



Date: 03 April 2017

## REQUEST FOR QUOTATION RFQ N° UNFPA/KBL/17/011

Dear Sir/Madam,

UNFPA hereby solicits a quotation for provision of following items:

Item N°	Product Description	Unit of Measure	Quantity
1	Cartridge for printer HP color Laser Jet 5550 (C 9730A , C 9731A, C 9732A and C9733 A )	Each	6

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

### I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org)

#### Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

### II. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder shall be required to quote for all items.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

### III. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and **signed price quotation form, are to be sent hard copy** to the contact person indicated below no later than **6 April 2017, at 10:00 AM**.



Name of contact person at UNFPA:	<i>UNFPA Procurement Unit</i>
Address:	<i>UNFPA Office, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan</i>

#### **IV. Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

##### **1. Following is the evaluation criteria for the quotations received:**

- I. Company registration with the government or AISA
- II. Sample and proof of work of relevant task
- III. Official bank account details
- IV. Delivery time
- V. Credit/payment Term

#### **V. Award**

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### **VI. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### **VII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

#### **VIII. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).



#### **IX. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Bannet Ndyababangi, UNFPA Representative at [ndyanabangi@unfpa.org](mailto:ndyanabangi@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

#### **X. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation №:</b>	UNFPA/KBL/17/011
<b>Currency of quotation:</b>	AFGHANI
<b>Validity of quotation:</b> (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (AFGHANI)
1	Cartridge for printer HP color Laser Jet 5550 (C 9730A , C 9731A, C 9732A and C9733 A )	Each		6	
	Delivery Charges based on the following 2010 Incoterm, to: Choose an item.				
	UNFPA, AFGHANISTAN, UNOCA COMPOUND JALABAD ROAD				
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KBL/RFQ/17/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place

## ANNEX I:

### General Conditions of Contracts:

This Request for Quotation is subject to UNFPA's General Conditions of Contract: Contracts, which are available in: [English](#), [Spanish](#) and [French](#)



United Nations Population Fund,  
Procurement Services Branch, Kabul  
Afghanistan, UNOCA Compound

Tel: + 93 729 26 1300

Website: [www.unfpa.org](http://www.unfpa.org)