete information will lead to bid disqualification from the proceedings. Please also attach a copy of business license, official bank account detail and a copy of TIN letter.

Annex C: Selection & Evaluation Criteria

The award will be made to a responsible offeror whose offer strictly follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required specifications of the assignment, and is judged to be the technically acceptable-offer/best value on a price offer.

Total Score: 100

Note: The Jhpiego Procurement Committee will assess the vendor's quotations based on criteria listed above. Jhpiego will only consider those vendors that have met the **minimum total score of 80% for the selection criteria** as judge by the committee.

Item	Requirement	Total Points Available	Minimum Points Required
Technical	Detailed specifications are attached in Annex B; vendor must make sure to provide printing based on requirement outlined in Annex B. Vendors must also submit a hard copy sample of their printing materials i.e. brochure, guidelines, books etc.	40	30
Timely Delivery	The offeror must submit the printing materials within 10 calendar days. Vendors must mention their delivery time in Annex B. The evaluation committee will score and rate vendors who provide soonest delivery time.	30	25
Past performance	Vendors must include a list of at least three organizations/clients that they have provided or currently providing printing services including reference contact name, email and cell phone for each of their clients. A copy of at least three past/current contracts must be submitted, under the Annex D.	30	25
	Total	100 point	80 point

If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFQ, as outlined specifically in the specification and the evaluation criteria, the offeror's quotation will be automatically disqualified.

Annex D: Past Performance

Document and summarize your proven record of accomplishment of successfully implementing similar activities. Using the **exact table format provided below**, please list only the projects you have implemented within the **past 3 years**, a brief description of how each is relevant to this RFQ and the contact details for each previous client or donor. You must submit a copy of the past/ ongoing contract. You may also include recommendation/appreciation letters and certificates as attachments if you wish.

Offerors with past performance with similar projects and/or of similar scale to the activity described in this RFQ will be considered more favorably than offerors that do not meet these criteria.

No.	(a) Activity Title	(b) Location(s) of activity	(c) Synopsis of the activity and its relevance to this RFQ	(d) Performance period (date, duration and if completed on schedule)	(e) Prime or Subcontractor?	(f) Amount for the activity	(g) Name & Contact Info (E-mail <u>and</u> phone) of client	(h) Contract attached?
<i>1</i>								
<i>2</i>								
<i>3</i>								

Note: add rows and columns as required.