

REQUEST FOR QUOTATION
PROCUREMENT OF PRINTINGS
RFQ NO. N_204_2020_AFG

Date: **November 2, 2020**

Dear Sir / Madam,

You are kindly requested to submit your quotation for IT Equipment described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on afg-tenders@idlo.int and mention RFQ NO. N_204_2020_AFG in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
IDLO Afghanistan



Annex A
Instructions to Bidders

a. Description of requested [goods]	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: November 5, 2020 Time: 15:00 hours Kabul, Afghanistan local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: afg-tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	IDLO country office Afghanistan located at the Baron, Hawa Shanasi Road, Kabul
j. Delivery Terms	Goods will be delivered within 10 days after receipt of PO or contract from IDLO to the address mentioned under “i. Place of Delivery” or any other location within the Kabul city.
k. Customs clearance , if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	US Dollars <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Others1: Proof of 2 similar previous experiences proven (copy of PO/recommendation letter) in supply and delivery of similar goods in the Last 2 to 3 years. <input checked="" type="checkbox"/> Others3: Copy of valid passport for business license holder(s). <input checked="" type="checkbox"/> Others4: Copy of valid NIC (Tazkira) for business license holders.
o. Special Packing Requirement	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes, Goods must be packed properly to avoid any damage or defect during the delivery to the destination.
p. After-sales services required, if applicable	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of time mentioned by manufacturer of the goods <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation Criteria	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price
r. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.



	<p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>
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**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Goods:

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Paper Folder	<p><i>Size: A4</i></p> <p><i>Design: see details below this table</i></p> <p><i>Paper type and thickness: Matt Lamination 300grm</i></p> <p><i>Text: 4 Color with DIE</i></p> <p><i>Requirement: Vendor is to submit design and sample for review within 1 day from the date of issuance of purchase order for IDLO representative review, comments, and approval.</i></p>	Pcs	220
Lot 2	Notebook	<p><i>Size: A5</i></p> <p><i>Design: see details below this table</i></p> <p><i>Number of sheets:50 sheets</i></p> <p><i>Notebook Cover: Matt Lamination 300grm</i></p> <p><i>Notebook Cover color: Light Blue and dark yellow (see appendix A for sample)</i></p> <p><i>Inner sheets thickness: 80 grm</i></p> <p><i>Binding: Plastic Spiral binding in white color</i></p> <p><i>Top left of each page: Title and logo of AGO will be repeated</i></p> <p><i>Top right of each page:</i></p> <p>..... موضوع:</p> <p>..... تاريخ:</p> <p><i>Bottom of each page: an article of the law at the bottom of each page at normal font size.</i></p> <p><i>EVAW law 44 articles both in Dari and Pashto</i></p> <p><i>Harassment law 25 articles both in Dari and Pashto</i></p> <p><i>(Soft copy of the laws mentioned above will be shared with vendor)</i></p> <p><i>Requirement: Vendor is to submit design and sample for review within 1 day from the date of issuance of purchase order for IDLO representative review, comments, and approval.</i></p>	Pcs	220

Lots	Item Name	Specification	Unit measure	Quantity
Lot 3	Case File	<p><i>Size: 23.90x31.40 cm</i></p> <p><i>Design: see details below this table</i></p> <p><i>Paper type and thickness: Matt 300gm, folding area should not rip apart.</i></p> <p><i>Color: See appendix A</i></p> <p><i>Requirement: Vendor is required to submit design and sample for review within 1 day from the date of issuance of purchase order for IDLO representative review, comments, and approval.</i></p>	Pcs	14,500
Lot 4	Legal Aid Regulation Book	<p><i>Size: 6.7 inches width and 9.5 inches length</i></p> <p><i>Design: see appendix A</i></p> <p><i>Book Cover: Black & white Matt Lamination 300gm</i></p> <p><i>Inner sheets thickness: 80 grm</i></p> <p><i>Binding: Center pin in upper and lower part of the book</i></p> <p><i>Number of Page: 52 (Soft copy of the book will be shared with vendor)</i></p> <p><i>Requirement: Vendor is required to submit design and sample for review within 1 day from the date of issuance of purchase order for IDLO representative review, comments, and approval.</i></p>	Pcs	500

