



The Asia Foundation

Request for Quotations

Stationary Supply

RFQ No: TAF-ADMIN-September-2019-024

The Asia Foundation in Kabul is soliciting bids/quotes from Stationary Supply companies to sign a Blanket Purchase Agreement (long term agreement) for supply of stationary for TAF office, LTA duration would be for one year.

Project: Administration Section

Issue on September 4, 2019

Closing on September 15, 2019 - 3:00PM

Introduction:**The Asia Foundation (TAF)**

The Asia Foundation is a non-profit, non-governmental organization committed to the Development of a peaceful, prosperous, just, and open Asia-Pacific region. Drawing on 60 years of experience, the Foundation supports Asian initiatives to improve governance, law, and civil Society; women's empowerment; economic reform and development; sustainable development & the environment; and international relations. With a network of 18 offices throughout Asia, an Office in Washington, D.C., and its headquarters in San Francisco, the Foundation addresses these Issues on both a country and regional level. In Afghanistan, the Foundation supports four main Priority program areas: governance and law, women's empowerment, education, and survey and Knowledge development. In addition, the Office works in three exploratory areas: regional Cooperation, economic growth and development and development, and conflict management and Peacebuilding.

CHECKLIST OF DOCUMENTS INCLUDED IN RFQ

Documents / Content to be included in the RFQ	Yes	No	Please explain if "No" has been checked.
Request for quotation	€	€	
Bidder's declaration	€	€	

Activities/ Tasks

Through this Request for Quotations (RFQ), the Foundation hereby invites closed Bids from Interested agencies / business outlets dealing specifically only with **Office Stationary**. Please note that bids submitted by any other firms such as logistic companies will not be entertained.

Interested Companies should provide quotations for the supply of stationary items listed below, The Foundation would enter into a Long Term Agreement with the successfully selected company / agency to supply the required stationary items based on TAF office need and requirement the LTA duration would be for one year, selected company is required to deliver the items to TAF office in Kabul.

Please Note: Logistic companies are not eligible to apply to this Bid Solicitation. Firms/ Agencies having 5 + years of experiences in the field of Office Stationary Supplies would be preferred.

Specifications / Description of Required Items:

S/N	Item Name	Specification	Unit	Unit price AFN	Remarks
1	Box File	Lever Arch big size	Pc		
2	Box file	Yadeli S A small size	Pc		
3	Box file	Small Medium size	Pc		
4	Hunge file	Double Alfalah	Pc		

5	L. file	Simple	Pc		
6	American File	Simple	Pc		
7	3 or 2 Ring folder file	Simple	Pc		
8	Plastic Sheet	Simple	Pack		
9	Plastic File Box with a clip	My clear bag	Pc		
10	Leather cover file	For trainings	Pc		
11	File	Double clip (lever file)	Pc		
12	Simple CD	Simple	Pc		
13	CD RW	Sony 700 MB Optical	Box		
14	CD R	Sony 700 MB Optical	Box		
15	DVD	Sony 4-7 GB Optical	Box		
16	Toner DSM 615 Nashuatec	Toner DSM 615 Nashuatec	Pc		
17	Photocopy Paper 70g	Supreme	Ream		
18	Printing Paper A4	Lucky Boss	Ream		
19	Legal size Paper	American	Ream		
20	Ball Pen	Piano	Pc		
21	Sign Pen	Uni-ball colors 0.5-0.6	Pc		
22	Pencil	Chenhao HB N2	Pack		
23	Highlighter	Best quality	Pc		
24	Board Marker	Snowman BG-12	Pack		
25	Permanent Marker	Snowman BG-13	Pack		
26	Eraser	Pelikan AL 30	PC		
27	Pencil Sharpener	Simple	Pc		
28	Envelope White/airmail	Simple	Pc		
29	Envelope White 6.5"x9"	Simple	PC		
30	Envelope Yellow 7"x10"	Simple	PC		
31	Envelope White A4 Size TAF	Simple	Pc		
32	Envelope White A5 Size TAF	Simple	P c		
33	Battery AAA	DURACELL	Pair		
34	Battery AA	DURACELL	Pair		
35	Battery D (Big)	DURACELL	Pair		
36	Battery 9V (set of 2)	Panasonic original	Pair		
37	Label Machine Tape	9mm Brothers	Pc		
38	Label Machine tape	12mm Brothers	Pc		
39	American Note Pad	AMPAD	Pc		
40	Note Pad	21 st Newlook/Small	Pc		
41	Note Pad	21 st newlook/Medium	Pc		
42	Note pad	21 st newlook/Big	Pc		
43	Note book	Xing Nan (A) Office	Pc		
44	Ring Book	Blue snail Maslino 2450	Pc		
45	Dairy	Times Dairy &.....	Pc		
46	Scotch Tape big 4"	WANZHONG TAPE	Pc		
47	Scotch Medium 2"	WANZHONG TAPE	Pc		

