



Islamic Republic of Afghanistan
Ministry of Agriculture, Irrigation & Livestock
Nangarhar Valley Development Authority (NVDA)

Grant Number: 0167-AFG

REQUEST FOR QUOTATION

RFQ No: MAIL/ADB/CPMO/NVDA/2020/G0123

Procurement of
Stationary

Issued Date: 15-Apr-2020

SHOPPING FOR GOODS

REQUEST FOR QUOTATION (RFQ)

Project Title: Nangarhar Valley Development Authority (NVDA)
Source of Funding: Asian Development Bank (ADB)
Contract Ref: MAIL/ADB/CPMO/NVDA/2020/G0123
Date of Issue of Request: **15-Apr-2020**
To: _____

Sir:

1. You are hereby requested to submit price quotation(s) for the supply of the Stationary.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item.

3. You shall submit one original of the Price Quotation with the Form of Bid, and clearly marked "Original. Your quotation in the attached format should be **sealed in an envelope** and addressed to and delivered to the following address:

Purchaser's Address : **Ismail Samim**
Contract management officer
Ministry of Agriculture Irrigation & Livestock Kabul, Afghanistan
Telephone : **+93(0)728010101**
Email : **Ismail.samim@mail.gov.af**

Note: Your price quotation will not be accepted by facsimile or electronically.

4. Your quotation in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Afghanistan.

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: **22-Apr-2020 at 10:30 AM.**

6. Your quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: the bids prices include all duties, taxes as per the established specification in article No.1. Prices shall be quoted in the currency of the Purchaser country Afghani (AFS).

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices in evaluating the quotations, the Purchaser will determine the evaluated price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
- (b) Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in Afghanistan.

(iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of forty-five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

7. Further information can be obtained from:

: Ismail Samim
Contract management officer
Ministry of Agriculture Irrigation & Livestock Kabul, Afghanistan
Telephone : +93(0)728010101
Email : Ismail.samim@mail.gov.af

8. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

9. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award,

and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

10. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



Mohammadullah "Sahil"
Procurement Director of MAIL



FORM OF QUOTATION

To: Nangarhar Valley Development Authority (NVDA)
Ministry of Agriculture Irrigation & Livestock
Kabul, Afghanistan

We offer to execute the Procurement of Stationary RFQ#(**MAIL/ADB/CPMO/NVDA/2020/G0123**) in accordance with the terms Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (**AFS**). We propose to complete the delivery of Goods described in the Contract within 14 Days from the Date of Signing of the Contract.

Prices and Schedules for Supply/Delivery:

S/No	items	Specification/Description	Qty	Unit	Unit Price AFN	Total Price AFN
1	Box File	(Large Size) 3 Inch, High Quality	100	Each		
2	Box File	(Medium Size) 2 Inch, High Quality	80	Each		
3	Ring File	High Quality 1 Inch	100	Each		
4	White Paper	A4 Size, 80gr, 210X297mm	50	Carton		
5	Binder Clip	51 mm size, High Quality	5	Box		
6	Binder Clip	41 mm size, High Quality	5	Box		
7	Binder Clip	32 mm size, High Quality	5	Box		
8	Binder Clip	25mm Size, High Quality,	10	Box		
9	Binder Clip	19mm Size, High Quality	10	Box		
10	Binder Clip	15mm Size, High Quality, Color	10	Box		
11	Pen	(Ball point) Blue 100, black 30, Red 10	30	Box		
12	Pen	(Ball point) High Quality, 0.5m Blue 50, black 10, Red 5	30	Box		

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13	Pen	High tecpoint, Pure Liquide Ink, 1.0m, Blue 60, Green 20,	10	Box		
14	Stick Glue	Glue stick, High Quality, PVP 36 gram	3	Pack		
15	Stapler Machine	Extra Lagre Size, High Quality, Heavy Duty	2	Each		
16	Stapler Machine	Lagre Size, High Quality, Heavy Duty	4	Each		
17	Stapler Needles	For Medium Stapler machine, High Quality, 12.5mm X 6mm (1000 X 10 X10)	100	Box		
18	Stapler remover	Normal size	10	Each		
19	Correction Pen	White Correction Pen	5	Each		
20	Punch machine	Medium Size, High Quality	25	Each		
21	Envelop	A4 Size, good quality with sticking toper, 100 page	4	Each		
22	Envelop	Small size, good quality with sticking toper, 50 page	4	Each		
23	Divider	A4 Size, 12 Pages, Plastic	300	Pack		
24	Divider	A4 Size, 31 Pages, Plastic	100	Pack		
25	Divider	A4 Size, 10 Pages, Plastic	300	Pack		
26	Pencil	High Quality, 4HB	10	Pack		
27	Knife (Cutter)	Large Size, High Quality with 5 extra blades	5	Doz		
28	Pencil Eraser	Good Quality	1	Box		
29	Ruler	Steel Ruller, 12 Inch	5	Doz		
30	Flip Chart Paper	white 20 pages binded in one	5	Box		
31	Certificate Paper	A4 Fine Quality , dotted, 50 pages	5	Each		

