



**REQUEST FOR QUOTATION (RFQ)
For the Provision of printing services**

NAME & ADDRESS OF FIRM: _____ _____ _____	DATE: March 08, 2010
	REFERENCE: UNDP/AFG/ELECT/2010/0023- Printing of External Relation Materials for Candidate nominations

Dear Sir / Madam:

You are kindly requested to submit your quotation for printing & publishing services to ELECT Project.

The printing and publishing services have been split into 4 lots:

- **LOT 1:** One color, one sheet, 1 page, no binding
- **LOT 2:** One color, one sheet, 2 pages, no binding
- **LOT 3:** One color, several sheets and pages, different bindings
- **LOT 4:** Others

UNDP ELECT kindly ask the printing house to understand that the services requested are high priorities for the conduction of candidate nomination of the parliamentary elections and quality of the printing jobs should be perfect as well as the packing/labeling. Also the respect of the delivery time is a must.

Your quotation should be submitted to UNDP ELECT before **11 March 2010, 4:00 PM Kabul local time.**

Late quotations will be rejected.

CONDITIONS	
Scope of Services	See Appendix A
Price Schedule/Delivery Timeline	See Appendix B
General Terms and Conditions	See Appendix C
Administrative requirements	Your quotations will be considered upon the provision with this RFQ the following, failure in providing the requested documents may constitute grounds for disqualification of the quotations: <ol style="list-style-type: none"> 1. Company facts sheets/Profile 2. Company's valid trade license 3. List of previous contracts for printing & publishing and amounts in 2009
Technical/Commercial	As part of this submission printing houses are required to submit the following: <ol style="list-style-type: none"> 1. List of Printing Equipment with printing capacity per hour/Description of machinery 2. Personnel Resources (Technical & Support Staff) 3. Price quotation/Compliance with delivery time

Technical/Commercial...	Please note that failing to provide sufficient details on the printing house technical capacity will result in rejecting the quotation of the said printing house. Contracts per LOT will be awarded to a printing house who showed their technical capacity (equipment and support staff) to handle the printing jobs <u>for each LOT</u> , and who has provided the least expensive quotation for the said LOT, providing that the expected delivery time is confirmed. Previous performances will be taken into account: quality of packing, of printing jobs and respect of delivery timelines.
Evaluation Criteria	1. Completeness of Administrative documents 2. Capacity to deliver: quality of the printing jobs and respect of the delivery time. 3. Price quotation for each LOT/Compliance with delivery time
Partial quotation	Companies can quote for one or several LOTS. Each LOT will be evaluated separately. Partial quotations are not allowed within a LOT: companies quoting for part of one LOT of this tender will be rejected.
Delivery timeline	All the printing jobs from LOT 1, 2, 3 and 4 should be DELIVERED on 27 March 2010 in the IEC compound in Jalalabad road, Kabul AT THE LATEST. The award of the contract for each lot will be announced on 17 th March 2010 at the latest, with a soft copy of the printing jobs. Failing to provide the printing jobs on time will result in the application of penalties.
Penalties	If the Supplier fails to provide the printing jobs as stipulated in the time period(s) by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed printing jobs for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed printing jobs Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order.
Reception of the quotations	Sealed envelopes to : Att : ELECT Project Sher Poor Street Close to Spinneys Super Market Close to Ghaznafer Bank, Wazir Akbar Khan Branch Quote to be submitted in a sealed envelope marked clearly with Tender Reference /Tender Name/Closing Date or by Email to the following email address: procurement.elect@undp.org
TAX	Exclusive of all Local and National Taxes
Delivery Term (INCOTERMS 2000) & Place	DDU Kabul IEC Warehouse in Jalalabad Road
Payment Terms	Within 30 days after reception of the invoice & acceptance of goods by UNDP ELECT.
Validity of Quotation	■ 30 DAYS
Language: All documentation, including installation and operating manuals shall be in:	
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others	

APPENDIX A – SCOPE OF SERVICES

Packing:

The quality of packing should be of extreme good quality. Packages should be wrapped up in strong plastic to avoid humidity and resist damage.

