



REQUEST FOR QUOTATION

To: All interested parties

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

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

Subject: **Printing of Hygiene Promotion IEC Materials with Key Message**

DACAAR RFQ 96 PRF-1028/1804-03/EEA7.1.1/22-0100/11.2019 (ECHO Project)

Date: December 09, 2019

This RFQ is issued from DACAAR Logistics Unit and all interested parties are invited to submit their sealed offers for Printing of Hygiene Promotion IEC Materials with Key Message within terms & conditions mentioned in below;

S/No	Item	Specification	Final Submission Date	Opening Date	Tentative Delivery Date
1.	Hygiene Promotion IEC Materials with Key Message	Refer to Annex (II)	Before/till 04:00 PM December 20, 2019	At 10:00 AM December 22, 2019	Refer to Annex (III)

Terms and Condition:

1. Price: Is in AFN including unit price & total price, it is fixed/final & not subject to revision, no price negotiation after opening of quotations.
2. Printing will be based on the requirements and DACAAR has obligation to print all of these items during the contract & has right to decrease or increase the specified number of printing items during the contract.
3. DACAAR will provide soft copies of design so designing cost should not be included in the offer. Please use Annex (I) Budget Breakdown for offer.
4. Payment: Payment will be carried out within 15 working days after inspection and complete delivery of each batch.
5. Delivery will be done based on the tentative delivery plan mentioned in Annex (III). Supplier should demonstrate flexibility when need arises for earlier or later supply of materials than the delivery plan. In such case, DACAAR will give a 20 days prior notice.
6. Delivery Place: DACAAR Main Office in Qala-e-Fathullah, Kabul Province, Afghanistan.
7. Specification: The item/offer should be according to specifications written in above specification column and Annex (II).
8. RFQ Process: Offer submissions date, opening date, are based on fixed time in above columns & supplier is committed to do accordingly.
9. 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).
10. DACAAR reserves the right to terminate quotation or order confirmation if it emerges that the order is given rise to unusual commercial business such as change in quality or any illegal efforts of offering sale commission or bribe to DACAAR staff.
11. The winner of the bidding must deposit 10% amount of total contract to DACAAR bank account as contract Performance Guarantee before signing the contract and the mentioned amount is refundable after successful completion of the contract.
12. DACAAR will check quality of printed items. In case of poor print quality or not conforming to the specifications, DACAAR reserves the right to reject the printed materials.
13. DACAAR will approve the quality of a draft printing of each of the below specified materials before printing. Accordingly, a draft of each item for proofreading and quality approval will be shown to a DACAAR representative for each individual confirmed order in Annex (I). On that occasion, the DACAAR representative will do the final checking, after which the printing process will begin.
14. DACAAR will not be responsible for any changes occurred during the contract such as (increment in custom duties, exchange rate and etc.)
15. The Humanitarian Organizations (HO) may conduct on-site visit in the contractor's premises (or may take similar measures) to ensure compliance.
16. DACAAR will carry out inspection of all items before & after delivery, and will reject any items that are not conforming to the given specifications and DACAAR requirements.
17. In case of delay without logical reasons in delivery of items 0.5% of total cost of undelivered items will be charged as a penalty for each day of delay.
18. Award of contract will be based on the quality, price, capacity & potentiality of bidder which will be decided after evaluation of the company; DACAAR has 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,
Logistics Manager

Date: December 09, 2019



ANNEX (I)
Budget Breakdown

DACAAR RFQ 96 PRF-1028/1804-03/EEA7.1.1/22-0100/11.2019 (ECHO Project)

Printing of Hygiene Promotion IEC Materials with Key Message

S.N	Items	Specifications	Unit	Total QTY	Unit Price (AFN) (Including 2% or 7% Tax)	Total Price (AFN) (Including 2% or 7% Tax)
1	Printing of Hygiene Promotion IEC Materials with Key Messages:	(Please Refer to Annex II for further details)	Set.	41,500		
Total Price: AFN						
Transportation Cost: AFN						
Grand Total: AFN						

Bidder Name: _____ اسم آفر دهنده:

Signature & Stamp _____ مهر و امضاً:

Mobile No & Email: _____ : پ پ

Address: _____ :

Delivery Period: _____ پل دهی:



ANNEX (II) یکی

Technical Specifications

DACAAR RFQ 96 PRF-1028/1804-03/EEA7.1.1/22-0100/11.2019 (ECHO Project)

Printing of Hygiene Promotion IEC Materials with Key Message

S.N	Item	Specifications	Unit	Quantity
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 210 GSM Design Type: Three Different Designs (Each design to be printed for the quantity of 41,500 Sheet.) Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	124,500
		Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	41,500
		Paper Size: A4 Paper quality: 210 GSM Design Type: Two Different Designs (Dari & Pashto Languages) (Each design to be printed for the quantity of 20,750 Sheet.) Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	41,500



ANEX (III) یمه
Tentative Delivery and Work Plan / پلان کاری یمه
DACAAR RFQ 96 PRF-1028/1804-03/EEA7.1.1/22-0100/11.2019 (ECHO Project)

Printing of Hygiene Promotion IEC Materials with Key Message

First Batch:

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 210 GSM Design Type: 3 Designs (Each design to be printed for the quantity of 8,000 Sheet.) Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	24,000	Starts After DACAAR Final Approval	Feb 01, 2020	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	8,000			
		Paper Size: A4 Paper quality: 210 GSM Design Type: 2 Designs (Dari & Pashto Languages) (Each design to be printed for the quantity of 4,000 Sheet.) Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	8,000			



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Printing of Hygiene Promotion IEC Materials with Key Message

Second Batch:

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 210 GSM Design Type: 3 Designs (Each design to be printed for the quantity of 8,000 Sheet.) Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	24,000	Starts After DACAAR Final Approval	April 15, 2020	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	8,000			
		Paper Size: A4 Paper quality: 210 GSM Design Type: 2 Designs (Dari & Pashto Languages) (Each design to be printed for the quantity of 4,000 Sheet.) Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	8,000			



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Printing of Hygiene Promotion IEC Materials with Key Message

Third Batch:

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 210 GSM Design Type: 3 Designs <i>(Each design to be printed for the quantity of 8,000 Sheet.)</i> Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	24,000	Starts After DACAAR Final Approval	July 01, 2020	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	8,000			
		Paper Size: A4 Paper quality: 210 GSM Design Type: 2 Designs (Dari & Pashto Languages) <i>(Each design to be printed for the quantity of 4,000 Sheet.)</i> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	8,000			



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Printing of Hygiene Promotion IEC Materials with Key Message

Fourth Batch:

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 210 GSM Design Type: 3 Designs <i>(Each design to be printed for the quantity of 8,000 Sheet.)</i> Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	24,000	Starts After DACAAR Final Approval	Sep 15, 2020	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	8,000			
		Paper Size: A4 Paper quality: 210 GSM Design Type: 2 Designs (Dari & Pashto Languages) <i>(Each design to be printed for the quantity of 4,000 Sheet.)</i> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	8,000			



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Printing of Hygiene Promotion IEC Materials with Key Message

Fifth Batch:

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 210 GSM Design Type: 3 Designs (Each design to be printed for the quantity of 9,500 Sheet.) Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	28,500	Starts After DACAAR Final Approval	Dec 01, 2020	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	9,500			
		Paper Size: A4 Paper quality: 210 GSM Design Type: 2 Designs (Dari & Pashto Languages) (Each design to be printed for the quantity of 4,750 Sheet.) Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	9,500			