

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: _	DATE: 02/11/2011
REFERENCE:	

Dear Sir:

1. Your quotation should be submitted to UN WOMEN Country Office at UNOCA Compound, Jalalabad Road, Kabul on/before 10th November 2011, and 03:00PM Kabul local time.
2. Quotes to be submitted in a sealed envelope marked clearly with Tender Reference / Tender Name / Closing Date or by Email to the following email address: registry.unwomen.af@unwomen.org

Sealed envelopes to:

UN Women Country Office
UNOCA Compound, Jalalabad Road, District 09

Kabul, Afghanistan

3. Method of Payment: Max 15 days on Bank transfer after satisfactory completion of the task and provide invoice.
4. 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:

Please provide:

- A. Company's valid trade license
 - B. List of previous contracts for the same field
5. Note: After receipt of quotations, UN WOMEN reserves the right to request any additional information or seek clarifications from the company to ascertain responsiveness of offers received."

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	<p style="text-align: center;">Specification</p> <ul style="list-style-type: none"> - Size: A4 (21x30cm) standard - Inner paper: 150 matt coated - Inner color: 4 color+ special color - Best quality printing - Printing: 2 sides - Cover paper:300 gsm Art card - Cover color: 4 color+2 special color 	<p>Totally 4000 Volume</p>

