



## Marie Stopes Afghanistan

### Terms of Reference for Obtaining quote for purchasing Viral Transport Medium ( VTM ) KIT

#### 1. Organization background,

Marie Stopes Afghanistan was opened after registration with government of Afghanistan in August 2002. MSA follows the global mission statement, 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 items , products 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 list 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 goods or services 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 and brand 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 join venter 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 3<sup>rd</sup> June 2020 and it is due by close of announcement 5<sup>th</sup> June 2020, therefore all venders are expected to send their quotes in soft via Mail till mentioned date.

To: [rfq@msi-afg.org](mailto:rfq@msi-afg.org)

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

## QUOTE FORM

No	PARTICULARS جنس	Type نوع	BRAND ساخت	QTY مقدار	U/P IN AFG به افغانی	TOTAL IN ( )
1	Viral Transport Medium ( VTM ) tube 1.8ml with 1ml liquid inside and two swabs	Kit	Any	34000 kits		
					GRAND TOTAL :	
DEALER'S SIGN AND STAMP:						

A registered charity