



To: All interested bidders

Subject: Request for quotation

REQUEST FOR QUOTATION (RFQ/UNFPA/KBL/17/S18)

NAME & ADDRESS OF FIRM: (Please fill your details)	DATE: 02 July 2017
	REFERENC: Lunch, refreshment and venue booking

You are kindly requested to submit your best discounted quotation for the provision of catering service to UNFPA CO **Wednesday 05 July 2017 by 10:00** Local Time. Please kindly indicate the reference number of RFQ in the email; otherwise your quotation will be invalid. To the following email address Hamed Rabbani (rabbani@unfpa.com)

No	Products & Description	Qty	Unit	Province	No. of Participants	Unit Price (Afghani)	Total Price (Afghani)
1	Venue for 60 people for workshop in Balkh province	2	Day	Balkh	60		
2	Refreshment and lunch for participant of workshop content: Refreshment 10:00 AM – 1 Cake 225 g with Tea or 1 Juice 125 ml, Lunch: Qabuly with meat 2 sticks Tika Kabab or chicken Kabab, Pepsi cane Curry of meat (سالندی) One Bread and Salad The above mentioned service should be delivered based on ToR mentioned below	2	Day	Balkh	60		
3	Refreshment and lunch for participant of workshop content: Refreshment 10:00 AM – 1 Cake 225 g with Tea or 1 Juice 125 ml, Lunch: Qabuly with meat 2 sticks Tika Kabab or chicken Kabab, Pepsi cane Curry of meat (سالندی) Bread and Salad) The above mentioned service needs only delivery inside Kabul venue booking not required.	3	Day	Kabul	40		



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 <input checked="" type="checkbox"/> 90 DAYS
Preliminary Examination - Completeness of quotation.	Partial bids permitted. <input checked="" type="checkbox"/> 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.
<i>Please state the following in your quote:</i>	
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 through the following email address to: *Hamed Rabbani, Admin/Procurement Associate* rabbani@unfp.org
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. Quality proof and previous work experience
 - III. Delivery time.
 - IV. Official Bank Account
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.

TOR

Socio-Demographic and Economic Survey (SDES) Workshop in Kabul and Balkh provinces

UNFPA and CSO are preparing to conduct the Data Utilization workshop for the purpose of providing catering service for the training.

UNFPA will be selecting the restaurant which can provide the food for all the participants at the same time.

Objective

To select a restaurant to provide the food for trainees of the SDES in Kabul and Balkh Province.

Tasks

- The restaurant should provide refreshment at 10:00 am for the 60 for 2 days as per the above schedule.
- The restaurant should provide food with 1 bottle water and soda at lunch time 12:00 pm and one other bottle of water at 02:30 pm.

Deliverables

To maintain records the following should be provided to UNFPA staff assigned in the province:

Delivery invoices signed by a supplier of the food certifying that quantities and qualities met specifications.

Itemized statements showing quantities, unit prices, and total bill for food delivered for the duration of the training. .

Menus upon request reflecting actual foods to be provided to the training venue.