



The Asia Foundation

Request for Quotations Kitchen and Office Supplies

The Asia Foundation in Kabul is looking for a reliable vendor to provide below supplies quotation, while the quotation needs to be valid for (12 months), TAF will sign an open agreement with the best vendor for the provision of below mention supplies for 12 months.

Project: Administration Section

**Issue on Jan 11, 2021
Closing on Jan 25, 2021**

Consumable Goods		BRAND	Price per unit in AFS قیمت فی واحد به افغانی	unit	QTY	Total Cost	Remarks ملاحظات
Refreshments							
1	Black Tea bag چای سیا ه لپتون	Lipton(100-Bags)		Box			
2	Black Tea bag چای سبز لپتون	Lipton(100-Bags)		Box			
3	Black Tea bag چای سیا ه الكوزی	Alokozay(100-Bags)		Box			
4	Green Teabag چای سبز الكوزی	Alokozay(100-Bags)		Box			
5	Green Tea Jasmin چای جاسمین	Jasmin(60-Bags)		Box			
	Black Tea (Loose) چای سیا ه بدون پوش	HAJI -ZADA		500-gr			
6	Cardimamom هیل چای	Simple		100-gr			
7	Sugar بوره	Simple		1kg			
8	Milk Powder شیر خشک	everyday(1000-gr)		1000-gr			
9	Milk Powder شیر خشک قطی کلان	Nedo - (2500-gr)		pack			
10	Coffeemate شیر خشک برای کافی	Nestle(original)400-g		Bottle			
11	Coffee قهوه بوتلی	Nescafe(GOLD-200gr)		Bottle			
12	Coffee	Jacobs kronung-500g		Pack			
13	Filter for Coffe فلتر کافی	Filters		unit			
Supplies for Kitchen							
1	Cleaning Brush for Dishes سیمک یا جالی	Simple		unit			
2	Cloth for Cleaning تکه تافته بر کلان رنگه برای صافی	Falalain		meter			
3	Hand washing paper towel دست مال کاغذی تشناب	Good Quality		roll			
4	Spray (Air Frshener Automatic spray machine) اسپری خوشبو کننده	Air Woke different flavor		Bottle			

5	Spray (Air Frshener) اسپری خوشبو کننده	Elegant		Bottle		
6	Liquid Soap for Washing Dishes ما یح ظروف شویی	Lipon(1000-gr)		Bottle		
7	Soap Bar صابون دست شویی	Detol(125-gr)		pec		
8	Tissue Paper Box کاغذ تشیو	Alokozay(200-Tissue)		Box		
9	Rubbish Bin آشغال دانی	Standard		unit		
10	Spray for Cleaning Table اسپری برای پا کاری میزو چوکی	CROWN((Lemon300-ml)		Bottle		
11	Spray For Cleaning Glasses اسپری نومان برای پا کاری شیشه	Noman(500-ml)		Bottle		
Supplies for Bathroom						
1	Acid اسید	Super Fihter(550-ml)		Bottle		
2	Airfreshner for Bathroom اسپری تشناب دیتول برای	Detol(300-ml)		Bottle		
3	Pas Pas/Mop پلاستیکی پاسپاس	Simple		Pec		
4	Pas Pas/Mop پاسپاس تری	Big Size		Pec		
5	White Plactic Bag سفید خریطه پلاستیکی	White Small Size		Bag		
6	Black Plastic Bag سیاه خریطه پلاستیکی	Black Big(90X120)		Bag		
7	Bathroom Cleaner مواد پاککننده نشناب	Harpic (500-ml)		Bottle		
8	Bleach سفید کننده	(500-gr)		Bottle		
9	Bucket (Small) سطل خورد	Simple		unit		
10	Brush for Bathroom برس تشناب	Simple		unit		
11	Gloves دست کش	Simple		pair		