Labeling:

All packages should be labeled as per number of materials and name of the product cover page.

Proof:

The selected Company is obliged to submit a master copy before printing. Once the copy is approved by IEC, the printing can continue.

Some of IEC and UNDP staff will go directly to the printer and do the quality assurance on the spot.

Delivery timeline:

All the printing jobs from LOT 1, 2, 3 and 4 should be DELIVERED on 27 March 2010 in the IEC compound in Jalalabad road, Kabul AT THE LATEST.

The award of the contract for each lot will be announced on 17th March 2010 at the latest, with a soft copy of the printing jobs.

Failing to provide all the services described above (quality of packing and labeling, respect of delivery time) may result in the refusal of UNDP/ELECT to accept the printing jobs.

LOT 1: One Colour, 1 sheet, 1 page

1.1

Job Description	[Printing of Candidate Nomination Form CN-02]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-02 forms per box

1.2

Job Description	[Printing of Candidate Nomination Form CN-03]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	

Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-03 forms per box

1.3

Job Description	[Printing of Candidate Nomination Form CN-04]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-04 forms per box

1.4

Job Description	[Printing of Candidate Nomination Form CN-05]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-05 forms per box

1.5

Job Description	[Printing of Candidate Nomination Form CN-06]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-06 forms per box

1.6

Job Description	[Printing of Candidate Nomination Form CN-07]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-07 forms per box

1.7

Job Description	[Printing of Candidate Nomination Form CN-08]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 form x10 sheets=10 Pages	One side print

Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	1 set of supporters' signatures forms contains 1 same page x 10 times. Each package should include 50 sets;	50 CN-08 sets per box (1 set contains 10 pages of the CN-08 form)

1.8

Job Description	[Printing of Candidate Nomination Form CN-09]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-09 forms per box

1.9

Job Description	[Printing of Candidate Nomination Form CN-10]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 CN-10 forms per box
Delivery timeline	27-March-2010	

LOT 2 : One color, 1 sheet, 2 pages, no binding

2.1

Job Description	[Printing of Observer and Agents accreditation form A02]	
Quantity:	[100.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent pages are text]	
Paper Size	A4 Portrait	
Colour	1 Colour Black	
Language:	Trilingual (Dari & Pashto & English)	
Paper Type/Stock:	Not Required	
Paper weight:	80 gsm	
Number of Pages	1 sheet (one side print)	Printed double side
Artwork	Corel Draw and PDF	PDF or MS Word
Binding	Saddled stitched	
Packing/Labeling	Each package should include 50 forms;	

2.2.

Job Description	[Printing of Media Accreditation form A03]	
Quantity:	[10.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent pages are text]	
Paper Size	A4 Portrait	
Colour	1 Colour Black	
Language:	Trilingual (Dari & Pashto & English)	
Paper Type/Stock:	Not Required	
Paper weight:	80 gsm	
Number of Pages	1 sheet (one side print)	Printed double side
Artwork	Corel Draw and PDF	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	

2.3.

Job Description	[Printing of ECC Challenge Form Instructions]	
Quantity:	[10.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	

Colour	One Colour Black	
Language:	[Dari and Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheets	Double side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 instructions;	50 instructions per box

2.4.

Job Description	[Printing of ECC Nomination and Challenge Summary]	
Quantity:	[10.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari and Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet	Double side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 instructions;	50 summary documents per box

2.5

Job Description	[Printing of Candidate Nomination Challenge Response Form]	
Quantity:	[10.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari and Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet	Double side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 instructions;	50 response forms per box

2.6

Job Description	[Printing of ECC Content Form]	
Quantity:	[10.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari and Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet	Double side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 instructions;.	50 documents per box

2.7.

