



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

Access to Finance Project

Project ID: P128048

Grant No.: IDA H894

REQUEST FOR QUOTATIONS

FOR THE

Printing of Promotional Materials for MISFA

Quotation Serial Number: MISFA/G-005/2020

Quotation Dated of Issue: August 03, 2020

To:

Date: August 03, 2020

1. The **Microfinance Investment Support Facility for Afghanistan (MISFA)** intends to print the promotional materials, for which this Request for Quotation is issued.
2. Your quotation must be delivered to the office of the undersigned on or before **August 09, 2020 at 02:00 PM**. 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 of Promotional Materials for MISFA, and do not open before **August 09, 2020, at 02:00 PM**.
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. 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.
6. The supplier will be selected based on the lowest price and taking into consideration the quality of their product(s). The quality of their printings will be assessed based on the sample(s) provided during the evaluation. Bidders who have not provided the samples will be considered as non-responsive.
7. The Supplier should furnish the documents, showing it is business registration in Afghanistan.
8. The quoted prices shall be inclusive of all duties, taxes, and other charges applicable, under the Afghan Tax Law. The purchaser(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.
10. The quotations must be submitted in the form attached in this request, through sealed envelope to the address given below:

Mohammad Khalid "Abid"
Procurement Specialist
Microfinance Investment Support facility for Afghanistan
House # 195, Esmat Muslim Street, Shahre Naw, Kabul – Afghanistan
Email: Khalid.Abid@misfa.org.af, Copy to Asifi.Hammad@misfa.org.af

TERMS AND CONDITIONS
Printing of 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:

1. The printing and delivery shall be completed within thirty (30) days from the date of acceptance of the Purchase Order by the Supplier.
2. Payment shall be made by the Purchaser, within ten (10) days after completion of the activity 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 acceptance of the printed materials by Purchaser relevant Department.
3. 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.
4. 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.
5. The Supplier shall warrant that the materials shall be printed in accordance with the technical specifications and the samples furnished along with the quotation.

MISFA reserves the rights to reject printings not matching with the required specifications or the low-quality prints.
6. Acceptance of the purchase order by supplier is considered as signing of the contract.
7. Delivery Documents – Following Delivery and other Documents are to be furnished by the Supplier along with the supply:
 - (i) Original invoice of the Supplier, showing the Purchaser, the Contract number, Goods' description including Serial no. of the equipment/item wherever applicable, quantity, unit price, and total amount.

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;

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 prevail both for the evaluation of quotations and for the subsequent Purchase Order.

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Supplier shall attach the following documents to its quotation:

1. A valid business license;
2. A sample of the recent printings similar to that required by MISFA
3. AFN Bank Details

TECHNICAL COMPLIANCE:

S. No.	Item	Description	Unit	Quantity	Technical Compliance with RFQ Specification مطابقت مشخصات تخنيکی داوطلب با مشخصات اداره (Yes/NO)
1	Diary	Size: 17.5cm x 9.5cm (height x weight) Page #: 150 Cover: Leader with Engraving Inner: VRG 80grm Printing: 4 color Binding: Sewing	Pc	200	
2	VIP Pen	Printing: One color UV Printing with packing	Pc	200	
3	Table Flag	Size: Table flag Standard Size Printing: 4 color Sublimation Binding: Sewing	Pc	40	
4	Gift Box	Size: 33cm x 25cm x 6cm (height X width X thickness) Card: Card 300grm with matt lamination Printing: 4 color	Pc	200	
5	Business Card Flash Drives	Size: Standard Color: white Printing: UV Printing, 4 color, customized, With packaging Capacity: 16 GB SanDisk, Interface Type: USB 3 Hardware: Compatible with PC, Notebook and Macintosh with USB port Warranty: 1 Year / 12 Months	Pc	200	
6	Key Chain	Metal Steel, 4 Color, One side	Pc	200	

7	Envelops	A4 size, 4 Color 160 gsm To be Designed for MISFA and approved by MISFA	Pc	1,000	
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Note: The bidders must express their Comply or Not Comply with specifications as mentioned above.