12	Liquid Soap for Washing Hand مایع دست شویی دیتول	Dettol(185-ml)		Bottle			
13	Powder for Dish Washing پودر ظروف شویی	Mix-(500-gr)		Bottle			
14	Big Sponge (اسفنج کلان)	Simple		pec			
15	Sponge thin-Green ظرف شویی سبز اسفنج	Simple Big		pec			
16	Bucket (Large) سطل کلان	Simple		unit			
17	Dustpan خاک انداز	Simple		unit			
18	Spray for insect مواد ضد حشره	Mortein(400-ml)		Bottle			
19	Toilet Paper کاغذ نشناب	Aishangni(3-ply)		roll			
20	Detol surface washing anti septic مایع ضد میکروب	Detol (125ml)		Bottle			
21	Plastic Handle Brush برس پلاستیکی دسته دار	Big		pc			
22	Plastic Brush برس پلاستیکی بی دسته	Samll		pc			
Disposables Items							
1	Disposable glass گلاس یکبار مصرف	Disposable		pc			
2	Disposable plate (round) بشقاب یکبار مصرف	Disposable		pc			
3	Disposable fork and spoon قاشق پنجه یکبار مصرف	Disposable		pair			
4	Disposable food plate with few containers (big size) پطنوس خانه دار یکبار مصرف	Disposable		pc			
5	Tissue for plates دستمال کاغذی بسته بی	Disposable		pack			
6	Disposable Knife	Disposable		pc			

Activities/ Tasks

1. **The company should provide quotation for Kitchen and Office supplies(Pantry Supplies) as per specifications below:**

Service/Product: Office supply

Details:

- The Asia Foundation in Kabul is looking for a reliable company to provide above items and services quotation, however the quotation needs to be valid for min (12 months) and TAF will sign an open agreement with the best vendor for the provision of above mention services for 12 months.
- The payment will be made at the end of each month subject to the number of approved Purchase Request Forms, confirmation of delivery and invoice of the company for each time delivery.
- The rest of other terms and conditions will be added in agreement after selection of the best vendor.
- ***The final selected bidder would have to submit a sample of all items in the list for bench marking purposes that will be held with the Foundation till the end of the contract.***

Submission of your quotations: January 25, 2021 at 03:00 pm – TAF Procurement Department in sealed envelope.

Submission of Quotation:

Quotation must be submitted based on the requirements specified. Vendors must provide all requisite information under this RFQ and clearly and concisely respond to all points set out in this RFQ. Any proposal, which does not fully and comprehensively address this RFQ, may be rejected. However, unnecessary elaboration as well as brochures or other presentations to accompany the quote and beyond the requirements is not encouraged.

Prices & Terms of Contract:

Vendors (locally registered) must **quote price in Afghani**. The price quotes shall be free of any tax (such as VAT) and duty.

Prices shall be final and not subject to revision from the time of entering into force of the contract until the end of contractual obligations.

Price quotes shall include any necessary service to be provided by the supplier (even if such services are not expressly enumerated) in order to ensure a satisfactory fulfillment of the contract.

Contract:

Any contract resulting from this Request for Quotation will include specific terms and conditions of Contract as per need. If your company/organization is interested in quoting for above job under terms and conditions mentioned herein, you may submit your quotation signed, stamped and sealed to The Asia Foundation main office in Kabul not later than January 21, 2021.

The Asia Foundation Kabul Office Payment Procedure:

1. The Asia Foundation 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.
2. Copy of AISA Certificate along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted with the quotation. This is mainly for the tax purpose.
3. Your quotation will be accepted, and payment will be proceeding as per your business title.
4. The Asia Foundation is paying for any kind of supply and service, by wire transfer to the Vendor Bank Account (this is not an open check).
5. Penalty for late delivery on signed date of contract is applicable in case of late delivery.
6. You should have Bank account according to your business title.
7. Your quotation should be with serial number.
8. Your invoice should be with serial number.
9. TAF will complete the process of your payment in seven working days.

10.TAF reserves the right to cancel this process without any notification.

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: _____

TAF-Procurement Section
Address The Asia Foundation- Kabul Office:
Houses # 861, Street No.1 Sub – Street of Shirpur Project,
Kabul Afghanistan