

Procurement Unit

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

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Request for Quotation (RFQ)

Vendor/Company/Supplier Name &:	Date: July 01, 2010
Address of Firm:	Reference: RFQ No. UN/H/KBL/2010/0119
E-mail:	Service: Supplying of Stationery for UN-HABITAT Main office
Mobile No.	Closing date: July 11, 2010, at 9:00 am
Alternative Mobile No.	

Solicitation of Document for Supplying of Stationery for UN-HABITAT, Main office

Solicitation is hereby asked for the Supplying of **Stationery** 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 supply the required **Stationery** to UN HABITAT main office here in Kabul mentioned in the schedule of the requirement enclosed as Annex I respectively.
2. The company will ensure that all stationery supplied in good condition and as per specification and the sample you have observed at UN HABITAT main office.
3. The quotation must be given for each item and total.
4. The company shall be responsible for all delivery and transportation.
5. The payment will be released after completion and satisfactory delivery of all items and after inspection by authorized official.
6. The inspected delivery sheet should be attached with the invoices submitted for payment.
7. The bidder should have in stock and adequate supply of stationery.
8. At any time prior to the deadline for submission of bid, the purchaser may modify the solicitation documents by amendment.
9. The bidder shall indicate on the Price Quotation the unit prices, and the total prices of the stationery requested.
10. Price shall be quoted in Afs currency, and shall be fixed during the bidder's performance and not subject to variation on any account.
11. Supplier qualification: Bidder must be authorized dealer.
12. Valid business license.
13. Bids shall remain valid for one month (30) days after the date of bid opening. A bid valid for a shorter period shall be rejected by purchaser as a non-responsive one.
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 **July 11, 2010 at 9:00 am**. Late proposal will not be considered. The bidder shall not withdraw its bid after the submission. No bid shall be modified after its submission.
16. The purchaser will award the contract to the successful bidder whose bid has been determined to be substantially responsive and realistic price evaluated bids as per UN procurement policies.

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17. The purchaser reserve the right to accept or reject any bids, and to annual 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.
18. All interested bidders are requested to collect the solicitation documents from the office of the undersigned, if not able to download from the websites of UNDP and PDT by **July 06, 2010, at 3:00 pm** and submit the offer before the deadline.
19. All interested bidders are requested to collect and observe the sample of stationery from the UN HABITAT main office by **July 06, 2010, at 3:00 pm**.

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.

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Date July 01, 2010

Dear Sir/Madam:

You are kindly requested to submit your quotation in sealed and stamped envelope to UN-HABITAT main office at Taimani, House # 431, Street 7, District 4, Kabul Afghanistan no later than **July 11, 2010, at 9:00 am.**

Your sincerely,

Ghows Amirian, Procurement Officer
UN-HABITAT Afghanistan

Annex I

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No	Generic Description[incl. Technical specifications	Unit	Quantity	Unit Cost in Afs	Total Price in Afs
1	Paper A4/ 80g Lucky Boss	Ream	400		
2	Certificate paper Atlas	Ream	10		
3	Carton file (box) large size (3") 556	Unit	600		
4	Comet A file	Unit	100		
5	File divider china	Unit	300		
6	Plastic folder payam	Unit	684		
7	Plastic for binding A4	Unit	700		
8	A4 Binder large	Unit	290		
9	Pen Uniball 24	Unit	800		
10	Pen stapler	Unit	500		
11	Pencil HB 2	Unit	173		

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12	Board marker original	Unit	287		
13	Permanent marker	Unit	100		
14	Correction pen unit original	Unit	40		
15	CD R Sony original	Unit	200		
16	CD RW sony original	Unit	63		
17	DVD Sony original	Unit	44		
18	Keyboard	Unit	20		
19	Mouse optical	Unit	40		
20	Toner 1320 original HP	Unit	50		
21	Toner 1200 original HP	Unit	11		
22	Toner 1300 original HP	Unit	10		
23	Toner 36A original	Unit	20		
24	Toner canon copier 2018	Unit	15		
25	Copier cartridge for Nashua Tec	Unit	5		
26	Cutter	Unit	11		
27	Punch medium Deli	Unit	20		