Job Description	[Printing of Financial Reporting factsheet]	
Quantity:	[20000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari, Pashto, English)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	1 Sheet, 2 Pages	Printed double side
Artwork	IEC logo, plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 factsheets;	500 documents per box

2.8.

Job Description	[Printing of Financial Assets Reporting Form 1]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari, Pashto, English)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	

Number of Pages	1 Sheet, 2 Pages	Printed double side
Artwork	IEC logo, plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 Reporting forms;	500 packages per box

2.9

Job Description	[Printing of Candidate Financial Contributions Reporting Form 2]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari, Pashto, English)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	1 Sheet, 2 Pages	Printed double side
Artwork	IEC logo, plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 Reporting forms2;	500 packages per box

2.10

Job Description	[Printing of Candidate Financial Expenses Reporting Form3]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari, Pashto, English)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	1 Sheet, 2 Pages	Printed double side
Artwork	IEC logo, plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 Reporting forms 3;	500 packages per box

2.11

Job Description	[Printing of Post Nomination Handout]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text]	

Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari and Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	1 Sheet, 2 Pages	Printed double side
Artwork	IEC logo, plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 Post Nomination Handouts;	500 packages per box

2.12

Job Description	[Printing of Observers Code of Conduct]	
Quantity:	[30.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[17.000 Dari, 13.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	Double sided print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 codes of conduct;	50 Codes of Conduct per box

2.13

Job Description	[Printing of Observers Fact Sheet]	
Quantity:	[30.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[17.000 Dari, 13.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	1 sheet 1 Page	Double sided print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 factsheets;	50 factsheets per box

LOT 3 : One color, multi sheets, different bindings

3.1

Job Description	[Printing of Candidate Nomination Form CN-01]	
Quantity:	[20.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[11.000 Dari, 9.000 Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	2 sheets - 2 Pages	Printed on one side
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	Saddled stitched	
Packing/Labeling	Each package should include 50 forms;	50 CN-01 forms per box

3.2.

Job Description	[Printing of 2010 Wolesi Jirga Candidate Nomination procedures]	
Quantity:	[500]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[English, Dari, Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	8 sheets 16 Pages	Printed double side
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	Saddled Stitched	
Packing/Labeling	Each package should include 50 procedures;	50 procedures per box

3.3.

Job Description	[Printing of the 2010 Candidate Nomination Regulation]	
Quantity:	[500]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	

Language:	[English, Dari, Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	2 sheet 3 Pages	Printed double side
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	Simple stapling	
Packing/Labeling	Each package should include 50 regulations;	50 regulations per box

3.4.

Job Description	[Printing of Observers Accreditation Procedures]	
Quantity:	[1000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[English, Dari, Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	8 sheets 16 Pages	Printed double side
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	Saddled Stitched	
Packing/Labeling	Each package should include 50 procedures;	50 procedures per box

3.5

Job Description	[Printing of Observers Accreditation Regulation]	
Quantity:	[1000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[English, Dari, Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	4 sheets 7 Pages	Printed double side
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	Saddled Stitched	
Packing/Labeling	Each package should include 50 Regulations;	50 Regulations per box

3.6

Job Description	[Printing of the Trainers Guide]	
Quantity:	[40]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent pages, text, charts and drawings]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[English, Dari, Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	75 gsm	
Number of Pages	22 sheets 44 Pages	Printed double side
Artwork	IEC logo, plain text, charts and drawings	PDF or MS Word
Binding	Side Stitched	
Packing/Labeling	Simple packing	40 guides per box

3.7

Job Description	[Printing of ECC Challenge Form for Candidate Nomination]	
Quantity:	[10.000]	
Technical Specifications:		
Content	Graphic/image/text [The first cover page contains the IEC logo and text, the subsequent page is text]	
Paper Size	A4 – portrait	
Colour	One Colour Black	
Language:	[Dari and Pashto]	
Paper Type/Stock:	Plain	
Paper weight:	80 gsm	
Number of Pages	3 sheets	One side print
Artwork	Just the IEC logo and plain text	PDF or MS Word
Binding	n/a	
Packing/Labeling	Each package should include 50 forms;	50 ECC forms per box

LOT 4 : OTHERS

4.1.