48	Scotch small	WANZHONG TAPE	Pc		
49	Scotch Tape Holder 4”		Pc		
50	Scotch Tape Holder 2”		Pc		
51	Scotch tape holder Small		Pc		
52	Hand carton sealer		Pc		
53	Punch Machine	Deli No. 0105	Pc		
54	Punch Machine	Heavy duty	Pc		
55	Scissor	Stainless Normal office size	Pc		
56	Glue Paste	UHU	Pc		
57	Glue Stick	UHU	Pc		
58	Sticker Label	Simple	Pc		
59	Stamp ink blue	Color MICRO 2	Pc		
60	Disk Organizer	Wooden combination Brush Top	Pc		
61	Calculator	Citizen & Cassio big size	Pc		
62	Calculator	Citizen & Cassio medium size	Pc		
63	Calculator	Citizen & Cassio small size	Pc		
64	Cutter	Runiti Wide Blade 18	Pc		
65	Fastener	Yizhigao YF 999	Pc		
66	Divider	Paper divider	Pc		
67	Ruler 30cm	Plastic	Pc		
68	Ruler 50Cm	Plastic	Pc		
69	Ruler 30cm	Metal	Pc		
70	Ruler 50cm	Metal	Pc		
71	Stapler Small	KW-trio New	Pc		
72	Stapler medium	KW-trio	Pc		
73	Stapler Big size	KW-trio Heavy Duty	Pc		
74	Staple# 3 & 9/10	WHASHIN Heavy Duty	Pc		
75	Staple Medium Normal	KW-trio Medium	Box		
76	Staple Remover	Deli	Pc		
77	Paper Clip Small	Simple	Pc		
78	Paper clip big	Simple	Pc		
79	Double Clip Big	Binder Clips Metal	Pc		
80	Double Clip medium	Binder Clips Metal	Pc		
81	Double Clip Small	Binder Clips metal	Pc		
82	Post it Small	Design one	Pc		
83	Post it – Big	Ding Dian	Pc		
84	Post it – Medium	Ding Dian	Pc		
85	Divider post it	KW trio	Pc		
86	Push pines	Simple	Box		
87	Flip chart papers	Simple	Sheet		
88	White Board	90x60cm	Pc		
89	White Board	80x120cm	Pc		

90	White Board	Big 200x100	Pc		
91	Notice Board	60x90cm	Pc		
92	Notice Board	80x120cm	Pc		
93	Notice Board	200x100cm	Pc		
94	Flip chart Stand	Simple	Pc		
95	Paper Tray	Wooden 3 rows	Pc		
96	Photo Paper	Simple	Ream		
97	Hard Paper white	Simple	Ream		
98	Plastic eliminating A/4	Simple	Pc		
99	Mouse Pad	Simple	Pc		
100	Business Card holder	Small	Pc		
101	Business Card holder	Big	Pc		
102	Post it/ Sign here	Simple	Pc		
103	Correction pen	Simple	Pc		
104	Correction Fluid	Simple	Pc		
105	My Clear Bag	Plastic	Pc		
106	Instar Cleaner	Butt	Pc		
107	Air Duster	One pc	Pc		
108	Sign here Sticker	Small pack	Pc		
109	Register Book	Big size	Pc		
110	Cutter blade	Simple	Pc		
111	Paper holder	Metallic	Pc		
112	Paper holder	Wooden	Pc		
113	ID Card holder	With hanging band	Pc		
114	ID card holder	With pin	Pc		
		Total			

TIME FRAME

Announcement of RFQ	Sep 4, 2019
Last date for submission of quotation	Sep 15, 2019 3:00PM
Evaluation of quotation(RFQ) and identification of agency	Sep 17, 2019
Agreement with selected agency	Sep 25, 2019

Service / Product delivery and payment Terms:

- **Payment method:** The supplier will be paid through Wire Transfer, on monthly bases after satisfactory delivery of items specified above and technical

confirmation by the related department supplier must have a bank account in his/her business name.

- **Mode of Shipment:** Door to Door.(TAF will not be responsible for any custom clearance either outside or inside the country)

Submission of Your Quotation:

Last date for submission of Quotation is September 15, 2019 - 3:00PM – TAF Procurement Department in hard copy only, sealed envelope which should be stamped and signed by the company authorized person and name mentioned below in block letters, listing the RFQ number and name.

Quotation must be submitted based on the requirements specified.

- Having at least two similar contracts before, all companies willing to quote needs to provide a copy of similar contracts with the contact details of contracting party.

Vendors must provide all requisite information under this RFQ and clearly and concisely respond to all points set out in this RFQ. Any proposal, which does not fully and comprehensively address this RFQ, may be rejected. However, unnecessary elaboration as well as brochures or other presentations to accompany the quote and beyond the requirements is not encouraged.

Prices & Terms of Contract:

All Vendors must quote price in Afghani.

1. The Asia Foundation shall deduct the applicable tax (**currently 2%**) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if supplier cannot provide the registration certificate or the registered certificate are against to their business. If still awarded for the contract in this case (**7% tax**) will be deducted from the total amount of contract and will be deposit to the Da Afghanistan Bank.

As the tax withholding entity, The Asia Foundation, Kabul (TAF-AG) is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by the 10th day of the month following the transaction.

The Asia Foundation, Kabul TAF-AG will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account. More detailed information on Afghanistan contract tax withholdings can be obtained at the website of the Ministry of Finance Afghanistan, www.mof.gov.af/?p=Article%2072.

2. Copy of AISA Certificate along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
3. Your quotation will be accepted and payment will be proceeding as per your business title.
4. The Asia Foundation is paying for any kind of supply and service, Account payee check by the name of your company not by the name of person (this is not an open check).
5. Penalty is applicable to the selected company in case of late delivery.

6. You should have Bank account according to your business title.
7. Your quotation should be signed and stamped.
8. TAF will disburse payment(s) of the allocated budget based on the time line in the contract. No Advance Payment.
9. TAF reserves the right to cancel this process without further notice to the vendors.

Contacts:

All inquiries regarding this RFQ may be directed to the TAF Procurement Unit at country.afghanistan.procurement@asiafoundation.org

All questions regarding this RFQ must be submitted in writing and over email.

Please Mark:

a) I certify that I've provided quote and are agreed with your payment terms and condition.

Signature and or stamp:

.....
.....

Name: _____

Company Name: _____

E-mail address: _____

Mobile Phone: _____

Address: _____

Procurement Department
The Asia Foundation

Kabul TAF-AG Office located at House # 861, Sub Street# 1, Shirpour Project behind
Ghazanfar bank,
Kabul. Afghanistan.