

REQUEST FOR QUOTATIONS (RFQ)

For

Procurement of Service & Goods

RFQ Number: (RFQ-20-07-009)

Date of Issue: (20, 07, 2020)

The Afghanistan centre at Kabul University has a budget allocation for the purchase of Service and is applying some of that allocation for the purchase of Service for which this Request for Quotation is issued.

Your quotation must be delivered to the office of the undersigned ON or BEFORE **05/Aug/2020** any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked for stationary. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.

The quotation shall be completed and signed by an authorised representative of the Bidder (supplier).

In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.

Depending on the final requirement, the quantities shown may increase or decrease by twenty five per cent (25%) and this shall be reflected in the Purchase Order.

There will be no public opening of quotations; the ACKU 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.

The Supplier should sign and stamp in all RFQ pages.

Signature of official authorised to receive the quotation

Print name and designation of official

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لطف نموده در بل های عنوانی شرکت خویش نیز قیمت بدهید

List of Requested items for quotation:

N O	Service	Description & Details	Unit	Quantity	Unit Rate	Total Amount
1	A4 paper	10items stationary details below ۱۰ قلم قرطاسيه	Items	10		
	Total amount in figure excluding taxes					
	Total amount in words excluding taxes					
	Taxes in figure					
	Taxes in Word					
	Total amount in figure including taxes					
	Total amount in words including taxes					
	Full legal name					
	Complete vendor information ,including vendors physical address,					
	Date, sign and stamp					

Quotes will be evaluated based on the following Evaluation Criteria:

Ability to meet the Description/Scope of Work/Specifications above	
Price and Value	
Acceptable Past Performance	
Other Factors (if any):	Quality of product

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Date:

No	Items List	Stock Standard		Unit Price	Total Price	Remarks
		Qty	M			
1	Small Battery AAA Original	15	Pair			
2	DVD	5	DVD			
3	Sticker Sign here	10	pack			
4	File big size(Cartons)	30	file			
5	File Small (Carton file)	15	file			
6	Fountain pen Linc Offix قلم خودکار هندی	1	Pack			
7	Plastic sheet A4	5	pack			
8	Separator	30	pack			
9	Stapler pin #12	1	box			1 box of 10 items
10	A4 white paper 80Grm Lucky Boss	10	box			
		GRAND TOTAL				

TERMS AND CONDITIONS FOR THE SERVICE AND PAYMENT

The Terms and Conditions hereinafter may only be varied with the written agreement of the ACKU and no terms and conditions put forward at any time by the Bidder shall form any part of the Contract:

- (a) The Supplier shall not be required to submit a performance security.
- (b) Custom Duties/ Taxes: Our Procurements are Subject to Afghanistan Taxation Law. The supplier should be hold on AISA license & accept to pay 2% contract tax MoF, & it should clear that ACKU will deduct the mentioned amount from the grand total of supplier invoice and will pay without amount to MTO on behalf of the Company.
- (c) Delivery of good shall be completed within *[it will modified in P.O]* weeks from the date of issue of the Purchase Order, or the signing of the contract (if applicable);
- (d) after completion, the Supplier shall submit the original Invoice to the ACKU; the invoice shall show the cost of the Works and Taxes (If applicable) separately;
- (e) Payment of the Invoice shall be arranged by the ACKU, within thirty (30) days, but only against the Works actually completed and performed as listed in the Purchase Order.
- (f) Complete payment will be made after satisfactory delivery of goods/services.
- (g) Advance Payment: ACKU not approve advance payment but only on rare cases.
- (h) Currency of Payment: Payment will be made in the currency in which the purchase order is issued.

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EVALUATION METHODOLOGY AND CRITERIA

EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the ACKU shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents, without material deviation or reservation. A material deviation or reservation is one:

- (a) which affects in any substantial way the scope, quality, or performance of the Works;
- (b) which limits in any substantial way, inconsistent with the Request for Quotations Documents, the ACKU's rights or the Bidder's obligations under the Contract;
- (c) Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive quotations?

If a Quotation is not substantially responsive, it shall be rejected by the ACKU, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder (supplier).

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

CORRECTION OF ERRORS

Quotations determined to be substantially responsive shall be checked by the ACKU for any arithmetic errors. Errors shall be corrected by the ACKU as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the ACKU there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the ACKU in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.

For Questions and Quotation submit Contact:

Name: ACKU Procurement department

Email: bids@acku.edu.af

Address: Kabul University Compound ACKU Office, Kabul AFG

For any question please contact us via email.

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