

REQUEST FOR QUOTATION (RFQ)

NAME AND ADDRESS OF VENDOR:	DATE: 30 Jul 2015
	REFERENCE: Cartridges 017/UNW/Ops/July 2015

Dear Sir / Madam:

We are seeking the services of providing Cartridges, and kindly request you to submit your quotation as per specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **Sunday 08 Aug 2015 at 3:00 pm** and via ☐ e-mail, ☒ courier mail or ☐ facsimile to the address below:

UN WOMEN AFGHANISTAN
UNOCA Compound Jalalabad Road
Kabul Afghanistan (Hard Copy)

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.

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. Official bank account as per name of Company
- D. Price should be in AFN currency

Conditions		
Payment Terms	30 days upon invoice	
Validity of Quotation	☒ 30 DAYS	90 DAYS
Preliminary Examination - Delivery Terms and Place	☐ Partial bids permitted. ☒ Partial bids not permitted UNWOMEN Afghanistan Office	

Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Delivery Term and Location	Delivered at Place – Kabul – UNOCA Compound, Jalalabad Road

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,


Yousaf Patyalai
Finance Specialist &
Operations OIC 30/07/2015

Annex 1

Item No	Detailed Specification	Quantity	Unit of Measure
1.	Cartridges for HP Colour LaserJet 4700 Magenta Q5953A only	3	Each
2.	Cartridges for HP LaserJet 4515	3	Each
3.	Cartridges for HP LaserJet CP4525 Black – CE260A	3	Each
4.	Cartridges for HP LaserJet 3015	4	Each
5.	Cartridges for HP Colour LaserJet CP 5525	2	Set
6.	Cartridges for HP LaserJet Colour M680 Printer Complete set.	2	Set
7.	Cartridges for HP LaserJet Colour M680 printer - Black only	2	Each
8.	Cartridges for HP LaserJet 830 MFP printer	2	Each
9.	Cartridges for Canon IR 4245 Copier	4	Each
10.	Cartridges for HP LaserJet 702	4	Each
11.	Cartridges for HP LaserJet P1102 (Mobile Printer)	2	Each

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>