

**REQUEST FOR QUOTES (RFQ)**

**Purchasing of Stationary**

**Date:** 16–April–2019





**1.0 Summary Data**

**1.1 Announcement Type:** Stationary

**1.2 RFQ Number:** Internews-19-04-033

**1.3 Quote Submission Deadline:** 28-April-2019 - 4:00PM

**2.0 Scope of Work:**

No	Description	Specification/ Overview	Quantity & Unit	Unit Cost AFN	For Quality Check the Pictures Below
1	Pen	LINC Offix	1 Dozen		
		ELITED B31	1 Dozen		
		Uniball (Japan)	1 Dozen		
		Piano Smooth PT-177	1 Dozen		

		Piano Crystal	1 Dozen		
2	Pen Holder	Kinda Small Size Wooden	1 PCS		
		Large Size Wooden	1 PCS		
3	White Paper	AA A4 Paper 80gm	1Box (500PCSx 5) 2500Pages		
		AA A3 size 80gm	1Pack (500PCS)		
		Lucky Boss A4 size 80gm	1Box (500PCSx 5) 2500Pages		
		Lucky Boss A3 size 80gm	1Pack (500PCS)		

4	Paper Tray	Vertical Plastic Made Three PCS	1 PCS	
		Horizontal Plastic Made three PCS	1 PCS	
5	Lamination Plastic	High Glossy A4 Size	1Pack (100PCS)	
		High Glossy A3 size	1Pack (100PCS)	
		ID Card Size	1Box (100PCS)	
6	Battery	9V Energizer Max	12PCS Box	
		D Energizer Max	One Pair	

		AAA Energizer Max	36PCS Box		
		AA Energizer Max	36PCS Box		
7	Binder Clip	Daimond(L) 51mm	1 Dozen		
		Daimond (L) 41mm	1 Dozen		
		Daimond (M) 25mm	1 Dozen		
		Daimond (S) 19mm	1 Dozen		
8	Paper Clips	Colorful	1 Box of 100PCS		

9	Board Eraser	BOHO White board Eraser	1 PCS	
10	Carry Bag	Plastic with Clips	1 PCS	
11	Box File	Lever Arch File (S)	1 PCS	
		Lever Arch File (M)	1 PCS	
		Lever Arch File (L)	1 PCS	
12	Album	Business Card holder book	1 PCS	
13	Calculator	Casio DJ-120	1 PCS	

14	CD-R	Sony	50PCS BOX		
15	CDR cover	Original Plastic Single CDR Cover	1 Pack		
16	DVD-R	Sony 4.7GB	50PCS BOX		
17	CDR cover	Pouch	100PCS BOX		
18	DVD+ R DL	Sony 8.5 GB	1 Pack of 25PCS		
19	PC Cleaning Tissues Box	For Cleaning Laptop Computers	1 Bottle		
20	Certificate Paper	Specta Color A4 Size	100PCS bunch		



21	Screen Cleaning Kit	Screen Cleaning Kit 200ML	1 PCS	
		Skill Craft 16FL oz	1 PCS	
22	Binder Machine	Capacity of 1000 Pages	1 PCS	
23	Binder Ring	500 Pages	1 PCS	
		300 Pages	1 PCS	
		50 Pages	1 PCS	
		20 Pages	1 PCS	

24	Correction Pen	Kita – K-777	1 Box of 12PCS		
25	Map tube	Map Holder/ Charts Holder	1 PCS		
26	Cutter	Mei Gong Dao-2008	1 PCS		
27	Dairy Notebook	A4 Size Similar Design	1 PCS		
28	Duct	48mm X 18mm	1 PCS		
29	Envelope	White Color High Quality A3 Size	1PCS		
		White Color High Quality A4 Size	1 PCS		

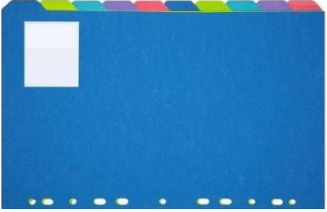



		White Color High Quality Litter Size	1 PCS		
30	Flip Chart Board	Best Quality 810x585mm	1 PCS		
31	Flip Chart Pad	Sinarline 25 Sheets 810 X 585mm	1 Pad		
32	Glue Stick	Dr. Fan-5025	1 PCS		
33	Hanging File	Suspension File	1 PCS		
34	Highlighter	Highlight Hy80	1Pack		

