



## REQUEST FOR QUOTATION

To: All interested parties

**Subject: Printing of Hygiene Promotion IEC Materials with Key Message**

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

**Contact No & Email ID:** +93 (0) 791 810 938/ [faizullah@dacaar.org](mailto:faizullah@dacaar.org)

**DACAAR RFQ 11 PRF-70/0001-00/FSK05.01/05-0101/01.2019 (ECHO Project)**

**Date:** January 31, 2019

This RFQ is issued from DACAAR Logistics Unit and all interested parties are invited to submit their offers for Printing of Hygiene Promotion IEC Materials with Key Message 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 (II)	February 11, 2019	February 12, 2019	Refer to Annex (III)

### 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. Printing will be based on the requirements and DACAAR has obligation to print all of these items during the contract & has right to decrease or increase the specified number of printing items during the contract.
3. DACAAR will provide soft copies of design so designing cost should not be included in the offer. Please use Annex (I) Budget Breakdown for offer.
4. Payment: Payment will be carried out within 15 days after checking and complete delivery.
5. Delivery Place: DACAAR Main Office in Qala -e Fathullah, Kabul Province, Afghanistan.
6. Specification: The item/offer should be according to specifications written in above specification column and Annex (I).
7. RFQ Process: Offer submissions date, opening date, are based on fixed time in above columns & supplier is committed to do accordingly.
8. 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 do not have business license, will be deducted from the contractor as a withholding tax and DACAAR will pay that amount to Ministry of Finance, the amount starts from (1 AFN).
9. 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.
10. 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.
11. DACAAR will check quality of printed items. In case of poor print quality or not conforming to the specifications, DACAAR reserves the right to reject the printed materials.
12. DACAAR will approve the quality of a draft printing of each of the below specified materials before printing. Accordingly, a draft of each item for proofreading and quality approval will be shown to a DACAAR representative for each individual confirmed order in Annex (I). On that occasion, the DACAAR representative will do the final checking, after which the printing process will begin.
13. DACAAR will not be responsible for any changes occurred during the contract such as (increment in custom duties, exchange rate and etc.)
14. The Humanitarian Organizations (HO) may conduct on-site visit in the contractor's premises (or may take similar measures) to ensure compliance.
15. 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.
16. 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.
17. 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 [faizullah@dacaar.org](mailto:faizullah@dacaar.org).

Sincerely Yours,

Head of Logistics Unit

Date: January 31, 2019



ANNEX (I)  
Budget Breakdown

DACCAAR RFQ 11 PRF-70/0001-00/FSK05.01/05-0101/01.2019 (ECHO Project)

Printing of Hygiene Promotion IEC Materials with Key Message

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:	(Please Refer to Annex II for further details)	Piece.	145,000		
<b>Total Price: AFN</b>						
<b>Transportation Cost: AFN</b>						
<b>Grand Total: AFN</b>						

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

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

Mobile No & Email: \_\_\_\_\_ : پ پ

Address: \_\_\_\_\_ :

Delivery Period: \_\_\_\_\_ یل دهی:



**ANNEX (I)**  
**Technical Specifications**  
**DACCAAR RFQ 11 PRF-70/0001-00/FSK05.01/05-0101/01.2019 (ECHO Project)**

**Printing of Hygiene Promotion IEC Materials with Key Message**

S.N	Item	Specifications	Unit	Quantity
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 150 Art Paper <b>Design Type: 3 Designs</b> <i>(Each design to be printed for the quantity of 29,000 Sheet.)</i> Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet	87,000
		Paper Size: A4 Paper quality: 150 Art Paper <b>Design Type: One Design</b> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	29,000
		Paper Size: A4 Paper quality: 150 Art Paper <b>Design Type: 2 Designs</b> <i>(Each design to be printed for the quantity of 14,500 Sheet.)</i> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	29,000
<b>Total Quantity of Designs:</b>				<b>145,000</b>



ANNEK (II) یمه  
 Tentative Delivery and Work Plan / پلان کاری  
 DACAAR RFQ 11 PRF-70/0001-00/FSK05.01/05-0101/01.2019 (ECHO Project)

**Printing of Hygiene Promotion IEC Materials with Key Message**

**First Batch:**

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 150 Art Paper <b>Design Type: 3 Designs</b> <i>(Each design to be printed for the quantity of 15,000 Sheet.)</i> Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet	45,000	Starts After DACAAR Final Approval	May 10, 2019	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 150 Art Paper <b>Design Type: One Design</b> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	15,000			
		Paper Size: A4 Paper quality: 150 Art Paper <b>Design Type: 2 Designs</b> <i>(Each design to be printed for the quantity of 7,500 Sheet.)</i> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	15,000			
<b>Total Quantity of Designs</b>				<b>75,000</b>	<b>To be delivered for the first batch</b>		



**ANNEK (II) یمه**  
**Tentative Delivery and Work Plan / پلان کاری یمه**  
**DACAAR RFQ 11 PRF-70/0001-00/FSK05.01/05-0101/01.2019 (ECHO Project)**

**Printing of Hygiene Promotion IEC Materials with Key Message**

**First Batch:**

S.N	Item	Specifications	Unit	Quantity	Contract Date	Delivery Date	Delivery Place
1	Printing of Hygiene Promotion IEC Materials with Key Messages	Paper Size: A2 Paper quality: 150 Art Paper <b>Design Type: 3 Designs</b> <i>(Each design to be printed for the quantity of 14,000 Sheet.)</i> Printing Side: One Side Printing Printing Color: 4 Color with Lamination	Sheet	42,000	Starts After DACAAR Final Approval	November 01, 2019	DACAAR Main Office located in Street No. 12, Taimani Project, Qala-e-Fathullah, Kabul Province
		Paper Size: A4 Paper quality: 150 Art Paper <b>Design Type: One Design</b> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet	14,000			
		Paper Size: A4 Paper quality: 150 Art Paper <b>Design Type: 2 Designs</b> <i>(Each design to be printed for the quantity of 7,000 Sheet.)</i> Printing Side: Double Side Printing Printing Color: 4 Color with Lamination	Sheet.	14,000			
<b>Total Quantity of Designs:</b>				<b>70,000</b>	<b>To be delivered for the Second batch</b>		