



The First MicroFinanceBank
اولین بانک قرضه های کوچک

The First Microfinance bank (FMFB – A)

Request for Quotation

For

HP Cartridges & Canon Toners

RFQ No: HP/Toners/2020

Quotation Issue Date: 20. Feb.2020

First Microfinance bank –A:

Founded in 2004, The First Microfinance Bank is the only microfinance bank in Afghanistan. Our vision is to alleviation and economic development through provision of sustainable financial services, primarily targeting the micro & small businesses and households. FMFB shareholders include Aga Khan Agency for Microfinance (AKAM), International Finance Corporation (IFC) and Aga Khan Foundation, USA.

Currently, FMFB-A is the market leader in microfinance contributing over 50% to the industry's outstanding portfolio. FMFB-A has a network of 47 branches and outlets covering 14 provinces. The bank offers a range of services including savings, loans (microfinance and SME) and commercial banking services. Loans for agriculture and incremental housing are coupled with free advisory services.

Submission of Quotations:

The quotation must be delivered in a sealed envelope (signed and stamped) marked with the RFQ number by no later than **10th of March 2020, 16:00 PM** Kabul, Afghanistan local time to the following address:

Mohammad Muhib Kabiri

Procurement Manager

FMFB-A Procurement Department/ Head Office

Muhib.kabiri@fmb.com.af +93711101112

FMFB-A Head Office, Lane 8, Kolola Pushta Road, District 4, Kabul- Afghanistan

Email Submission

Quotations submitted by email will not be considered.

Quotation Term & Condition:

1. Update business license from authorized administration must be attached.
2. All quotations must be valid for a period of thirty days (30) days from the closing date of the Request for Quotations.
3. The quotation shall be completed and signed by an authorized representative of the Service provider.
4. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The Service provider should furnish the documents, showing it is business registration in Afghanistan (License).
6. The price shall be quoted in AFN including all duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

7. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
8. Quotation(s) not complying with these terms and conditions and the specifications, shall be treated as non-responsive and shall not be considered for further process.
9. FMFB-A will carry out inspection before delivery and after installation, in case of any deviation, it will be rejected without any kind compensation.
10. In case of delay without logical reason the delivery, FMFB-A will charge penalty as per **FMFB-A** penalty policy.
11. 2% Tax will be applicable on the companies that has valid license and 7% tax will be applicable on companies that have invalid business license.
12. All requested items shall be warranty in term of quality and in case of any issue, the toner must be replaced.
13. All the high quality cartridges need to have genuine serial numbers of HP and must be show at the website for its ingenuity – otherwise will be not acceptable.
14. All the high quality HP cartridge mark should be carved to the kit of cartridge
15. The HP paper label to the kit of cartridges is not acceptable
16. All requested HP cartridges should have Robbin

Payment term:

Payment will be made within 15 days after complete delivery of goods/service and acceptance of invoice.

List of required Items:

Item	Description	QTY	UNIT Price	Total
1	HP Toner 49A High quality	1		
2	HP Toner 85A High quality	1		
3	HP Toner 05A High quality	1		
4	HP Toner 80A High quality	1		
5	HP Toner 26A high quality	1		
6	HP Toner 78A high quality	1		
7	HP Toner 53A High quality	1		
8	HP Toner 2318 High quality	1		
9	HP Toner 2520 High quality	1		

I hereby confirm to accept all terms & conditions of this RFQ & declare that there are no deviations in my quotation and it is fully complying with the Specifications requested in this quotation.

Name: _____

Position: _____

Signature: _____

Company Name: _____

Please Attach your Business license