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32	Certificate Paper	Different Colors, Fine Quality, A4, 100 pages	4	Each		
33	White Board Marker	Red 4, Green 4 and Blue 4	12	Box		
34	Report File	Fine Quality,	5	Packet		
35	Management File Ltape	Transparent,	5	Packet		
36	Scotch Tape	Medium Size, 1 inch, 50m, Fine Quality	20	Each		
37	Scotch Tape	Large Size, 2 Inch, 50m, Fine Quality	10	Box		
38	Battery AA	High Quality, 1.5V, Ultra Alkaline	50	Pack		
39	Battery AAA	High Quality, 1.5V, Ultra Alkaline	50	Pack		
40	Scissors	Paper Scissor, Midem Size, Fine Quality	5	Each		
41	Permanent Marker	Fine Quality, Red, Blue, Green & Blue	2	Each		
42	InK for Stamp Pad	Ink for Stamp Pad	4	Bottle		
43	Stamp Pad	Fine quality	10	Each		
44	Sign Post	Sticky Notes for Signature, colored, plastic, Fine Quality	10	Box		
45	Highlighter	Different color high Quality 4 colors (15 of Each Color)	10	Box		
46	Dairy	Sample Dairy, high Quality with out Dates	30	Box		
47	Note Book	Ring Note Book A5, high Quality	100	Box		
48	Spary for Cleaning Computers	Air Dust Cleaning Spray, 16 FL OZ	1	Doz		
49	Tonner	078A for HP LaserJet 1536N Black, Genuine	5	Each		

50	Tonner	For Image Runner2525N Black, Genuine	4	Each		
51	Tonner	504A for HP Color LaserJet 3525 Printer, Genuine	2	Set		
52	Toner	05A For Hp Laser Jet 2055 Dn	10	Each		
53	Toner	026 A For Hp Laser Jet M402	20	Each		
54	Toner	Color Toner Set for HP LaserJet 277dw Printer	5	Set		
55	Water Glue	Soluble Water Glue, Acid Free	5	Pack		
56	Duct Tape	Secure Holding Power, Durable, 2 Inc X 50Y	20	Each		
				Total		

Note: In case of discrepancy between Unit Price and Total derived from unit price, unit price shall prevail.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive. We hereby confirm that this Quotation complies with the Validity of the Quotation required by the Request for Quotation document.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address : _____

Phone Number : _____

Fax Number, if any: _____

NOTE: PLEASE SIGN & STAMP EACH PAGE OF THE RFQ



FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 200, between _____ (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement,
 - a) Request for Quotation; Terms and Conditions of Supply, Technical Specification.
 - b) Addendum (if applicable).
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
FOR AND BEHALF OF

Signature and seal of the Supplier:
FOR AND BEHALF OF

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Nangarhar Valley Development Authority (NVDA)
Purchaser: NVDA
Consignee: Procurement Manager
Package No: RFQ No. MAIL/ADB/CPMO/NVDA/2020/G0123

