



REQUEST FOR QUOTATION

To: All interested parties

Subject: Printing of COVID-19 Fact Sheet and Hygiene Promotion IEC Materials

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

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

Ref#: DACAAR RFQ 46 PRF-325 to 336-429/AHF/2002-AHFSRA/SRA2.1/SRA2.2/04.2020

Date: May 21, 2020

This RFQ is issued from DACAAR Logistics Unit and all interested parties are invited to submit their sealed offers for Printing of COVID-19 Fact Sheet and Hygiene Promotion IEC Materials with Key Message within terms & conditions mentioned in below;

S/No	Item	Specification	Final Submission Date	Opening Date & Place	Tentative Delivery Date
1.	COVID 19 Fact Sheet	(One Design and based on Annex (II))	Before/till 04:00 PM June 07, 2020	At 10:00am June 09, 2020 DACAAR Main Office in Kabul Province	June 30, 2020
2	Hygiene Promotion IEC Materials with Key Message	(5 Different Designs and based on Annex (II))			

Terms and Condition:

1. Price: Is in Afghani (AFN) including unit price & total price, it is fixed/final & not subject to revision.
2. Printing will be based on the requirements and DACAAR has obligation to print all of these items during the contract and has the right to decrease or increase the specified number of printing items during the contract.
3. DACAAR will provide soft copies of designs; 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.
5. Delivery will be done based on the tentative delivery plan mentioned in Annex (III).
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 and opening dates are based on fixed time in above columns and 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 a Contract Performance Guarantee before signing the contract and the mentioned amount is refundable after successfully completion of the contract.
12. DACAAR will check quality of printed items. In case of poor print quality or not conforming to the DACAAR provided specifications, DACAAR reserves the right to reject the printed materials without any compensation.
13. DACAAR will approve the quality of a draft printing of each design before its printing.
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 working 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,
Manager – Logistics Unit
Date: May 21, 2020



ANNEX (I)
Budget Breakdown

DACCAAR RFQ 46 PRF-325 to 336-429/AHF/2002-AHFSRA/SRA2.1/SRA2.2/04.2020

Printing of COVID-19 Fact Sheet and Hygiene Promotion IEC Materials with Key Message for AHF Project:

S.N	Items	Specifications	Unit	Total QTY	Unit Price (AFN) (Including 2% or 7% Tax)	Total Price (AFN) (Including 2% or 7% Tax)
1	COVID 19 Fact Sheet	(One Design and based on Annex (II))	Sheet.	29,400		
2	Hygiene Promotion IEC Materials with Key Message	(5 Different Designs and based on Annex (II))	Sheet.	53,400		
Transportation Cost: AFN						
Grand Total: AFN						

Bidder Name: _____ اسم أفر دهنده:

Signature & Stamp _____ مهر و امضأ:

Mobile No & Email: _____ نمبر مبايل و ايميل أدرس:

Address: _____ أدرس:

Delivery Period: _____ زمان تحويل دهى:

Printing of Hygiene Promotion IEC Materials with Key Message for AHF Project

S. N	Item	Specifications	Unit	Quantity
1	COVID 19 Fact Sheet	<p><u>COVID 19 Fact Sheet</u> Paper Size: A4 Paper quality: 180 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination</p>	Sheet	29,400
2	Printing of Hygiene Promotion IEC Materials with Key Messages	<p><u>Hygiene Leaflets</u> Paper Size: A2 Paper quality: 210 GSM Design Type: Three Different Designs (Each design to be printed for the quantity of 6,000 Sheet.) Total Quantity of 3 designs = (6,000*3=18,000 Sheets. Printing Side: One Side Printing Printing Color: 4 Color with Lamination</p>	Sheet.	18,000
		<p><u>Printing of Complaint Response Mechanism plus Family Hygiene Kit List</u> Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination</p>	Sheet	6,000
		<p><u>Complaint Response Mechanism plus COVID-19 Kit List</u> Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination</p>	Sheet.	29,400



ANEX (III) لست ضمیمه
Tentative Delivery and Work Plan / پلان کاری تخمینی
DACAAR RFQ 46 PRF-325 to 336-429/AHF/2002-AHFSRA/SRA2.1/SRA2.2/04.2020

Printing of Hygiene Promotion IEC Materials with Key Message for AHF Project

S. N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	COVID 19 Fact Sheet	<u>COVID 19 Fact Sheet</u> Paper Size: A4 Paper quality: 180 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	29,400	Starts After DACAAR Final Approval	June 30, 2020	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
2	Printing of Hygiene Promotion IEC Materials with Key Messages	<u>Hygiene Leaflets</u> Paper Size: A2 Paper quality: 210 GSM Design Type: Three Different Designs (Each design to be printed for the quantity of 6,000 Sheet.) Total Quantity of 3 designs = (6,000*3=18,000 Sheets. Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet.	18,000			
		<u>Printing of Complaint Response Mechanism plus Family Hygiene Kit List</u> Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	6,000			
		<u>Complaint Response Mechanism plus COVID-19 Kit List</u> Paper Size: A4 Paper quality: 210 GSM Design Type: One Design Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	29,400			