



Date: 11 January 2018

## REQUEST FOR QUOTATION RFQ N° UNFPA/KBL/18/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for provision of following items:

Item N°	Product Description	Unit of Measure	Quantity
1	<b>Printing of GBV IMS (Dari)</b> A. Number of pages :44 B. Cover pages printing: 300gr, matt printing, 4 color C. Inside pages printing quality 80gr, matt printing, 4 color D. Paper size A4 E. Binding: Glue or Central	Each	1000
2	<b>Printing of GBV IMS (Pashto)</b> A. Number of pages:44 B. Cover page printing: 300gr, matt printing, 4 color C. Inside pages printing quality: 80gr, matt printing 4 color D. Paper size A4 E. Binding: Glue or Central	Each	1000
3	<b>Printing of GBV IMS (English)</b> A. Number of pages:44 B. Cover pages printing: 300gr, matt printing 4 color C. Inside pages printing quality:80gr, matt printing, 4 color D. Paper size A4 E. Binding: Glue or Central	Each	500
4	<b>Printing of FPC Operational manual (Dari)</b> A. Number of pages: 74 B. Cover pages printing: 300gr, matt printing, 4 color C. Inside pages printing quality: 80gr, matt printing, 4 color D. Paper size A4 E. Binding: Glue	Each	250
5	<b>Printing of FPC operational manual (Pashto)</b> A. Number of pages: 74 B. Cover pages printing: 300gr, matt printing, 4 color C. Inside pages printing quality: 80gr, matt printing, 4 color D. Paper size A4 E. Binding: Glue	Each	250
6	<b>Printing of operational manual (English)</b> A. Number of pages: 74 B. Cover pages printing: 300gr, matt printing, 4 color C. Inside pages printing quality: 80gr, matt printing, 4 color D. Paper size A4 E. Binding: Glue	Each	100
7	<b>Printing GBV Psychosocial manual (Dari)</b> A. Number of pages: 144 B. Cover pages printing: 300gr, matt printing, 4 color	Each	1000



	<ul style="list-style-type: none"> <li>C. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>D. Paper size A4</li> <li>E. Binding: Glue</li> </ul>		
8	<p><b>Printing of GBV Psychosocial manual (Pashto)</b></p> <ul style="list-style-type: none"> <li>A. Number of pages: 144</li> <li>B. Cover pages printing: 300gr, matt printing, 4 color</li> <li>C. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>D. Paper size A4</li> <li>E. Binding: Glue</li> </ul>	Each	1000
9	<p><b>Printing of GBV Psychosocial manual (English)</b></p> <ul style="list-style-type: none"> <li>A. Number of pages: 144</li> <li>B. Cover pages printing: 300gr, matt printing, 4 color</li> <li>C. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>D. Paper size A4</li> <li>E. Binding: Glue</li> </ul>	Each	100
10	<p><b>Printing of poster for integrating GBV in humanitarian action (English, Dari and Pashto) In one copy</b></p> <ul style="list-style-type: none"> <li>a. Number of pages:1</li> <li>b. Page printing: 300gr, Matt lamination printing, 4 color</li> <li>c. Paper size A0</li> </ul>	Each	2000
11	<p><b>Printing of Brochure for integrating GBV in humanitarian action (English, Dari and Pashto) In one copy</b></p> <ul style="list-style-type: none"> <li>a. Dual sided brochures</li> <li>b. Page printing: 200gr, matt lamination printing, 4 color</li> <li>c. Paper size (21cm x 89.1cm)</li> </ul>	Each	3000
12	<p><b>Printing of handbook for integrating GBV in humanitarian action (English, Dari and Pashto) In one copy</b></p> <ul style="list-style-type: none"> <li>a. Number of pages:27</li> <li>b. Page printing: 300gr, matt lamination printing, 4 color</li> <li>c. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>d. Paper size A6</li> <li>e. Binding: Central</li> </ul>	Each	1000
13	<p><b>Printing of Guidelines for integrating GBV in humanitarian action (Pashto)</b></p> <ul style="list-style-type: none"> <li>A. Number of pages: 79</li> <li>B. Cover pages printing: 300gr, matt printing, 4 color</li> <li>C. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>D. Paper size A4</li> <li>E. Binding: Glue</li> </ul>	Each	1000
14	<p><b>Printing of Guidelines for integrating GBV in humanitarian action (Dari)</b></p> <ul style="list-style-type: none"> <li>F. Number of pages: 79</li> <li>G. Cover pages printing: 300gr, matt printing, 4 color</li> <li>H. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>I. Paper size A4</li> <li>J. Binding: Glue</li> </ul>	Each	1000
15	<p><b>Printing of Guidelines for integrating GBV in humanitarian action (English)</b></p> <ul style="list-style-type: none"> <li>K. Number of pages: 79</li> <li>L. Cover pages printing: 300gr, matt printing, 4 color</li> <li>M. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>N. Paper size A4</li> </ul>	Each	500