Job Description	[Printing of Observers Accreditation Cards]	
Quantity:	[300.000]	
Technical Specifications:		
Content	Graphic/image/text	
Paper Size	9cm (W) x 6cm (L), landscape	
Colour	4 color process (CMYK)	
Language:	Trilingual (Eng, Dari, Pashto)	
Paper Type/Stock:	Plain	
Paper weight:	120 gsm	

Number of Pages	1 sheet (double sided print - 2 pages)	Double sided print
Artwork	Corel Draw and PDF	
Binding	n/a	
Packing/Labeling	Each package should include 100 cards;	50 packages per box

4.2

Job Description	[Printing of Symbols for 2010 Wolesi Jirga Elections]	
Quantity:	70 sets of 700 symbols	
Technical Specifications:		
Content	Graphic/image/text [cards will contain a Symbol, a number of the Symbol and text indicating the election.	
Paper Size	Half the business card	
Colour	One Colour Black	
Language:	[It is bilingual (Dari & Pashto)]	
Paper Type/Stock:	Business card type	
Paper weight:	180 gr	
Number of Pages	1 sided	
Artwork	The Symbol and plain text	PDF or JPG
Binding	n/a	
Packing/Labeling	1 set	

APPENDIX B - PRICE and DELIVERY TIME – LOT 1

1. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
2. All prices should be inclusive of transportation cost to DDU Kabul Afghanistan IEC warehouse.
3. Prices should be provided in Afghanis (AFN) or monthly UN exchange rate will be automatically applied in order to compare the quotations received in other currency(s).
4. Companies must provide prices in AFN ONLY, should service providers provide other currency payment will be made in local currency and on the UN operational rate of exchange on the date of payment.
5. It is deemed that the Companies' quotation includes all costs required to complete the Scope of Services and in total, as no extra charges or costs shall be entertained by UNDP in this respect.

Currency AFN Only

LOT 1: One Colour Black, 1 sheet, 1 page

LOT 1	Description of job samples	Quantity	Unit Price in AFN	Total Price In AFN (qty x Unit price)
1.1	[Printing of Candidate Nomination Form CN-02]	[20.000]		
1.2	[Printing of Candidate Nomination Form CN-03]	[20.000]		
1.3	[Printing of Candidate Nomination Form CN-04]	[20.000]		
1.4	[Printing of Candidate Nomination Form CN-05]	[20.000]		
1.5	[Printing of Candidate Nomination Form CN-06]	[20.000]		
1.6	[Printing of Candidate Nomination Form CN-07]	[20.000]		
1.7	[Printing of Candidate Nomination Form CN-09]	[20.000]		
1.8	[Printing of Candidate Nomination Form CN-08]	[20.000]		
1.9	[Printing of Candidate Nomination Form CN-10]	[20.000]		
TOTAL PRICE INCLUDING FREIGHT & TRANSPORTATION COST TO IEC WAREHOUSE (in AFN)				

<p>DELIVERY TIME: The printing jobs from LOT 1 should be DELIVERED on 27 March 2010 in the IEC compound in Jalalabad road, Kabul AT THE LATEST. The award of the contract for each lot will be announced on 17th March 2010 at the latest, with a soft copy of the printing jobs.</p>	<p>Please confirm that all the printing jobs of this lot will be delivered within a maximum of 10 calendar days:</p> <p style="text-align: right;">----- calendar days</p>
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Please confirm hereafter:

Name of the company : _____

Address of company : _____

Name of authorised Representative : _____

Phone number : _____

Email address : _____

Date : _____

Signature : _____

APPENDIX B - PRICE and DELIVERY TIME – LOT 2

1. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
2. All prices should be inclusive of transportation cost to DDU Kabul Afghanistan IEC warehouse.
3. Prices should be provided in Afghanis (AFN) or monthly UN exchange rate will be automatically applied in order to compare the quotations received in other currency(s).
4. Companies must provide prices in AFN ONLY, should service providers provide other currency payment will be made in local currency and on the UN operational rate of exchange on the date of payment.
5. It is deemed that the Companies' quotation includes all costs required to complete the Scope of Services and in total, as no extra charges or costs shall be entertained by UNDP in this respect.

