

RFQ No: TLO-RFQ004-2020

**Request for Quotations (RFQ)
(Printing and Stationery)**

Project Title: Public Awareness Campaign for Prevention of COVID-19

Issue on: June 01, 2020

Closing on: June 06, 2020

Introduction:**The Liaison Office (TLO)**

The Liaison Office (TLO) is an independent Afghan non-governmental organization established in 2003 and seeking to improve local governance, stability and security through systematic and institutionalized engagement with customary structures, local communities, and civil society groups. TLO's main areas of activity are Research/Analysis using the do-no harm approach; Dialogue Facilitation/Peacebuilding; Access to Justice; and livelihood improvement. In addition to the TLO headquarter in Kabul, the organization has a regional office in Paktia-Southeast, provincial office in Khost, and multiple project offices across Afghanistan, with over 117 staff. Current and recent TLO funders include the United States Institute of Peace, USAID, the Open Society Institute, DAI (including projects contracted from USAID) and GIZ, along with the governments of Australia (AusAid), Germany, the Netherlands, Norway, Switzerland (SDC), Canada, UNHCR, and Cordaid.

Activities/ Tasks

Only Printing Press and logistic Companies should provide Quotations for the supply of items listed below.

Specifications:**A: Printing and Stationery**

Sr. No	Specification of Materials	Unit	Quantity
1	Printing of chapter (160 pages) on both sides (it should be divided in two parts each one with separate cover)	Book	8,000
2	Notebook (60 sheets)	PC	24,000
3	Notebook (40 sheets)	PC	5100
4	Pencil	PC	18,550
5	Red pencil	PC	10,550
6	Eraser	PC	18,550
7	Pencil Sharpener	PC	18,550

Eligibility, Evaluation and Requests for Information

Only those companies that: (1) possess a valid business license; (2) have company in Herat, Afghanistan are eligible to bid for this procurement. In order for their bids to be considered "responsive" and be evaluated for award, qualified Offers must:

1. Submit all information required below on or before the time/date mentioned.
2. Demonstrate the capability (supported by client references and/or literature) to meet the requirements specified, Statement of Work.

3. Have a satisfactory record of Past Performance.

Content and Format of your Proposal

In order for TLO to conduct the most efficient analysis of proposals received, please format your response as follows: 1. A letter of transmittal confirming: a. Your company's status as a licensed firm with AISA/Ministry of Commerce or Kabul Municipality; b. Your company's commitment to providing good quality of items mentioned above to the address mentioned below. c. The validity of your proposal/Quotes for a minimum of thirty (30) calendar days. The letter must be signed by a person authorized to bind your company and negotiate on your company's behalf.

2. A discussion of your approach to providing the required services. You must respond to ALL of the requirements.

3. A description of your company's capabilities to provide the required services, including evidence of financial responsibility and other Governmental Regulatory licenses.

4. A completed Price Proposal (see attached format). The successful Offered will receive a Fixed Price Contract for the period stipulated in this RFQ. The fixed prices will remain in effect for the entire Period of Performance unless modified in writing by TLO.

Rates should be presented in **US Dollars**.

TIME FRAME

The purpose of this RFQ is to identify and hire a vender to provide the above listed item.

Service / Product delivery and payment Terms:

- **Payment method:** The supplier will be paid through bank Account after satisfactory delivery of items to Herat province and technical confirmation by the related department. (no advance payment to the vendors)
- **Delivery time line:** ASAP (please mention the delivery date in your quotation)
- **Mode of Shipment:** Door to Door

Submission of Quotation:

The deadline for submission of sealed hard copies of offers is June 06, 2020 / 04:00 PM Local Time. (Kabul, Afghanistan time) at the address provided below. Please reference this (TLO-RFQ004-2020) on the sealed envelopes.

Proposals received after the deadline may not be considered. Proposals must be valid for a minimum of thirty (30) calendar days.

Office Address: Gerde Park, Jada Majidi, Herat, Afghanistan or contact 0799 599 803 for the address.

Questions and Clarifications

Any questions/clarifications should be submitted by email to **Ahmad Reshad Rahim** (ahmad.reshad@tlo-afghanistan.org) and **Mohammad Ismail** (mohd.ismail@tlo-afghanistan.org) by 4:00 pm (Kabul, Afghanistan time) June 05, 2020.

Prices & Terms of Contract:

Vendors must quote price in **USD**. The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax (**currently 2%**) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if supplier cannot provide the registration certificate or the registered certificate are against to their business. If still awarded for the contract in this case (**7% tax**) will be deducted from the total amount of contract and will be deposit to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.
2. Your quotation will be accepted and payment will be proceeding as per your business title.
3. The Liaison Office is paying for any kind of supply and service; Account payee check by the name of your company not by the name of person (this is not an open check).
4. Penalty is applicable to the selected company in case of late delivery.
5. You should have Bank account according to your business title.
6. Your quotation should be signed and stamped.
7. The Liaison Office reserves the right to cancel this process without further notice to the vendors.

Please Mark:

a) I certify that I've provided quote and are agreed with your payment terms and condition.

Signature and or stamp:

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Name: _____

Company Name: _____

E-mail address: _____

Mobile Phone: _____

Address: _____