



## **Marie Stopes International Afghanistan**

### **Terms of Reference for Obtaining quote for Billboards Printing, Designing and installation of Banner**

#### **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 many 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, services 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 and product quality, price and other required things which mentioned in RFQ will call to the Winner competitors, and then MSIA will sign contract or directly order for purchasing & receiving required goods or services 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 venter 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 23<sup>rd</sup> May 2019 and it are due by close of announcement 27<sup>rd</sup> May 2019, therefore all venders are expected to send their quotes in soft via Mail till mentioned date.

To: [vacancies@msi-afg.org](mailto:vacancies@msi-afg.org)

Munir Zalmay, Procurement /HR Manager: **Phone: 0093-728877911**

## QUOTATION FORM

	PARTICULARS جنس	LOCATION موقیعت	QUANTITY مقدار	U/P IN AFG به افغانی	U/P IN- USD به دالر	TOTAL IN ( )
1	Advertisement on Billboard with Printing, Designing and installation of Banner	Mazari Square (Barchi)	Per Meter <sup>2</sup> (For 4 Months)			
2	Advertisement on Billboard with Printing, Designing and installation of Banner	Morad Khani in front of Abulfazl Mosque	Per Meter <sup>2</sup> (For 4 Months)			
3	Advertisement on Billboard with Printing, Designing and installation of Banner	Sadarat Square	Per Meter <sup>2</sup> (For 4 Months)			
4	Advertisement on Billboard with Printing, Designing and installation of Banner	Bagh-e-Bala Road	Per Meter <sup>2</sup> (For 4 Months)			
5	Advertisement on Billboard with Printing, Designing and installation of Banner	Ansari Square	Per Meter <sup>2</sup> (For 4 Months)			
GRAND TOTAL						
DEALER'S STAMP & SIGNATURE (مهر و امضاء فروشنده)						

Please see the below TOR for more information

Advertisement of health messages on billboards in premium locations of  
Kabul city

## **Expression of interests must be submitted to MSIA by given date in above:**

### **Organization background:**

Marie Stopes International Afghanistan (MSIA) is a registered organization with the Government of Afghanistan. Our services change lives by enabling people to provide space between each pregnancy to have children by choice, not chance. MSIA focuses to reduce maternal mortality by providing high quality and sustainable Reproductive health (RH) services through a network of 30 static clinics, public and private sector support mechanism, social marketing and improving capacity of the health service providers in Afghanistan.

In addition, MSIA works jointly with a coalition of RH actors to enhance an enabling environment for sexual reproductive health rights to improve access to FP choices where couples can freely decide on the size of their family.

### **Purpose of the service:**

The intention of expression of interest is to attract interested partners for advertisement of family planning messages through billboards in premium locations of Kabul city. The interested company must own legal certificates from the related offices of Afghanistan Gov. to apply for the advertisement through billboards tenure for the period covered by Service Level Agreement.

### **Scope of work and coverage:**

1. Provide high quality graphic design with high resolution, MSI-A will provide necessary elements such as Aramish products so the service provider can capture high quality photos of product. Also, MSI-A is responsible to provide the photos of model for service provider.
2. Printing of flaxy of 300 grams
3. Installation of boards and provide locations of billboards at: Mazari square (Barchi), Morad Khani in front of Abolfazl mosque, Chahar rahi Sedarat, Sarak Baghe Bala, Chahar rahe Ansari within suitable rent per square meter.
4. Cost breakdown of graphic design of flaxy, printing, installation and rent of billboards in the quotation.

The service provider is expected to offer a quotation for 4 months' billboard advertisement. The quotation must be presented in Afghani currency with clear total amount.

5. The service provider will be responsible for tax payment and other legal formalities of mentioned locations to government of Afghanistan.
6. MSIA will not make any payment of to cause reprinting of the billboard due to spelling mistakes, printing size, colours, sunlight, natural disaster and other faults.

### **Service delivery:**

Time is an essential part of the service delivery, If the company is not able to deliver the service by the specified date in the contracted. MSIA will have the right to change the service provider without further notice. In this circumstance, MSIA will not make any payment to the company. The payment will be made to the successful company only after the approval of MSIA responsible person.