Currency AFN Only

LOT 2 : One color, 1 sheet, 2 pages

LOT 2	Description of job samples	Quantity	Unit Price in AFN	Total Price In AFN (qty x Unit price)
2.1	[Printing of Observer and Agents accreditation form A02]	[100.000]		
2.2	[Printing of Media Accreditation form A03]	[10.000]		
2.3	[Printing of ECC Challenge Form Instructions]	[10.000]		
2.4	[Printing of ECC Nomination and Challenge Summary]	[10.000]		
2.5	[Printing of Candidate Nomination Challenge Response Form]	[10.000]		
2.6	[Printing of ECC Content Form]	[10.000]		
2.7	[Printing of Financial Reporting factsheet]	[20000]		
2.8.	[Printing of Financial Assets Reporting Form 1]	[20.000]		
2.9	[Printing of Candidate Financial Contributions Reporting Form 2]	[20.000]		
2.10	[Printing of Candidate Financial Expenses Reporting Form3]	[20.000]		
2.11	[Printing of Post Nomination Handout]	[20.000]		
2.12	[Printing of Observers Code of Conduct]	[30.000]		
2.13	[Printing of Observers Fact Sheet]	[30.000]		
TOTAL PRICE INCLUDING FREIGHT & TRANSPORTATION COST TO IEC WAREHOUSE (in AFN)				

<p>DELIVERY TIME: The printing jobs from LOT 2 should be DELIVERED on 27 March 2010 in the IEC compound in Jalalabad road, Kabul AT THE LATEST. The award of the contract for each lot will be announced on 17th March 2010 at the latest, with a soft copy of the printing jobs.</p>	<p>Please confirm that all the printing jobs of this lot will be delivered within a maximum of 10 calendar days:</p> <p style="text-align: right;">----- calendar days</p>
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Please confirm hereafter:

Name of the company : _____ (please stamp and sign of this page)

Address of company : _____
Name of authorised
Representative : _____
Phone number : _____
Email address : _____
Date : _____
Signature : _____

APPENDIX B - PRICE and DELIVERY TIME – LOT 3

1. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
2. All prices should be inclusive of transportation cost to DDU Kabul Afghanistan IEC warehouse.
3. Prices should be provided in Afghanis (AFN) or monthly UN exchange rate will be automatically applied in order to compare the quotations received in other currency(s).
4. Companies must provide prices in AFN ONLY, should service providers provide other currency payment will be made in local currency and on the UN operational rate of exchange on the date of payment.
5. It is deemed that the Companies' quotation includes all costs required to complete the Scope of Services and in total, as no extra charges or costs shall be entertained by UNDP in this respect.

Currency AFN Only

LOT 3 : One color, multi sheets, different bindings

LOT 3	Description of job samples	Quantity	Unit Price in AFN	Total Price In AFN (qty x Unit price)
3.1	[Printing of Candidate Nomination Form CN-01]	[20.000]		
3.2.	[Printing of 2010 Wolesi Jirga Candidate Nomination procedures]	[500]		
3.3	[Printing of the 2010 Candidate Nomination Regulation]	[500]		
3.4	[Printing of Observers Accreditation Procedures]	[1000]		
3.5	[Printing of Observers Accreditation Regulation]	[1000]		
3.6	[Printing of the Trainers Guide]	[40]		
3.7	[Printing of ECC Challenge Form for Candidate Nomination]	[10.000]		
TOTAL PRICE INCLUDING FREIGHT & TRANSPORTATION COST TO IEC WAREHOUSE (in AFN)				