1. Schedules for Supply

Schedules for supply					
Sl. No/S	Item No Ref	Specification/Description	Quantity	Supply Location	Delivery Time
1	Box File	(Large Size) 3 Inch, High Quality	100	NVDA/MAIL/Kabul	14 Days after signing contract
2	Box File	(Medium Size) 2 Inch, High Quality	80	NVDA/MAIL/Kabul	14 Days after signing contract
3	Ring File	High Quality 1 Inch	100	NVDA/MAIL/Kabul	14 Days after signing contract
4	White Paper	A4 Size, 80gr, 210X297mm	50	NVDA/MAIL/Kabul	14 Days after signing contract
5	Binder Clip	51 mm size, High Quality	5	NVDA/MAIL/Kabul	14 Days after signing contract
6	Binder Clip	41 mm size, High Quality	5	NVDA/MAIL/Kabul	14 Days after signing contract
7	Binder Clip	32 mm size, High Quality	5	NVDA/MAIL/Kabul	14 Days after signing contract
8	Binder Clip	25mm Size, High Quality,	10	NVDA/MAIL/Kabul	14 Days after signing contract
9	Binder Clip	19mm Size, High Quality	10	NVDA/MAIL/Kabul	14 Days after signing contract
10	Binder Clip	15mm Size, High Quality, Color	10	NVDA/MAIL/Kabul	14 Days after signing contract
11	Pen	(Ball point) Blue 100, black 30, Red 10	30	NVDA/MAIL/Kabul	14 Days after signing contract
12	Pen	(Ball point) High Quality, 0.5m Blue 50, black 10, Red 5	30	NVDA/MAIL/Kabul	14 Days after signing contract

13	Pen	High tecpoint, Pure Liquide Ink, 1.0m, Blue 60, Green 20,	10	NVDA/MAIL/Kabul	14 Days after signing contract
14	Stick Glue	Glue stick, High Quality, PVP 36 gram	3	NVDA/MAIL/Kabul	14 Days after signing contract
15	Stapler Machine	Extra Lagre Size, High Quality, Heavy Duty	2	NVDA/MAIL/Kabul	14 Days after signing contract
16	Stapler Machine	Lagre Size, High Quality, Heavy Duty	4	NVDA/MAIL/Kabul	14 Days after signing contract
17	Stapler Needles	For Medium Stapler machine, High Quality, 12.5mm X 6mm (1000 X 10 X10)	100	NVDA/MAIL/Kabul	14 Days after signing contract
18	Stapler remover	Normal size	10	NVDA/MAIL/Kabul	14 Days after signing contract
19	Correction Pen	White Correction Pen	5	NVDA/MAIL/Kabul	14 Days after signing contract
20	Punch machine	Medium Size, High Quality	25	NVDA/MAIL/Kabul	14 Days after signing contract
21	Envelop	A4 Size, good quality with sticking toper, 100 page	4	NVDA/MAIL/Kabul	14 Days after signing contract
22	Envelop	Small size, good quality with sticking toper, 50 page	4	NVDA/MAIL/Kabul	14 Days after signing contract
23	Divider	A4 Size, 12 Pages, Plastic	300	NVDA/MAIL/Kabul	14 Days after signing contract
24	Divider	A4 Size, 31 Pages, Plastic	100	NVDA/MAIL/Kabul	14 Days after signing contract
25	Divider	A4 Size, 10 Pages, Plastic	300	NVDA/MAIL/Kabul	14 Days after signing contract
26	Pencil	High Quality, 4HB	10	NVDA/MAIL/Kabul	14 Days after signing contract
27	Knife (Cutter)	Large Size, High Quality with 5 extra blades	5	NVDA/MAIL/Kabul	14 Days after signing contract
28	Pencil Eraser	Good Quality	1	NVDA/MAIL/Kabul	14 Days after signing contract
29	Ruler	Steel Ruller, 12 Inch	5	NVDA/MAIL/Kabul	14 Days after signing contract

