



## REQUEST FOR QUOTATION

To: All interested parties

Address: Street# 12, Paykobe Naswar, Wazirabad, Kabul - Afghanistan

Contact No & Email ID: +93 (0) 791 810 969/ [shaker@dacaar.org](mailto:shaker@dacaar.org)

Subject: Printing of Leaflets and Hygiene Promotion

DACAAR RFQ 22 PRF-689-697/001-00/FSK05-01/05.2018 (ECHO Project)

Date: May 20, 2018

This RFQ is issued from DACAAR Logistics Unit and all interested parties are invited to submit their offers for Printing of Leaflets within terms & conditions mentioned in below.

S/No	Item	Specification	Final Submission Date	Opening Date	Tentative Delivery Date
1.	Hygiene Promotion IEC Materials with Key Message	Refer to Annex (I)	May 31, 2018	June 03, 2018	July 05, 2018

### Terms and Condition:

1. Price: Is in AFN including unit price & total price, it is fixed/final & not subject to revision, no price negotiation after opening of quotations.
2. Payment: Is through bank transfer / issuing cross cheque within 15 Days, details of Bank Account should be clearly mentioned in the invoice (it should contain Account Name, Account Number, Bank Name & Address).
3. Delivery Place: DACAAR Main Office in Qala -e Fathullah, Kabul Province, Afghanistan.
4. Specification: The item/offer should be according to specifications written in above specification column and Annex (I).
5. RFQ Process: Offer submissions date, opening date, are based on fixed time in above columns & supplier is committed to do accordingly.
6. 2% Taxes will be applicable on the companies that has valid business license and 7% Tax will be applicable on the companies that have invalid business license, or on individuals who don't have business license, will be deducted from the contractor as withholding tax and DACAAR will pay that amount to Ministry of Finance, the amount starts from (1 AFN).
7. DACAAR reserves the right to terminate quotation or order confirmation if it emerges that the order is given rise to unusual commercial business such us change in quality or any illegal efforts of offering sale commission or bribe to DACAAR staff.
8. The winner of the bidding must deposit 10% amount of total contract to DACAAR bank account as contract Performance Guarantee before signing the contract and the mentioned amount is refundable after successful completion of the contract.
9. The Humanitarian Organizations (HO) may conduct on-site visit in the contractor's premises (or may take similar measures) to ensure compliance.
10. DACAAR will carry out inspection of all items before & after delivery, and will reject any items that are not conforming to the given specifications and DACAAR requirements.
11. In case of delay without logical reasons in delivery of items 0.5% of total cost of undelivered items will be charged as a penalty for each day of delay.
12. Award of contract will be based on the quality, price, capacity & potentiality of bidder which will be decided after evaluation of the company; DACAAR has the right to make the decision of awarding contract.

For more details, please visit DACAAR Logistics Unit Main Office Kabul, Sunday through Thursday, from 8:00am to 03:00pm. Or contact on below Email Addresses: [jamal@dacaar.org](mailto:jamal@dacaar.org) or [shaker@dacaar.org](mailto:shaker@dacaar.org).

Sincerely Yours,  
Head of Logistics Unit  
Date: May 20, 2018



Annex (I)

Budget Breakdown & Technical Specifications

DACAAR RFQ 22 PRF-689-697/001-00/FSK05-01/05.2018 (ECHO Project)

Printing and Supply of Leaflet and Hygiene Promotion

S.N	Items	Specifications	Unit	Total QTY	Unit Price (AFN) (Including 2% or 7% Tax)	Total Price (AFN) (Including 2% or 7% Tax)
1	Printing of Hygiene Promotion IEC Materials with Key Messages:	Paper Size: A2 Paper quality: 210 GSM with Lamination Printing Color: 4 Colors with Lamination	Sheet	70,000		
<b>Total Price: AFN</b>						
<b>Transportation Cost: AFN</b>						
<b>Grand Total: AFN</b>						

Bidder Name: \_\_\_\_\_ اسم آفر دهنده:

Signature & Stamp \_\_\_\_\_ مهر و امضا:

Mobile No & Email: \_\_\_\_\_ نمبر موبائل و ایمل آدرس:

Address: \_\_\_\_\_ آدرس:

Delivery Period: \_\_\_\_\_ زمان تحویل دهی: