

REQUEST FOR QUOTATIONS (RFQ)

For

Procurement of Service

RFQ Number: {RFQ-20-09-012}

Date of Issue: {Sep. 15 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 30. Sep. 2020 any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for providing of printing service. All quotations must be valid for a period of twenty (20) Colander 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

List of Requested items for quotation:

SI	Service	Description & Details	Unit	Quantity	Unit Rate	Total Amount AFN
1	Printing service	Printing of 7title book, of the book 20x20 cm. Cover pages 4colors, 300 Grams of Matt papers with lamination. The inside pages 4colors, 115 Gram paper (pages quantity per title mentioned below).	Copy	10,000		
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						
Name of bidder(supplier)						
Signature and stamp of Bidder(supplier)						
Date						

لطف کرده در بل های مطبعه خویش با ذکر تاریخ آن قیمت
 بدهید در صورت نبود بل مطبعه مربوط قیمت داده شده رد میگردد.

TERMS AND CONDITIONS FOR THE SERVICE DELIVERY 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:

The conditions of printing are the following:

- 1- This book should be print according to given quantity.
- 2- The size of book is 20x20 cm, Gum binding.
- 3- The insides pages book four colors, 115 Gram Math paper.
- 4- Covers 4 colors, 300 Gram, math paper, with lamination.
- 5- Before printing the proof print should be approved by ACKU.
- 6- Printing press will assist ACKU technical team to monitor the print process.
- 7- Printing press will guarantee the quality of the colors, papers, cutting and binding.
- 8- The printed books should be handed over to ACKU office at Kabul University by printing press organization..
- 9- In case of any kind of failure after print of books in composition of colors, format, paper, cutting and binding ACKU will not accept the printed books and will not pay for it.
- 10- The payment of printing will be made at the end of task.
- 11- All copy rights are preserved and no volume will be published without permission of ACKU/ABLE Project.
- 12- The printing press should be hold on license & accept to pay 2% contract tax MoF, & it should clear that ACKU will deduct the mentioned amount from the grand total of printing press invoice and will pay without amount to MTO on behalf of the printing press.
- 13- The printing press should be obliged to print our titles within our dateline for printing during 20 calendar days from the submission of the titles.
- 14- The quotation should be mentioned the rate of PER PAGE PRINTING costs for the covers of 4 Color 300 Gram, Matt paper with lamination and also the rate of PER PAGE PRINTING costs for the inside pages in four colors of 115 Gram SEPERATLY.
- 15- The quotations should be written on the won official forms of the printing presses with mentioning of the exact dates.

1- مطابع علاقمند لطف نموده کوتیشن های شانرا بر اساس قیمت فی صفحه کتب رنگه ارسال دارند. قیمت چاپ فی صفحه پشتی های رنگه در کاغذ 300 Gram Math paper و همچنان قیمت چاپ فی صفحه داخلی رنگه کتاب ها در کاغذ 115 گرام مت به 4 رنگ را بصورت جدا گانه حتمی ذکر کنند.

2- تمامی کوتیشن ها در اوراق رسمی و بامهر و امضای مسوول مطابع علاقمند با ذکر تاریخ روز ماه و سال مشخص عنوانی دفتر ACKU باشند.

(a) The Supplier shall not be required to submit a performance security.

(b) Custom Duties/ Taxes: Our Procurement is Subject to Afghanistan Taxation Law. The supplier should be hold on ALSA 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 printing press.

- (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 ten (10) 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.
- (i) Mode of Payment: Bank payment, Cheque.
- (j) the ACKU may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
 - (i) if the Bidder fails to perform any or all the works within the time period(s) specified in the Purchase Order; or
 - (ii) if the Bidder fails to perform any other obligation(s) under the Purchase Order; or
 - (iii) if the Bidder, in either of the above circumstances does not cure its failure within a period of three (3) calendar days after receipt of a notice of default from the ACKU specifying the nature of the default(s); or
 - (iv) If the Bidder, in the judgment of the ACKU, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.

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.

No	Title (English)	Size of the books	Inside pages	Cover pages	Cover + pages	total pages	Copies
1	Syawash & the kind tree	20x20 Cm	48	4	52	52000	1000
2	Me and the Planet Dari	20x20 Cm	42	4	46	92000	2000
3	Me and the Planet Pashto	20x20 Cm	42	4	46	92000	2000
4	Me and the Planet Uzbiki	20x20 Cm	42	4	46	92000	2000
5	The Rabbit Dream	20x20 Cm	68	4	72	72000	1000
6	The Lost Cake	20x20 Cm	92	4	96	96000	1000
7	Jangle boy	20x20 Cm	104	4	108	108000	1000
			438	28	466	604000	10000

For Questions please contact us via email.

Email: bids@acku.edu.af

Only Quotations in hard will be accepted by ACKU.

Address: Kabul University campus ACKU office