

Procurement Unit

RFQ No. UN/H/KMU/KBL/2017/63

All correspondence, each case and parcel must show the RFQ Number

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Request for Quotation (RFQ)

Invitation date	16 April 2017
Reference	RFQ No. UN/H/KMU/KBL/2017/63
Services	Printing of ATLAS Book and SoAC report
Closing date	20 April 2017, at 9:00 AM

Solicitation of Document for Printing of Materials for Knowledge Management Unit (KMU), UN-Habitat Afghanistan

Solicitation is hereby asked for the **Printing of ATLAS Book and SoAC report** detailed in the schedule of the requirement enclosed as Annex I respectively.

The information furnished must be examined carefully before submission of solicitation and the process to be followed:

1. The company will print the requested materials mentioned in the schedule of the requirement enclosed as Annex I respectively.
2. The company will ensure that all printed materials delivered on time and with best quality as per specification.
3. The quotation must be given for each item.
4. The company shall be responsible for packing and delivery of all printed materials to UN-Habitat main office in Kabul.
5. The company shall confirm the proofread with UN-Habitat KMU focal point before start the printing.
6. All printed books will be physically inspected and confirmation shall be obtained from UN-Habitat KMU focal point.
7. The payment will be released after completion and satisfactory delivery of all materials.
8. The inspected delivery sheets should be attached with the invoices submitted for payment.
9. At any time prior to the deadline for submission of bid, the purchaser may modify the solicitation documents by amendment.
10. The bidder shall indicate on the Price Quotation the unit prices, and the total prices of the items requested.
11. Price shall be quoted in USD currency, and shall be fixed during the bidder's performance and not subject to variation on any account.
12. Bids shall remain valid for (90) days after the date of bid opening. A bid valid for a shorter period shall be rejected by purchaser as a non-responsive one.
13. Within the validity period of the bids if the same printing materials required UN-Habitat will only issue the PO to the contractor.
14. In exceptional circumstance the purchaser may request for extension of the period of validity of the bid.
15. The bids prepared in original must be received by purchaser in a sealed and stamped envelope no later **20 April 2017 at 9:00 am**, late proposal will not be considered. The

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bidder shall not withdraw its bid after the submission. No bid shall be modified after its submission.

16. If the numbers of items/pages increase/decrease up to 5% no additional cost/ deduction will be made. (Beyond 5% will be considered)
17. The purchaser will award the contract to the successful bidder whose bid has been determined to be substantially responsive and the lowest evaluated bids as per UN procurement policies.
18. The purchaser reserve the right to accept or reject any bids during the bidding process and reject all at any time prior to purchase award. The purchaser thereby shall not incur liability to the affected bids or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.
19. If any interested bidders want to observe the sample of Printed Materials, they can visit UN-Habitat main office **Kabul on 19 April exactly at 3:00 pm**, before submitting the offers. Please confirm your visit by email.
20. All requested materials shall be provided as per the RFQ technical specifications in good quality, if not, all printed materials will be rejected and shall be requested re-printing with no additional cost. (UN-Habitat shall not be responsible for additional cost).
21. The RFQ should be signed and confirm by the supplier.
22. Offer should be provided in supplier letter head.
23. Physical proof read will be done after contract signed. Poor quality will not be accepted, so UN-Habitat will not be responsible for any charges.
24. The printing company is not allowed to outsource the printing materials to other company.
25. All required printing materials must be printed in the country, not outside.

Failure to provide all the above mentioned information may result in the bid being rejected. Bids that unclear or leave room for interpretation will be considered non-responsive and will not be evaluated.

Evaluation Criteria:

- a) Bidder must be authorized dealer (having valid business license from Government of Afghanistan).
- b) The company should have well past performance and background working with UN or Government or International organization.
- c) Three client list.
- d) The company should have adequate machinery in good working condition available in Kabul.
- e) Delivery of all items within two weeks (calendar days) after finalizing the proof read.
- f) Available machinery and its capacity will be assessed.
- g) Available staff in the company will be assessed.
- h) Availability of raw materials will be assessed.

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Date: 16 April 2017,

Dear Sir/Madam,

You are kindly requested to submit your offer in sealed and stamped envelope to UN-Habitat main office at Taimani, House # 431, Street 7, District 4, Kabul, Afghanistan or email to: procurement.committee@unhabitat-afg.org, no later than **20 April 2017 at 9:00 am.**

You're sincerely,



Ghows Amirian,
Procurement Officer
UN-Habitat, Afghanistan

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Annex I

No	Generic Description (incl. Technical specifications)	Item	QTY	Unit Cost in USD	Total Price in USD
1	<ul style="list-style-type: none"> Atlas: Size: A3 Pages 144 pages include cover Cover 300gr math paper with Lamination Pages 150gr matt paper Perfect Glow binding <p>SoAC ATLAS book (volume two) based on sample</p>	ATLAS Book	200		
2	<ul style="list-style-type: none"> Report: Size: A4 Pages: 156 include cover Cover: 300gr matt paper with Lamination Pages: 150gr matt paper Perfect Glow binding <p>SoAC report (volume one) based on sample</p>	SoAC Report	300		
Grand Total USD					

In Words:

General Terms and Conditions	
Payment Terms	✓ Within 30 days after satisfactory delivery of services.
Validity of Quotation	✓ Ninety (90) days
Preliminary Examination - Completeness of quotation.	✓ Partial bids not permitted
Delivery	✓ UN-Habitat provincial offices mentioned above
Delivery Time	✓ (10) Days after approval and signature of Purchase Order and finalizing the proof read.
Vendor Profile	✓ Vendor Profile must be attached
Business license	✓ Valid business license must be attached
Proven past performance	✓ Three client list must be attached
Soft copy of Material	✓ Final soft copy of printing materials to be given to UN-Habitat
Please state the following in your quote	
Quantity discount and early payment discount	Shipping weight (kg) and volume (m ³)
Separate quote for estimated transportation & insurance charges	Not allowed (all cost should be included at unit price)
Details on any warranty/guarantee conditions:	

If your quotations don't match with the required technical specifications, your offer will not be considered.