

REQUEST FOR QUOTES (RFQ)

Purchasing of Office Supplies

Date: 6-June-2018

1.0 Summary Data

1.1 Announcement Type: Office Supplies

1.2 RFQ Number: Internews-18-06-030

1.3 Quote Submission Deadline: 20-June-2018 - 4:00PM

2.0 Scope of Work:

No	Description	Specification/ Overview	Quantity & Unit	Unit Cost AFN
1	Green Tea	Ahmad Green Tea Original (London)	1BOX (100bags)	
		Tajj Green Tea	1BOX (100bags)	
		Tapal Green Tea	1BOX (100bags)	
		Lepton Green Tea	1BOX (100bags)	
		Alakozai Premium Quality green tea (100% Pure Ceylon Green Tea)	1BOX (100bags)	
2	Black Tea	Alakozai Premium Black Tea (Finest Selection Limited Edition)	1BOX (100bags)	
		Ahmad black tea Original (London)	1BOX (100bags)	
		Lipton Yellow label black tea	1BOX (100bags)	
		Tapal Black tea	1BOX (100bags)	
3	Toffees	Roshen	1KG	
		Aidin Butter	1KG	
		Candy Batonchik "Slavyanskiy Prosto Russian	1KG	
		KOPOBKA Russian	1KG	
4	Tissue Paper	Alakozai 200x2Ply white tissue	1BOX (200PCS)	

5	Toilet Paper	Aishangai Soft Confirt Paper 3Ply	1 Bag of 10Rols	
6	Hand Washing Liquid	Dettol – Cool 200ML	1 Bottle	
		Dettol – Soft on Skin 250ML	1 Bottle	
		Duro Olive Oil – 300ML	1 Bottle	
		Royal Liquid Soap Inocence 500ML	1 Bottle	
7	Dish Washing Liquid	Net Original 800G	1 Bottle	
		Vim Double power 250ML	1 Bottle	
8	Glass Cleaning Spray	Mr. Muscle 5in1 Window & Glass Cleaning 500ML	1 Bottle	
9	Tile cleaner	Duck – Mr. Muscle Original	1 Bottle	
10	Powder	Tide 4.08KG	1 Box	
11	Dettol Liquid	750ML (Antiseptic)	1 bottle	
12	Small Water	Cristal 500ML	1 Case	
13	Large Water	Cristal 1L	1 Case	
14	Powder	Max 450g	1 Bottle	
		Vim 450g	1 Bottle	
15	Garbage Plastic	Mix Color Capacity: 7KG	1KG	
		Original Black Large size	1 Bag (250PCS)	
16	Cleaning Tissue	Soft Cotton with 2mr Width	1 Mtr	
17	Disposable Cups	Size 12oz	1 cup	
		Size 16oz	1 cup	
		Size 20oz	1 cup	
18	Disposable Plates	Round Thermocol plate Medium Size – Good Quality	1 Plate	
19	Disposable Tray	Four partition medium size – Good Quality	1 Tray	
20	Aluminum Foil	20Mr x 30CM	1 Role	
21	Plastic File	Glassy 10mtr x 30cm	1 Role	

22	Air Freshener	Air Wick 2in1 200ml	1 PCS	
23	Disposable Gloves	Plastic (XL)	1Box (100PCS)	
24	Disposable Kitchen Gloves	Rubber (XL)	1Box (100PCS)	
25	Gloves	Gelaan (XL)	1 Pair	
26	Dish Washing Sponge	ACORD Extra	Economic pacg (3PCS)	
27	Floor cleaning Brush with handle	Plastic made with steel handle	1 PCS	
28	Toilet Brush with container	Round & Square	1 PCS	
29	Wiper	Bathroom Rubber Squeegee floor wiper with steel handle	1 PCS	
30	Dry Mop	Steel handle dust mop	1 PCS	
31	Waste Bin	Metal mesh waste bin	1 PCS	
32	Dust Bin	Plastic garbage dust bin with swing	1 PCS	
33	Door Mate	Plastic 1Mtr (Welcome Mate)	1 PCS	
		Plastic 1.5Mtr Welcome Mate)	1 PCS	
34	Towel	Small- 1x0.5 best quality	1 PCS	
35	Tea Spoons	Stainless steel Small	1 PCS	
36	Disposable Spoon	Good Quality	1 PCS	
37	Disposable Fork	Good Quality	1 PCS	
38	Disposable Fruits Cutter	Good Quality	1 PCS	
39	Kitchen Caps	Good Quality	1 Box	
40	Sugar	Good Quality	1 KG	
41	Soup	Dettol Cool Anti bacteria 125g	1 PCS	
		Dettol Re-energize Anti bacteria 125g	1 PCS	
		Dettol Original Anti bacteria 125g	1 PCS	
42	Coffee	Nescafe Gold blend 200g	1 Bottle	
		Nescafe Clasico blend 200g		
43	Coffee Mate	Nestle the Original 400g	1 Bottle	

44	Steel Fiber Scrubber	Good Quality	1 PCS	
45	Dry Milk	Nido Nestle Fortigrow 910g	1 bag	
		Everyday Nestle 950g	1 bag	

Internews Network Afghanistan is seeking quotes for office supplies with mentioned details in SOW.

1) Good/Service 1:

All goods and materials must match the specification addressed in RFQ, in case the supplier or vendor fail to provide the goods and materials as per RFQ specification will results with immediate payback and compensation and their goods will be return.

3.0 Evaluation Criteria:

Quotes will be reviewed and evaluated by a technical committee according to the following selection criteria:

<u>Criteria</u>	<u>Relative Weight</u>
1. Price	60%
2. Valid Business License (AISA)	5 %
3. Quality of goods	20%
4. Delivery date and time	10%

4.0 Quote Content Requirements:

1. The Supplies cost must be inclusive of the above mentioned requirement and 2% sales tax as Internews Network Afghanistan will deduct BRT Taxes and submit it to MOF per Article 72 of Afghanistan Tax Law.” www.mof.gov.af/?p=Article%2072”
2. Company should provide the mentioned supplies within the time frame after signed Contract.

4.2 Quote Submission Coordinates:

Please submit sealed quotations to Mr. Rustam Khan Jabarkhel, Procurement & Inventory Officer, at Ahmadi Zahir house, Shaheed Road, PD 4, Ansari Square, Shar-e-naw, Kabul- Afghanistan

7.0 Inquiries:

All questions regarding this RFQ may be directed via email to Rustam Khan Jabarkehl, Procurement / Inventory Officer - rustamkhan@internews.org

End of RFQ