نوت: داوطلب باید قبولی ویا عدم قبولی خویشرا در برابر مشخصات فوق الذکر ابراز نماید.

Note: MISFA reserves the rights to reject printings not matching with the required specifications or the low-quality prints.

نوت: در صورت مغایرت مشخصات و کیفیت چاپ گزارشات طبع شده با مشخصات مندرج درخواست نرخگیری و امرخریداری، اداره مسفا حق مسترد نمودن تمامی گزارشات طبع شده را دارد.

SPECIFICATIONS & SCHEDULE OF REQUIREMENTS

S. No.	Item	Description	Unit	Quantity	Specifications offered by the Supplier مشخصات که از طرف داوطلب ارائه میگردد
1	Diary	Size: 17.5cm x 9.5cm (height x weight) Page #: 150 Cover: Leader with Engraving Inner: VRG 80grm Printing: 4 color Binding: Sewing	Pc	200	
2	VIP Pen	Printing: One color UV Printing with packing	Pc	200	
3	Table Flag	Size: Table flag Standard Size Printing: 4 color Sublimation Binding: Sewing	Pc	40	
4	Gift Box	Size: 33cm x 25cm x 6cm (height X width X thickness) Card: Card 300grm with matt lamination Printing: 4 color	Pc	200	
5	Business Card Flash Drives	Size: Standard Color: white Printing: UV Printing, 4 color, customized, With packaging Capacity: 16 GB SanDisk, Interface Type: USB 3 Hardware: Compatible with PC, Notebook and Macintosh with USB port Warranty: 1 Year / 12 Months	Pc	200	
6	Key Chain	Metal Steel, 4 Color, One side	Pc	200	
7	Envelops	A4 size, 4 Color 160 gsm To be Designed for MISFA and approved by MISFA	Pc	1,000	

Note: MISFA reserves the rights to reject printings not matching with the required specifications or the low-quality prints.

نوت: در صورت مغایرت مشخصات و کیفیت چاپ گزارشات طبع شده با مشخصات مندرج درخواست نرخیگیری و امر خریداری اداره مسفا حق مسترد نمودن تمامی گزارشات طبع شده را دارد.

Form of Quotation for Printing of Promotional Materials for MISFA

Name of the Supplier: _____

اسم تهیه کننده

No.	Description توضیحات	Unit واحد	Quantity مقدار	Final Destination(s)	Unit Price Inclusive of Tax (قیمت فی واحد به شمول مالیات)	Total Price Inclusive of Tax (قیمت مجموعی به شمول مالیات)	Remarks
1	Diary	Pc	200	House # 195, Esmat Muslim Street, Shahre Naw, Kabul, Afghanistan			
2	VIP Pen	Pc	200				
3	Table Flag	Pc	40				
4	Gift Box	Pc	200				
5	Business Card Flash Drives	Pc	200				
6	Key Chain	Pc	200				
7	Envelops	Pc	1,000				
Grand Total: قیمت مجموعی							افغانی

Note: MISFA reserves the rights to reject printings not matching with the required specifications or the low-quality prints.

نوت: در صورت مغایرت مشخصات و کیفیت چاپ گزارشات طبع شده با مشخصات مندرج درخواست
نرخگیری و امر خریداری اداره مسفا حق مسترد نمودن تمامی گزارشات طبع شده را دارد.

The bidder should submit samples for each of the above mentioned items that they have produced, for the evaluation of the quality of the products versus the quoted price.
The samples will be returned to the relevant bidders after the evaluation of quotations.

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 with the Technical Specifications requested in this RFQ for supply of mention items.

بدینوسیله تصدیق میدارم که تمامی شرایط مندرج درین نرخنامه را قبول دارم و هیچگونه انحراف در نرخ داده شده وجود ندارد.

Signature of the Bidder _____
امضاً ومهر شخص باصلاحیت داوطلب