<p>DELIVERY TIME: The printing jobs from LOT 3 should be DELIVERED on 27 March 2010 in the IEC compound in Jalalabad road, Kabul AT THE LATEST. The award of the contract for each lot will be announced on 17th March 2010 at the latest, with a soft copy of the printing jobs.</p>	<p>Please confirm that all the printing jobs of this lot will be delivered within a maximum of 10 calendar days:</p> <p style="text-align: right;">----- calendar days</p>
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Please confirm hereafter:

Name of the company : _____

Address of company : _____

Name of authorised Representative : _____

Phone number : _____ Email address: _____

Date : _____

Signature : _____

APPENDIX B – PRICE and DELIVERY TIME – LOT 4

1. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
2. All prices should be inclusive of transportation cost to DDU Kabul Afghanistan IEC warehouse.
3. Prices should be provided in Afghanis (AFN) or monthly UN exchange rate will be automatically applied in order to compare the quotations received in other currency(s).
4. Companies must provide prices in AFN ONLY, should service providers provide other currency payment will be made in local currency and on the UN operational rate of exchange on the date of payment.
5. It is deemed that the Companies’ quotation includes all costs required to complete the Scope of Services and in total, as no extra charges or costs shall be entertained by UNDP in this respect.

Currency AFN Only

LOT 4 : OTHERS

LOT 4	Description of job samples	Quantity	Unit Price in AFN	Total Price In AFN (qty x Unit price)
4.1.	[Printing of Observers Accreditation Cards]	[300.000]		
4.2	[Printing of Symbols for 2010 Wolesi Jirga Elections]	70 sets of 700 symbols		
TOTAL PRICE INCLUDING FREIGHT & TRANSPORTATION COST TO IEC WAREHOUSE (in AFN)				

<p>DELIVERY TIME: The printing jobs from LOT 4 will be DELIVERED on 27 March 2010 in the IEC compound in Jalalabad road, Kabul AT THE LATEST. The award of the contract for each lot will be announced on 17th March 2010 at the latest, with a soft copy of the printing jobs.</p>	<p>Please confirm that all the printing jobs of this lot will be delivered within a maximum of 10 calendar days:</p> <p style="text-align: right;">----- calendar days</p>
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Please confirm hereafter for prices and delivery time:

Name of the company : _____

Address of company : _____

Name of authorised Representative : _____

Phone number : _____

Email address : _____

Date : _____

Signature : _____

APPENDIX C - GENERAL TERMS AND CONDITIONS FOR GOODS

1. **ACCEPTANCE OF THE PURCHASE ORDER**
This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.
2. **PAYMENT**
 - 2.1.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
 - 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
 - 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
 - 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.
3. **TAX EXEMPTION**
 - 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
 - 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.
4. **RISK OF LOSS**
Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.
5. **EXPORT LICENCES**
Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.
6. **FITNESS OF GOODS/PACKAGING**
The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.
7. **INSPECTION**
 1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
 2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.
8. **INTELLECTUAL PROPERTY INFRINGEMENT**
The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.
9. **RIGHTS OF UNDP**
In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:
 - a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
 - b) Refuse to accept delivery of all or part of the goods.
 - c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.
10. **LATE DELIVERY**
Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.
11. **ASSIGNMENT AND INSOLVENCY**
 - 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
 - 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.
12. **USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**
The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.
13. **PROHIBITION ON ADVERTISING**
The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.
14. **CHILD LABOUR**
The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.
Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.
15. **MINES**
The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.
16. **SETTLEMENT OF DISPUTES**
 - 16.1 **Amicable Settlement**
The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
 - 16.2 **Arbitration**
Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.
17. **PRIVILEGES AND IMMUNITIES**
Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.
18. **SEXUAL EXPLOITATION:**
 - 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
 - 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.
19. **OFFICIALS NOT TO BENEFIT:**
The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
20. **AUTHORITY TO MODIFY:**
Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.