



Marie Stopes International Afghanistan

Terms of Reference for Obtaining quote for ID Card Printer Machine

1. Organization background,

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 products ,services , items and transparency with collecting different proposal from different venders and create positive competition to find the best supplier with offering product and service quote with high quality based on attached and required specification with reasonable & acceptable prices,

3, How to fill the Quotes Form.

- A- First review the attached 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 product and 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 services & goods 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 which 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 venture 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 4th December 2019 and it is due by close of announcement 12th December 2019, therefore all venders are expected to send their quotes in soft via Mail till mentioned date.

To: rfq@msi-afg.org and hr@msi-afg.org

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

QUOTE FORM

No	PARTICULARS جنس	Model	BRAND ساخت	QTY مقدار	U/P IN AFG به افغانی	IN- USD به دالر	TOTAL IN ()
1	ID Card color printer, Dual side with lamination, High definition, can print dual side of PVC, PET and polycarbonate cards, compatible with all types of windows. With 2 years warranty	Any	Any	1 pc			
2	ID Card color printer, High definition, can print dual side of PVC cards, compatible with all types of windows. With 2 years warranty	Any	Any	1 pc			
Note: please send each item full specifications alongside quotation.							
GRAND TOTAL							
(اسم و امضاء فروشنده) DEALER'S NAME & SIGNATURE							