

**REQUEST FOR QUOTES (RFQ)**

**Purchasing of Stationary**

**Date:** 6-June-2018

**1.0 Summary Data**

- 1.1 **Announcement Type:** Stationary
- 1.2 **RFQ Number:** Internews-18-06-029
- 1.3 **Quote Submission Deadline:** 20-June-2018 - 4:00PM

**2.0 Scope of Work:**

Item Description	Model	QTY	Cost: AFN
Pen	LINC Offix	1 Dozen	
	ELITED B31	1 Dozen	
	Uniball (Japan)	1 Dozen	
	Piano Smooth PT-177	1 Dozen	
	Piano Crystal	1 Dozen	
Pen Holder	Kinda Small Size Wooden	1 PCS	
	Large Size Wooden	1 PCS	
White Paper	AA A4 Paper 80gm	1Box (500PCSx5) 2500Pages	
	AA A3 size 80gm	1Pack (500PCS)	
Paper Tray	Vertical Plastic Made Three PCS	1 PCS	
	Horizontal Plastic Made three PCS	1 PCS	
Lamination Plastic	Gloss A4 Size	1Pack (100PCS)	
	Gloss A3 size	1Pack (100PCS)	
	ID Card Size	1Box (100PCS)	
Battery	9V Energizer Max	12PCS Box	
	D Energizer Max	One Pair	
	AAA Energizer Max	36PCS Box	
	AA Energizer Max	36PCS Box	
Binder Clip	Daimond(L) 51mm	1 Dozen	
	Daimond (L) 41mm	1 Dozen	

	Daimond (M) 25mm	1 Dozen	
	Daimond (S) 19mm	1 Dozen	
Paper Clips	Colorful	1 Box of 100PCS	
Board Eraser	Boho White board Eraser	1 PCS	
Carry Bag	Plastic (Clips)	1 PCS	
Box File	Lever Arch File (S)	1 PCS	
	Lever Arch File (M)	1 PCS	
	Lever Arch File (L)	1 PCS	
Album	Business Card holder book	1 PCS	
Calculator	Casio DJ-120	1 PCS	
CD-R	Sony / Cheery	50PCS BOX	
CDR cover	Original Plastic	1 Pack	
DVD-R	Sony 4.7GB	50PCS BOX	
CDR cover	Pouch	100PCS BOX	
DVD 9	Sony 8 GB	1 Pack	
PC Cleaning Tissues Box	For Cleaning Laptop Computers	1 Bottle	
Certificate Paper	Specta Color A4 Size	100PCS bunch	
Screen Cleaning Kit	Screen Cleaning Kit 200ML	1 PCS	
	Skill Craft 16FL oz	1 PCS	
Binder Machine	Capacity of 1000 Pages	1 PCS	
Binder Ring	500 Pages	1 PCS	
	300 Pages	1 PCS	
	50 Pages	1 PCS	
	20 Pages	1 PCS	
Correction Pen	Dux-147	1 PCS	
Map tube	Map Holder/ Charts Holder	1 PCS	
Cutter	Mei Gong Dao-2008	1 PCS	
Dairy Notebook	Jinsha Js-25-39	1 PCS	
Duct Tape	48mm X 18mm	1 PCS	
Envelope	A3 Size	1PCS	
	Office National A4 Size	1 PCS	
	Office National(S)	1 PCS	
Flip Chart Board	Best Quality 810x585mm	1 PCS	

Flip Chart Pad	Sinarline 25 Sheets 810 X 585mm	1 PCS	
Glue Stick	Dr.Fan-5025	1 PCS	
Hanging File	Suspension File	1 PCS	
Highlighter	Highlight Hy80	1Pack	
	Highlight Hy8815	1Pack	
ID card cover	Plastic	1 PCS	
ID card for Zebra Machine	Original Pelican Cards	100 PCS	
Zebra Machine Ribbon	for 500 Cards-P430i	1 PCS	
Laminated label	Brother 24mm	1 Cassette	
Tag Machine	Brother Soft ( Remote)	1 PCS	
Tag Machine Ribbon	Brother Mk231 12mm	1 Cassette	
Marker	Erasable	1 Box	
	Permanent	1 Box	
Stamp Paid	Huhua Blue Color	1 PCS	
Notebook	(S)	1 PCS	
	(M)	1 PCS	
	(L)	1 PCS	
Personal file	Medium Size	1 Pack	
Pencil	HB655	1 PCS	
Pencil Sharpener	Metal	1 Dozen	
Pencil Eraser	Zhenta A1 30/ QI CAI	1 Dozen	
Ruler	Steel Made Good Quality	1 PCS	
Photo Paper	Kodak Original	100 PCS	
Plastic Paper	L Shape (Hard)	100 PCS	
	Soft for files	1 PCS	
Sticky Notes	3 X 3	1 PCS	
	Large	1 PCS	
	Small colorful	1PCS	
Hole Punch	Kangaro Medium 30 Pages	1 PCS	
	Kangaro Medium 150 Pages	1 PCS	
Scissor	Medium size (Original Quality)	1 PCS	
Separator	Index	1 PCS	
Stapler	Dingle-DL965/BEIFA (L)	1 PCS	

	Dingle-DL965/BEIFA (M)	1 PCS	
	Dingle-DL965/BEIFA (S)	1 PCS	
Gun Stapler	Dingle-DL965/BEIFA (M)	1 PCS	
Staple Remover	Kip Py	1 PCS	
Staples pin	Great Wall 369 (s)	1 PCS	
	Great Wall 369 (M)	1 PCS	
	Great Wall 369 (L)	1 PCS	
Tape	Glossy (L) 2"	1 PCS	
	Glossy (M) 1"	1 PCS	
	Glossy (s) 1/5"	1 PCS	
	Double side stick 1/5"	1 PCS	
	Double side stick 2"	1 PCS	
	Double side stick 1"	1 PCS	
Tape Dispenser	Kw.trio 3300 (L)	1 PCS	
	Kw.trio 3300 (M)	1 PCS	
	Kw.trio 3300 (S)	1 PCS	
White Board	50*70	1 PCS	
	60*90	1 PCS	
	80*120	1 PCS	
	100*200	1 PCS	
Notice Board	60*90	1 PCS	
	80*120	1 PCS	
	100*200	1 PCS	
Power Extinction	KKL 0028	1PCS	
Stamp Ink	Huhua Blue INK	1 Bottle	

Internews Network Afghanistan is seeking quotes for stationary 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](http://www.mof.gov.af/?p=Article%2072)"
2. Company should provide the mentioned stationary 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 Jabarkhel, Procurement / Inventory Officer - [rustamkhan@internews.org](mailto:rustamkhan@internews.org)

End of RFQ