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28	Punch big size KW 9670	Unit	4		
29	Calculator Casio Dj 120	Unit	8		
30	Stapler big size Deli 390	Unit	6		
31	Stapler medium size	Unit	3		
32	Stapler pen medium size Good weak	Unit	88		
33	Stapler pen big size	Unit	17		
34	Masking tape 2 inch	Unit	5		
35	Masking tape 1 inch	Unit	17		
36	Tape holder	Unit	15		
37	Binder sheet	Unit	500		
38	Binder clip	Unit	372		
39	Highlighter faber castell	Unit	62		
40	Glue UHU	Unit	37		
41	Metal ruler 30 cm	Unit	4		
42	Metal ruler 60 cm	Unit	10		
43	Black board duster	Unit	10		

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44	Paper clip esego	Box	35		
45	Push pin	Box	29		
46	White board 60 x90	Unit	15		
47	Notice board 60 x90	Unit	10		
48	Measuring tape 30 cm China	Unit	2		
49	Note book medium size	Unit	15		
50	Log book	Unit	20		
51	Hanging file Fudakui	Unit	480		
52	Transparency sheet	Sheet	10		
53	Eraser	Unit	10		
54	Plastic folder (bag) button file 2 packet	Unit	150		
55	Flip chart paper	Sheet	220		
56	Mouse pad	Unit	20		
57	A4 envelope	Unit	184		
58	A5 envelop	Unit	50		
59	A3 envelop	Unit	60		

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60	Envelop small size	Unit	40		
61	Paper holder	Unit	10		
Total Afs.					

CONDITIONS	
Payment Terms	✓ UN-HABITAT internal procedure
Validity of Quotation	✓ One month (30) days after bid opening
Preliminary Examination - Completeness of quotation.	✓ Partial bids not permitted
Delivery	✓ UN-Habitat Kabul main office
Delivery Time	✓ One week after approval and signature of purchase order the delivery should take place.
Penalty	✓ 2 % of the total amount will be deducted for each week late delivery
General Terms and Conditions	✓
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	Quoted separately
Details on any warranty/guarantee conditions:	

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

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Vendor Profile

CHANGES OR ADDITIONS TO VENDOR INFORMATION

All requested information must be provided.

PART A: GENERAL INFORMATION.

CREAT	MODIFY
Vendor ID:	To be completed by Procurement Section
Vendor/Company/Supplier Name:	
Full Vendor Address: City/State/Province:	
Country:	
Postal Code:	
Email:	
Phone number:	
Name of pay agent if any:	
Full address of pay agent if any:	
Contact person Name:	
E-mail:	
Mobile No.	

PART B: BANKING INFORMATION MUST BE COMPELETED

Bank Name:	Branch Name and Address: (Including Country).
Account Number/IBAN:	
Account name (if different from Vendor Name).	Currency of Account:
Swift Code:	Chips UID: (if non US Bank). ABA: (for US banks Only)
Sort Code/Transit Number/Clabe Number:	

Special Instruction if any:

PART C: ROUTING INFORMATION (if applicable):

	Bank 1	Bank 2
Bank Name:		

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Address:			
Swift code:			
Chips UID: (if non US Bank)			
<i>Please provide accurate banking details and banking codes to enable the efficient transfer of fund to your accounts.</i> Different countries have unique codes: Example: USA 9 digit ABA, UK 6 digits sort code, Canada 5 digit Transit, Kenya 6 digits BICKE, Mexico 18 digit Clabe number, BSB for Australia, IBAN number for Europe etc..			
Requested By:	Name	Date	Signature

Please forward the completed forms to:

UN HABITAT AFGHANISTAN

Procurement Unit:

House # 431, Street # 7, Taimani-Kolola Pushta in front of Municipality Blocks, D-4, Kabul Afghanistan