Delivery schedule by lot:

No.	Description	Design	Review Comments & Approval by IDLO	Printing & Binding	Delivery
1	Paper Folder	1 day	2 day	2 days	1 day
2	Notebook	1 day	2 day	4 days	1 day
3	Case File	1 day	4 days	15 days	1 day
4	Legal Aid Regulation Book	1 day	4 days	15 days	1 day

Lot1: Paper Folder:

Front:



دولت جمهوري اسلامي افغانستان

Islamic Republic of Afghanistan



لوی څارنوالی

Attorney General's Office

معاونت لوی څارنوالی در امور منع خشونت علیه زن و تخلفات اطفال

Deputy Attorney General Office for the Elimination of Violence against Women and Juvenile Offenses

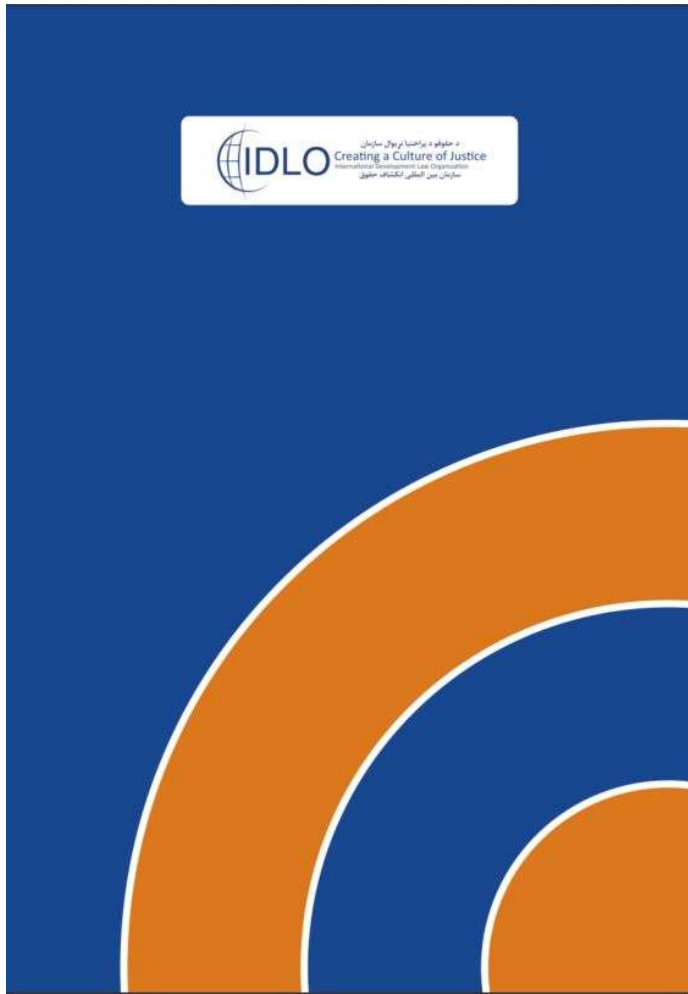
Lot2: Notebook design

Cover Wording:

معاونیت لوی څارنوالی در امور منع خشونت علیه زن و تخلفات اطفال
Deputy Attorney General Office for the Elimination of Violence against Women and Juvenile
Offenses

Cover color: Light blue and dark yellow

Sample Cover (Front):



Sample Cover (Back):



**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per RFQ NO. N_201_2020_AFG

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lots	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
Lot 1	Paper Folder	<i>In accordance with Specifications and delivery schedule described under Annex-B of this document</i>	Pcs	220		
Lot 2	Notebook	<i>In accordance with Specifications and delivery schedule described under Annex-B of this document</i>	Pcs	220		

Lots	Item	Description	Unit measure	Quantity	Unit rate in USD	Total amount in USD
Lot 3	Case File	<i>In accordance with Specifications and delivery schedule described under Annex-B of this document</i>	Pcs	14,500		
Lot 4	Legal Aid Regulation Book	<i>In accordance with Specifications and delivery schedule described under Annex-B of this document</i>	Pcs	500		
Sub-total						
Taxes (if applicable)						
Total amount including taxes						

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general terms and conditions for goods august 2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>