35	ID card cover	Plastic	1 PCS	
36	ID card for Zebra Machine	Original Pelican Cards	100 PCS	
37	Zebra Machine Ribbon	for 500 Cards-P430i	1 PCS	
38	Laminated label	Brother 24mm	1 Cassette	
39	Tag Machine	Brother Soft (Remote)	1 PCS	
40	Tag Machine Ribbon	Brother Mk231 12mm	1 Cassette	
41	Marker	Erasable	1 Box	

		Permanent	1 Box		
42	Stamp Paid	Huhua Blue Color	1 PCS		
43	Notebook	Small Size (100Pages) Ring on Top	1 PCS		
		Medium Size Dairy Note Book	1 PCS		
		Large A4 Size Dairy Note Book	1 PCS		
44	Personal file	A4 Size	1 Pack		
45	Pencil	HB655	1 PCS		

46	Pencil Sharpener	Metal	1 Dozen		
47	Pencil Eraser	Zhenta Al 30/ QI CAI	1 Dozen		
48	Ruler	Steel Made Good Quality	1 PCS		
49	Photo Paper	Kodak Original	1 Pack of (100 PCS)		
50	Plastic Paper	L Shape (Hard)	100 PCS		
		Soft for files	100 PCS		
51	Sticky Notes	Medium 3x3	1 PCS		

		Large 5x3	1 PCS		
		Sticky Notes Tab Memo Pad	1PCS		
52	Hole Punch	Kangaro Medium 30 Pages	1 PCS		
		Kangaro Medium 150 Pages	1 PCS		
53	Scissor	Medium size (Original Quality)	1 PCS		
54	Separator	Plastic (High Quality)	1 PCS		
55	Stapler	Beifa (s) 26/6	1 PCS		


		Kangaro FI-B9 (M)	1 PCS		
		Swingline 210 Sheets (L)	1 PCS		
56	Gun Stapler		1 PCS		
57	Staple Remover	CH-218	1 PCS		
58	Staples pin	Great Wall 369 (s) 24/6	1 small box		
		Kangaro 23/10-H	1 small box		



		Kangaro 23/20-H	1 small box		
59	Tape	Glossy 1"	1 PCS		
		Glossy 1.5"	1 PCS		
		Glossy 2"	1 PCS		
		Glossy 3"	1 PCS		
		Double side stick 1"	1 PCS		
		Double side stick 2"	1 PCS		

		Duct Tape 2"	1PCS		
		Duct Tape 3"	1PCS		
60	Tape Dispenser	Kw.trio 3300 for 1"	1 PCS		
		Kw.trio 3300 for 2"	1 PCS		
		Kw.trio 3300 for 3"	1 PCS		
61	White Board	50*70	1 PCS		
		60*90	1 PCS		

		6280*120	1 PCS		
		100*200	1 PCS		
62	Notice Board	60*90	1 PCS		
		80*120	1 PCS		
		100*200	1 PCS		
63	Power Extinction	FAR – 6 port Turkey	1PCS		

64	Stamp Ink	Horse Permanent INK	1 Bottle	
----	-----------	------------------------	----------	---

Internews Network Afghanistan is seeking quotes for Stationeries with mentioned details in above SOW.

**1) Good/Service 1:**

All goods and materials must match the specification addressed in RFQ, in case the supplier or vendor fail to provide the goods and materials as per RFQ specification will results with immediate payback and compensation and their goods will be return.

**3.0 Evaluation Criteria:**

Quotes will be reviewed and evaluated by a technical committee according to the following selection criteria:

Criteria	Relative Weight
1. Price	60%
2. Valid Business License (AISA / MOIC)	10 %
3. Experience with other NGOs	20%
4. Delivery time & Date after Order	10%

**4.0 Quote Content Requirements:**

1. The Stationeries cost must be inclusive of the above-mentioned requirement and 2% sales tax as Internews Network Afghanistan will deduct BRT Taxes and submit it to MOF per Article 72 of Afghanistan Tax Law.” [www.mof.gov.af/?p=Article%2072](http://www.mof.gov.af/?p=Article%2072)”
2. Company should provide the mentioned stationeries within the time frame after signed Contract.

**4.2 Quote Submission Coordinates:**

Please submit sealed quotations to Mr. Rustam Khan Jabarkhel, Sr. Procurement & Inventory Officer, at Ahmad Zahir house, Shaheed Road, PD 4, Ansari Square, Shar-e-Naw, Kabul- Afghanistan

**7.0 Inquiries:**

All questions regarding this RFQ may be directed via email to Rustam Khan Jabarkhel, Sr. Procurement / Inventory Officer - [rustamkhan@internews.org](mailto:rustamkhan@internews.org) and Ali Raza Ahmadi, Sr. Operation Manager, [aahmadi@internews.org](mailto:aahmadi@internews.org)

End of RFQ