30	Flip Chart Paper	white 20 pages binded in one	5	NVDA/MAIL/Kabul	14 Days after signing contract
31	Certificate Paper	A4 Fine Quality , dotted, 50 pages	5	NVDA/MAIL/Kabul	14 Days after signing contract
32	Certificate Paper	Different Colors, Fine Quality, A4, 100 pages	4	NVDA/MAIL/Kabul	14 Days after signing contract
33	White Board Marker	Red 4, Green 4 and Blue 4	12	NVDA/MAIL/Kabul	14 Days after signing contract
34	Report File	Fine Quality,	5	NVDA/MAIL/Kabul	14 Days after signing contract
35	Management File Ltape	Transparent,	5	NVDA/MAIL/Kabul	14 Days after signing contract
36	Scotch Tape	Medium Size, 1 inch, 50m, Fine Quality	20	NVDA/MAIL/Kabul	14 Days after signing contract
37	Scotch Tape	Large Size, 2 Inch, 50m, Fine Quality	10	NVDA/MAIL/Kabul	14 Days after signing contract
38	Battery AA	High Quality, 1.5V, Ultra Alkaline	50	NVDA/MAIL/Kabul	14 Days after signing contract
39	Battery AAA	High Quality, 1.5V, Ultra Alkaline	50	NVDA/MAIL/Kabul	14 Days after signing contract
40	Scissors	Paper Scissor, Midem Size, Fine Quality	5	NVDA/MAIL/Kabul	14 Days after signing contract
41	Permanent Marker	Fine Quality, Red, Blue, Green & Blue	2	NVDA/MAIL/Kabul	14 Days after signing contract
42	InK for Stamp Pad	Ink for Stamp Pad	4	NVDA/MAIL/Kabul	14 Days after signing contract
43	Stamp Pad	Fine quality	10	NVDA/MAIL/Kabul	14 Days after signing contract
44	Sign Post	Sticky Notes for Signature, colored, plastic, Fine Quality	10	NVDA/MAIL/Kabul	14 Days after signing contract
45	Highlighter	Different color high Quality 4 colors (15 of Each Color)	10	NVDA/MAIL/Kabul	14 Days after signing contract
46	Dairy	Sample Dairy, high Quality with out Dates	30	NVDA/MAIL/Kabul	14 Days after signing contract

47	Note Book	Ring Note Book A5, high Quality	100	NVDA/MAIL/Kabul	14 Days after signing contract
48	Spray for Cleaning Computers	Air Dust Cleaning Spray, 16 FL OZ	1	NVDA/MAIL/Kabul	14 Days after signing contract
49	Tonner	078A for HP LaserJet 1536N Black, Genuine	5	NVDA/MAIL/Kabul	14 Days after signing contract
50	Tonner	For Image Runner2525N Black, Genuine	4	NVDA/MAIL/Kabul	14 Days after signing contract
51	Tonner	504A for HP Color LaserJet 3525 Printer, Genuine	2	NVDA/MAIL/Kabul	14 Days after signing contract
52	Toner	05A For Hp Laser Jet 2055 Dn	10	NVDA/MAIL/Kabul	14 Days after signing contract
53	Toner	026 A For Hp Laser Jet M402	20	NVDA/MAIL/Kabul	14 Days after signing contract
54	Toner	Color Toner Set for HP LaserJet 277dw Printer	5	NVDA/MAIL/Kabul	14 Days after signing contract
55	Water Glue	Soluble Water Glue, Acid Free	5	NVDA/MAIL/Kabul	14 Days after signing contract
56	Duct Tape	Secure Holding Power, Durable, 2 Inc X 50Y	20	NVDA/MAIL/Kabul	14 Days after signing contract

The goods will be supplied as per the developed specification.

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding one month from the date of signing of contract. The goods will be delivered within the above mentioned time frame to P-ARBP project compound in Ever Green Building, Ministry of Agriculture Irrigation & Livestock Kabul, Afghanistan.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under

or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the arbitration law or rules of the Islamic Republic of Afghanistan.

7. Delivery and Documents: Upon delivery, the supplier shall provide the following documents to the purchaser:
- (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount.
 - (ii) Manufacturer's or supplier's warranty certificate.
 - (iii) Certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses. The goods delivery is door-to-door service.

8. Payment: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:
The payment will be done 100% after the goods received, inspected as per the goods terms and conditions shall be paid by bank transfer/cheque on receipt/acceptance of the Goods and upon submission of the documents specified and receipt/delivery certificate issued by purchaser/Consignee. Bidder should include appropriate BRT and 'Sukok' tax schedule in the price. The serial number of the equipment/item received should be clearly indicated on Receipt certificate and Finance Department would check the same before making payment with the copy of the Invoice submitted by the supplier for claiming payment.
9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.
10. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination, as indicated in the Contract.
11. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 7 days from the date of notice by Purchaser.
12. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.
13. Required Technical Specifications:
- (i) General Description.
 - (ii) Specific details and technical standards.
 - (iii) Performance Parameters.

Supplier confirms compliance with above specifications [Note: In case of deviations supplier to list all such deviations.

14. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-days' notice given by the Purchaser, without incurring any liability to the Supplier.

15. **Annexes**

The following documents must be submitted along with the quotations.

1. Copy of valid Logistics Business License received from Ministry of Commerce or AISA.
2. Copy of Company Profile or Fact Sheet (if available).

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____