



REQUEST FOR QUOTATION

To: All interested parties

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

Email Address: faizullah@dacaar.org

Subject: Printing of Booklet for DACAAR UNICEF Project

Re-Call DACAAR RFQ 99 PRF-1974/1703-31/EQR2.1.11/12.2018

Date: March 07, 2019

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

S/No	Item	Specification	Final Submission Date	Opening Date	Tentative Delivery Date
1.	Printing of Booklets	Refer to Annex (II)	March 18, 2019	March 19, 2019	15 Days After DACAAR Approval

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 as 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 or faizullah@dacaar.org.

Sincerely Yours,
Head of Logistics Unit
Date: March 07, 2019



ANNEX (I)
Technical Specifications
Re-Call DACCAAR RFQ 99 PRF-1974/1703-31/EQR2.1.11/12.2018

Printing and Supply of Booklet for UNICEF Project

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 Booklet	Please refer to Annex (II)	Volume.	4 copies for each provinces with difference contents (Total 100 copies)		
Total Price: AFN						

Bidder Name: _____ اسم آفر دهنده:

Signature & Stamp _____ مهر و امضأ:

Mobile No & Email: _____ نمبر ميايل و ايميل آدرس:

Address: _____ آدرس:

Delivery Period: _____ زمان تحويل دهی:



ANNEX (II)
Technical Specifications
Re-Call DACAAR RFQ 99 PRF-1974/1703-31/EQR2.1.11/12.2018

Printing of Booklet for UNICEF Project:

Size:	A3 & A4		
Inner Pages:	150 gram wood free		
Cover Pages:	3 Layers (Leather hard cover + 150 gram matt paper + Pressed Plastic), for more clarifications please contact DACAAR's Groundwater monitoring team. The cover page should be CYAN color with DACAAR and UNICEF logo.		
Binding:	Glue Binding with clip		
Number of Inner pages:	<u>Province</u>	<u>A3</u>	<u>A4</u>
	Badakhshan	20	38
	Badghis	28	35
	Baghlan	25	36
	Balkh	32	35
	Daykundi	19	33
	Farah	19	34
	Faryab	37	36
	Ghazni	24	37
	Ghor	19	35
	Hirat	49	36
	Jowzjan	22	35
	Kabul	34	35
	Kandahar	28	37
	Kapisa	21	34
	Kunar	22	34
	Kunduz	25	35
	Laghman	23	35
	Logar	20	35
	Nangarhar	33	35
	Nimroz	18	35
Paktya	21	34	
Panjsher	20	36	
Sar-i-pul	19	35	
Takhar	20	35	
Wardak	22	36	
Number of Cover pages:	<u>Province</u>	<u>A3</u>	
	Badakhshan	2	
	Badghis	2	
	Baghlan	2	
	Balkh	2	
	Daykundi	2	
	Farah	2	



	Faryab	2
	Ghazni	2
	Ghor	2
	Hirat	2
	Jowzjan	2
	Kabul	2
	Kandahar	2
	Kapisa	2
	Kunar	2
	Kunduz	2
	Laghman	2
	Logar	2
	Nangarhar	2
	Nimroz	2
	Paktya	2
	Panjsher	2
	Sar-i-pul	2
	Takhar	2
	Wardak	2
Printing Colors:	4 Color (CMYK)	
Quantity:	4 Copies for each province	
Printer	Digital	
Description		
<i>Packing Requirement</i>	4 copies in one carton	
<i>Required Date</i>		
<i>Software</i>	Adobe In-design and Adobe Photoshop (Coral Draw is not accepted)	