



**Microfinance Investment Support Facility for Afghanistan (MISFA  
Ltd.)**

**REQUEST FOR QUOTATIONS**

**FOR**

**Printing Promotional Materials for MISFA**

Access to Finance Project

Project ID: P-1280248

Grant No.: IDA – H894

Quotation Serial Number: MISFA/G-005/2018

Quotation Dated of Issue: December /9/2018

To: *[insert name of supplier]*

Date: December 9, 2018

1. The **Microfinance Investment Support Facility for Afghanistan (MISFA)** intends to procure Printing of its Promotional Materials which includes various types of stationary (for details, please refer to Specifications and Schedule of Requirements) for which this Request for Quotation is issued.
2. Your quotation must be delivered to the office of the undersigned on or before **Dec 16, 2018 at 10:00am**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for **Printing Promotional Materials for MISFA** and do not open before **December 16, 2018 at 10:00am**.
3. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
4. The quotation shall be completed and signed by an authorised representative of the Supplier.
5. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
6. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
7. The supplier should sign and stamp all RFQ's pages
8. The quoted prices shall be inclusive of all duties, taxes, and other charges applicable, under the Afghan Tax Law. The purchase(s) will deduct the tax and pay it to the tax authorities.
9. Quotation(s) not complying with these terms and conditions and the specifications shall be treated as non-responsive and shall not be considered for evaluation.

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## TECHNICAL SPECIFICATIONS OF THE GOODS REQUIRED

No	Item	Description of Goods
1	Diary	<b>Size:</b> 17.5cm x 9.5cm (height x weight) <b>Page #:</b> 150 <b>Cover:</b> Leather with Engraving <b>Inner:</b> VRG 80gm <b>Printing:</b> 4 color <b>Binding:</b> Sewing
2	VIP Pen	<b>Printing:</b> One color UV Printing with packing
3	Table Flag	<b>Size:</b> Table flag Standard Size <b>Printing:</b> 4 color Sublimation <b>Binding:</b> Sewing
4	Gift Box	<b>Size:</b> 33cm x 25cm x 6cm (height X width X thickness) <b>Card:</b> Card 300gm with matt lamination <b>Printing:</b> 4 color
5	Business Card Flash Drives	<b>Size:</b> Standard Color: White <b>Printing:</b> UV Printing, 4 color, customized, With packaging <b>Capacity:</b> 16 GB SanDisk, <b>Interface Type:</b> USB 3 <b>Hardware:</b> compatible with PC , Notebook and Macintosh with USB port
6	Key Chain	Metal Steel 4 Color, One side

## SCHEDULE OF ITEMS AND PRICED QUOTATION

No.	Description	Quantity	Final Destination	Unit Price (Afghani)	Total Price (Afghani)
1	Diary	500	MISFA Office, House No 195, Esmat Muslim Street, Shahr-e-Naw, Kabul Afghanistan		
2	VIP Pen	200			
3	Table Flag	30			
4	Gift Box	500			
5	Business Card Flash Drives	200			
6	Key Chain	200			
Grand Total: The cost shall be in Afghani and inclusive of all applicable taxes					

### DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Supplier shall attach the following documents to its quotation:

1. a valid Trade License;
2. a valid TIN Certificate;
3. a Manufacturer's Authorisation Letter (if applicable);

I hereby confirm to accept all terms & conditions of this RFQ & declare that there are no deviations in my quotation and it is fully complying the specifications requested in this quotation for supply of mention items.

Signature of the Bidder -----

**TERMS AND CONDITIONS:**

**Procurement of Printing Promotional Materials for MISFA**

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract:

- (a) the Supplier shall not be required to submit a performance security;
- (b) The supply of the goods shall be completed within **two weeks** from the date of acceptance of the Purchase Order by the Supplier.
- (c) after completion of the supply of the goods, the Supplier shall submit an original Invoice, and two (2) copies, to the Purchaser.
- (d) Payment shall be made by the Purchaser, within ten (15) days after completion of the supply of the goods and upon submission of original invoice by the Supplier. The payment will only be made against the actual supplied quantities of goods as listed in the Purchase Order, and after the testing/installation (whichever applicable) and acceptance of the equipments by Purchaser relevant Department.
- (e) Payment shall be made by wire transfer to the supplier's nominated bank account for which the account details may be provided by the supplier.
- (f) The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
  - (i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or
  - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order; or
  - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
  - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
- (g) The Supplier shall provide the warranty, as stipulated in the Quotation Documents, for the goods to be supplied and confirm that if any defaults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the default or replace the goods as the case may be.
- (h) Acceptance of the purchase order by supplier is considered as signing of the contract.

## **EVALUATION OF QUOTATIONS**

### **EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS**

Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) Is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

- (a) evaluation will be done for the entire package;
- (b) price adjustment for correction of arithmetic errors and for discount offered;
- (c) adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;

If a Quotation is not substantially responsive, it shall be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder.

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

### **CORRECTION OF ERRORS**

Quotations determined to be substantially responsive shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.