	O. Binding: Glue		
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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](#)

### 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 **25 January 208, 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. 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 Yerkezhan Tabyldiyeva at [Tabyldiyeva@unfpa.org](mailto:Tabyldiyeva@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 N°:</b>	UNFPA/KBL/18/001
<b>Currency of quotation:</b>	AFGHANI
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

### Price Quotation Form

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (AFGHANI)
Item N°	Product Description	Unit of Measure	Unit price	Quantity	Total
1	<b>Printing of GBV IMS (Dari)</b> F. Number of pages :44 G. Cover pages printing: 300gr, matt printing, 4 color H. Inside pages printing quality 80gr, matt printing, 4 color I. Paper size A4 J. Binding: Glue or Central	Each		1000	
2	<b>Printing of GBV OMS (Pashto)</b> F. Number of pages:44 G. Cover page printing: 300gr, matt printing, 4 color H. Inside pages printing quality: 80gr, matt printing 4 color I. Paper size A4 J. Binding: Glue or Central	Each		1000	
3	<b>Printing of GBV IMS (English)</b> F. Number of pages:44 G. Cover pages printing: 300gr, matt printing 4 color H. Inside pages printing quality:80gr, matt printing, 4 color I. Paper size A4 J. Binding: Glue or Central	Each		500	
4	<b>Printing of FPC Operational manual (Dari)</b> F. Number of pages: 74 G. Cover pages printing: 300gr, matt printing, 4 color H. Inside pages printing quality: 80gr, matt printing, 4 color I. Paper size A4	Each		250	



	J. Binding: Glue				
5	<b>Printing of FPC operational manual (Pashto)</b> F. Number of pages: 74 G. Cover pages printing: 300gr, matt printing, 4 color H. Inside pages printing quality: 80gr, matt printing, 4 color I. Paper size A4 J. Binding: Glue	Each		250	
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8	<b>Printing of GBV Psychosocial manual (Pashto)</b> F. Number of pages: 144 G. Cover pages printing: 300gr, matt printing, 4 color H. Inside pages printing quality: 80gr, matt printing, 4 color I. Paper size A4 J. Binding: Glue	Each		1000	
9	<b>Printing of GBV Psychosocial manual (English)</b> F. Number of pages: 144 G. Cover pages printing: 300gr, matt printing, 4 color H. Inside pages printing quality: 80gr, matt printing, 4 color I. Paper size A4 J. Binding: Glue	Each		100	
10	<b>Printing of poster for integrating GBV in humanitarian action (English, Dari and Pashto) In one copy</b> d. Number of pages:1 e. Page printing: 300gr, Glossy lamination printing, 4 color f. Paper size A0	Each		2000	
11	<b>Printing of Brochure for integrating GBV in humanitarian action (English, Dari and Pashto) In one copy</b> d. Dual sided brochures	Each		3000	



	<ul style="list-style-type: none"> <li>e. Page printing: 300gr, Glossy lamination printing, 4 color</li> <li>f. Paper size (21cm x 89.1cm)</li> </ul>				
12	<p><b>Printing of handbook for integrating GBV in humanitarian action (English, Dari and Pashto) In one copy</b></p> <ul style="list-style-type: none"> <li>f. Number of pages:27</li> <li>g. Page printing: 300gr, Glossy lamination printing, 4 color</li> <li>h. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>i. Paper size A6</li> </ul>	Each		1000	
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14	<p><b>Printing of Guidelines for integrating GBV in humanitarian action (Dari)</b></p> <ul style="list-style-type: none"> <li>U. Number of pages: 79</li> <li>V. Cover pages printing: 300gr, matt printing, 4 color</li> <li>W. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>X. Paper size A4</li> <li>Y. Binding: Glue</li> </ul>	Each		1000	
15	<p><b>Printing of Guidelines for integrating GBV in humanitarian action (English)</b></p> <ul style="list-style-type: none"> <li>Z. Number of pages: 79</li> <li>AA. Cover pages printing: 300gr, matt printing, 4 color</li> <li>BB. Inside pages printing quality: 80gr, matt printing, 4 color</li> <li>CC. Paper size A4</li> <li>DD. Binding: Glue</li> </ul>	Each		500	
	<p>Delivery Charges based on the following 2010 Incoterm, to: <span style="float: right;">DDP</span></p> <p style="text-align: center;">UNFPA, AFGHANISTAN, UNOCA COMPOUND JALABAD ROAD</p>				
<b>GRAND TOTAL</b>					

*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/18/001 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](#)