



REQUEST FOR QUOTATION

To: All interested parties

Address: Street# 12, Paykobe Naswar, Wazirabad, Kabul - Afghanistan

Email ID: jamal@dacaar.org / faizullah@dacaar.org

Ref No: DACAAR RFQ 77 PRF-855/1801-01/RID6.1/12-0401/09.2019

Date: October 07, 2019

Subject: Microsoft Office for DACAAR ICT Unit

This RFQ is issued from DACAAR Logistics Unit and all interested parties are invited to submit their sealed offers for Provision of Microsoft Office 2016 within the below terms & conditions:

S/No	Item	Specification	Final Submission Date	Opening Date	Tentative Delivery Date
1.	Microsoft Office 2016	Refer to Annex (I)	October 18, 2019	October 20, 2019	November 14, 2019

Terms and Condition:

1. Price: Is in USD including unit price & total price, it is fixed/final & not subject to revision, no price negotiation after opening of quotations.
2. Payment: Payment will be made through wire transfer within 15 working days after complete delivery and confirmation of ICT unit about the technical specifications.
3. Delivery Place: Is DACAAR Main Office located at Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province - Afghanistan
4. Specification: The item/offer should be according to specifications written in above specification column and Annex (I).
5. RFQ Process: Offer submissions and opening dates are based on fixed time in above columns & supplier is committed to do accordingly.
6. 2% Taxes will be applicable on the companies that has valid business license and 7% Tax will be applicable on the companies that have invalid business license, or on individuals who do not have business license, will be deducted from the contractor as a withholding tax and DACAAR will pay that amount to Ministry of Finance, the amount starts from (1 AFN).
7. DACAAR reserves the right to terminate quotation or order confirmation if it emerges that the order is given rise to unusual commercial business such us change in quality or any illegal efforts of offering sale commission or bribe to DACAAR staff.
8. The bid winner must deposit 10% amount of total contract value to DACAAR bank account as Contract Performance Guarantee before signing the contract and the mentioned amount is refundable after successful completion of the contract.
9. DACAAR ICT Unit will check the technical specifications and originality of the product after delivery in DACAAR Main Office warehouse, if it was not according to given specifications or against DACAAR Requirements, DACAAR has the right to return them back without any compensation.
10. DACAAR will not be responsible for any changes occurred during the contract such as (increment in custom duties, exchange rate and etc.)
11. The Humanitarian Organizations (HO) may conduct on-site visit in the contractor's premises (or may take similar measures) to ensure compliance.
12. DACAAR (Logistics Unit) adheres to National and International laws on child labor DACAAR makes sure all its vendors abide by such laws preventing child labor in all DACAAR activities countrywide.
13. In case of delay without logical reasons in delivery of items 0.5% of total cost of undelivered quantity will be charged as a penalty for each working day of delay.
14. Award of contract will be based on the quality, price, capacity & potentiality of bidder which will be decided after evaluation of the company and its products. DACAAR reserves the right to make the decision of awarding contract.

For more details, please visit DACAAR Logistics Unit Main Office Kabul, Sunday through Thursday, from 8:00am to 03:00pm. Or contact on below Email Addresses: jamal@dacaar.org or faizullah@dacaar.org.

Sincerely Yours,
Manager - Logistics
Date: October 07, 2019



ANNEX (I)
Budget Breakdown and Technical Specifications
DACAAR RFQ 77 PRF-855/1801-01/RID6.1/12-0401/09.2019

Provision of Microsoft Office 2016 for DACAAR ICT Unit:

S. N	Items	Specifications	Unit	Total QTY	Unit Price (Including 2/7% Government Tax) (AFN)	Total Price (Including 2/7% Government Tax) (AFN)
1	Microsoft Office 2016	<ul style="list-style-type: none">• 50 Number of DVD 100 % Original software from Microsoft.• The license shall work with both 32 bit and 64 bit operating system.• Original CD and Key from Microsoft with purchase document from Microsoft.• The License shall not limit to any region and it should work with all regions computers.• Fully-installed versions of Outlook, Word, Excel, PowerPoint, Access and OneNote for Windows or Mac operating systems.• Compatible with windows 7, 8, and 10.• Life time Warranty for license.	License.	50		
Grand Total: AFN						

Bidder Name: _____ اسم أفر دهنده:

Signature & Stamp _____ مهر و امضأ:

Mobile No & Email: _____ : ي ي

Address: _____ :

Delivery Period: _____ يل دهى: