

REQUEST FOR QUOTATION (RFQ)

NAME AND ADDRESS OF VENDOR:	DATE: 13 Nov 2014
	REFERENCE: Printing Devices for ACO Office Buildings 025/UNW/Ops/November 2014

Dear Sir / Madam:

We are seeking the services of provider **Printing Devices for ACO Office Buildings** and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **Thursday 20 November 2014 at 12:00 pm** and via ☐ e-mail, ☐ courier mail or ☐ facsimile to the address below:

UN WOMEN AFGHANISTAN
UNOCA Compound Jalalabad Road
Kabul Afghanistan
E-mail: Registry.unwomen.af@unwomen.org
Procurement.af@unwomen.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Your quotations will be considered upon the provision with this RFQ the following:

- A. Company's valid trade license.
- B. List of previous contracts for the same field/experience
- C. List of company technicians with qualification
- D. Official bank account as per name of Company
- E. Price should be in Afghan currency

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	<input type="checkbox"/> 30 DAYS ✓ 90 DAYS
Preliminary Examination - Delivery Terms and Place	<input type="checkbox"/> Partial bids permitted. ✓ Partial bids not permitted UNWOMEN Afghanistan Office
Value Added Tax on Price Quotation	Prices must be exclusive of VAT and other applicable indirect taxes
Delivery Term and Location	Delivered at Place – UNWOMEN Afghanistan Country Office. UNOCA Compound Jalalabad Road Kabul Afghanistan

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN reserves the right to vary (increase or decrease) the quantity of services and/or 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.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached as Annex 2.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Mr. Yawo Maglo
Operations Manager



Annex 1

Item Descriptions.

No	Items Description	Quantity	Unit	Unit price	Total Price
1	Printer (Black and White) Gigabit Ethernet embedded print server 100-sheet multipurpose tray 1 500-sheet tray 2 500-sheet tray 3 Automatic two-sided printing 128 MB Memory Recommended monthly print volume 5,000 to 20,000 pages (2	Each		
2	Multifunction Printer (Scanner, Copier, Printer) (Black and White) Up to 999 multiple copies 600 by 600 dpi Processor 533 MHz Memory 384 MB, expandable up to 512 MB; Memory Enhancement technology (MEt) monthly volume: 15,000 to 50,000 pages; Duty cycle: up to 300,000 pages per month	1	Each		
3	Color Printer 100-sheet multipurpose tray Three 500-sheet input trays 500-sheet output bin Memory 544MB Fast Ethernet print server Built-in automatic two-sided printing 40GB high performance hard drive MFP Analog Fax Accessory 300 500-sheet stapler stacker 700-sheet, 3-bin mailbox	1	Each		
4	Photo Copier Machine (Black and White) Imaging System Laser Dry Electrostatic Transfer Developing System Dry Mono component Toner Projection Fixing System RAPID Fusing System Image Server Memory 512MB RAM + 256MB RAM Max. Memory: 1GB RAM+ 768MB RAM Hard Disk Drive: 60GB Max Mailboxes Supported 100 User Inboxes, One Memory RX Inbox, 50 Confidential Fax Inboxes Network TWAIN Scan: Standard Network Scan Utility: Color Network Scan Gear Max Copy Reservation 10 Jobs Scanning Resolution 600 x 600 dpi Copy Resolution: 1200 x 600 dpi (Interpolated) Printing Resolution 1200 x 1200 dpi• Halftone 256 Gradations of Gray Letter Up to 45 ppm First Copy Time 3.9 Seconds (From Platen Glass) 5.9 Seconds (From DADF) Multiple Copies 1 - 999	2	Each		

	DADF: 25% - 200% (in 1% Increments) Preset Reductions 25%, 50%, 64%, 73%, 78% Preset Enlargements 121%, 129%, 200%, 400% Acceptable Originals Sheets, Books, and 3-Dimensional Sheets, Books, and 3-Dimensional Acceptable Paper Sizes: 11" x 17", Legal, Letter, Letter-R Maximum Original Size 11" x 17" Min. Copy Size: 3-7/8" x 5-7/8" (Stack Bypass) Standard Paper Capacity Dual 550-Sheet Paper Cassettes + 50- Sheet Stack Bypass Dual 550-Sheet Paper Cassettes + 2,700-Sheet Paper Deck Manual Bypass 50-Sheet Stack Bypass Maximum Paper Capacity 4,950 Sheets				
	Grant Total				

Annex 2

UN-WOMEN GENERAL CONDITIONS OF CONTRACT—CONTRACTS FOR THE PROVISION OF SERVICES

The General Conditions can be accessed at:

<https://intra.unwomen.org/management/Legal%20Support/Agreement%20Templates/Forms/AllItems.aspx>