



Expression of Interest (EOI)

FHI 360/Afghanistan Vendor List

Printing Vendors

FHI 360/Afghanistan is in the process of establishing a corporate **vendor list** that it will draw on to send business solicitation opportunities within Afghanistan. Through this EoI, we are asking interested direct providers of **Printing** that meet the eligibility requirements and would like to be added to the vendor list and receive solicitation opportunities from FHI 360 directly, to respond to this EoI by completing the Vendor Form and submitting all the required documents.

EOI No.	00002
Issue Date	March 23, 2021
Close Date	April 22, 2021 (final deadline; however, the vendors are encouraged to submit the paperwork as soon as possible as FHI 360 will start reviewing applications within the week of posting)
Vendor eligibility criteria	Printing Press <ul style="list-style-type: none">• Must be a direct provider of the Printing and have an existing Printing Press in Afghanistan. Site visits to verify the info will be conducted, therefore, provide valid address and phone numbers.• Must have a valid local business registration license• Must have a valid local business bank account• Must provide three references
Submission Instructions:	Vendors should send the documents electronically to Afg.vendorlist@fhi360.org . Please put subject line: EOI# 00002 – Printing Press in the subject line of your email.
Required Documents for Submission	Please fill out the Vendor Form below and submit it along with the following documents only: <ol style="list-style-type: none">1. Completed, signed and stamped Vendor Info Form2. Valid Business Registration License3. Valid Business Bank Account Details4. Photo of the shop from outside with the business name captured5. Any other relevant business details that the vendor wants FHI 360 to know. For example, if a vendor is an authorized dealer for a particular brand, a copy of Certificate should be included.

Vendor Review Process	<p>FHI 360 will appoint a committee to review all responses received, will conduct site visit to verify the details provided, check the authenticity of the business license, reach out to provided references to verify past performance, seek any other clarification documents from vendor, if needed, and upon a positive verification, will authorize the vendor to be added to the FHI 360/Afghanistan vendor list.</p> <p>Any vendor whose information FHI 360 cannot verify (i.e. no response to a phone number provided, wrong address provided) will be rejected and not added to the vendor list.</p> <p>Any vendor that does not provide the required information, will be rejected.</p>
Disclaimer	<p>Through the issuance of the Expression of Interests, FHI 360</p> <ul style="list-style-type: none"> • Does not commit to any orders or funds • Reserves the right to disqualify vendor based on offeror failure to follow EoI instructions • Will not compensate vendors for responses to EoI • Reserves the right to use its past performance experience with the vendor to eliminate it from review • reserves the right to waive minor deficiencies that can be corrected/clarified prior to final determination on vendor eligibility

FHI 360 Vendor Information Form:

Official Business Name (as in business registration)	
Official Business Representative (provide name and contact details)	
Type of Business/Area of Specialization (list all that apply)	
Are you a direct provider of Printing?	
What type of Printing you specialize in?	
Business License Number	
Business Email Address	
Business Phone Numbers	
Business Address (must include house/room#, Street#, Street name, Area name, district#, City and Province)	
Does the owner of the company has any other company? If yes, please list other business.	
Name of Clients that you provided Printing to (at least three)	
1. Client 1 (include name and contact information)	
2. Client 2 (include name and contact information)	
3. Client 3 (include name and contact information)	

Signature of authorized representative _____

First and Last Name/Title: _____

Date: _____

Official Stamp: