



To: All interested bidders

Subject: Request for quotation

REQUEST FOR QUOTATION (RFQ/UNFPA/KBL/17/S19)

NAME & ADDRESS OF FIRM: (Please fill your details)	DATE: 04 July 2017
	REFERENC: Printing Job

You are kindly requested to submit your best discounted quotation for the provision of Printing Job to UNFPA CO **Thursday 06 July 2017 by 10:00** Local Time. Please kindly indicate the reference number of RFQ on the back of envelope; otherwise your quotation will be invalid.

No	Products & Description	Qty	Unit	Unit Price (Afghani)	Total Price
1	Color Print of Balkh Final Report, 85 pages with color cover, cover and back cover 300gsm	60	COPY		
2	Presentation Color Print	60	COPY		
3	Printing of Banner for Data Utilization: matt flax, 4 colors, size: 1.5mx2.5m	2	Banner		
4	Print of cover page for Nimroz final report Dari version Cover:300gm paper, glossy lamination, 4 color, Inside pages 80gm, matt, 4 color, Binding: Glue binding	500	COPY		
5	Print of cover page for Nimroz final report Pashto version Cover:300gm paper, glossy lamination, 4 color, Inside pages 80gm, matt, 4 color, Binding: Glue binding	500	COPY		
6	Print of cover page for Nimroz final report English version Cover:300gm paper, glossy lamination, 4 color, Inside pages 80gm, matt, 4 color, Binding: Glue binding	500	COPY		

Delivery Terms			
Delivery Time			
Total cost in Afghani			

CONDITION

Delivery Term All the supplies need to be delivered upon receipt of the request from UNFPA.	<input type="checkbox"/> DDP NOTE: Please quote prices DDP only.
Payment Terms	The payment will be done after the satisfactory delivery of all items in one month.



Validity of Quotation	30 DAYS	60 DAYS	✓ 90 DAYS
Preliminary Examination - Completeness of quotation.	Partial bids permitted. ✓ Partial bids not permitted		
Delivery Time	Goods should be delivered as per the delivery time & terms in the Purchase Order. To UNFPA,		
Mode of Transport	AIR	SEA	
	SURFACE	OTHERS	
General Terms and Conditions	As defined above.		
Please state the following in your quote:			
Details on any warranty/guarantee conditions:			

NAME, FUNCTIONAL TITLE: DATE: CONTACT ADDRESS: E-MAIL ADDRESS:

Important Notes:

1. All the Companies are requested to submit their quotes a long with the **Sample in sealed envelope** addressed to: *Hamed Rabbani, Admin/Procurement Associate*
2. Any Purchase Orders resulting from this tender will be as per UNFPA General Terms and Conditions.
3. Preferred currency of the offer is Afghani; however, you can quote on any other currency but will be converted to USD By UN exchange rate.
4. Following is the evaluation criteria for the quotations received:
 - I. Company registration with the government or AISA.
 - II. Prove of past experience at the same field
 - III. Delivery time.
 - IV. Official bank account details.
5. UNFPA will release the payment to the bank account with the company name only.
Note: UNPFA will inform only those bidders who will be awarded for the contract