



The First MicroFinanceBank  
اولین بانک قرضه های کوچک

The First MicroFinance Bank - Afghanistan

## Request for Quotation For Printing Services

*Date of RFQ issuance: 1012. Nov.2020*

*Due Date for submitting Quotation: 27. Nov.2020*

<b>Procurement Title:</b>	<b>Request for quotation for Printing Services</b>
<b>Procurement:</b>	<b>PSD/PRC/Printing Services/2021 - 03</b>
<b>Issue Date:</b>	<b>10. Nov.2020</b>
<b>Delivery Location:</b>	<b>FMFB-A Head Office</b>
<b>Closing Date:</b>	<b>25. Nov.2020</b>
<b>Question related to RFQ:</b>	<b>+93711101112 - <a href="mailto:muhib.kabiri@fmfb.com.af">muhib.kabiri@fmfb.com.af</a></b>

**RFQ Purpose:**

The purpose of this RFQ is for collecting quotations for providing printing services for Bank, according to the list which is prepared by the FMFB-A, this will go to one-year contract for the lowest quotation provider and the quality of product must be as per the FMFB-A requirement.

**The First MicroFinance Bank –Afghanistan:**

Founded in 2004, The First Microfinance Bank is the only microfinance bank in Afghanistan. Our vision is to alleviate the economic development through provision of sustainable financial services, primarily targeting the micro & small businesses and households. FMFB shareholders include Aga Khan Agency for Microfinance (AKAM), International Finance Corporation (IFC) and Aga Khan Foundation, USA.

Currently, FMFB-A is the market leader in microfinance, contributing over 50% to the industry's outstanding portfolio. FMFB-A has a network of 47 branches and outlets covering 14 provinces. The bank offers a range of services including savings, loans (microfinance and SME) and commercial banking services. Loans for agriculture and incremental housing are coupled with free advisory services.

**Submission of Quotations:**

We kindly request you to submit your quotation for the printing services, as detailed in **Description** of this RFQ. When preparing your quotation, please be guided by Descriptions and the prices must be as per the detailed items. This bidding exercise will result in entering into Long Term Agreement with the selected vendor for a period of one year, with the possibility of extension for additional one year, based on satisfactory performance.

Quotations must be submitted on or before 4:00PM, at 25. Nov.2020 in sealed envelope to the address below:

PSD – Procurement Section Ref: PSD/PRC/Printingservices/2021-3 FMFB-A Head Office, Lane 8, Kolola Pushta Road, District 4, Kabul- Afghanistan.

**Email Submission**

Quotations submitted by email will not be considered.

**Quotation Terms & Condition:**

1. Update business License from authorized administration must be attached.
2. All quotations must be valid for a period of One Year (12 Months) from the closing date of this RFQ.
3. The quotation should be complete and signed by an authorized representative of the Service provider.
4. The Service provider should furnish the documents, showing it is business registration in Afghanistan (License).
5. The price should be quoted in AFN including all duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
6. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
7. Quotation(s) not complying with these terms and conditions and the specifications, will be treated as non-responsive and shall not be considered for further process.

8. FMFB-A will carry out inspection before delivery and after delivery, in case of any deviation, the Items/materials will be rejected without any kind of compensation.
9. In case of delay without logical reason of the delivery, FMFB-A will charge penalty as per FMFB-A penalty policy.
- 10.2% Tax will be applicable on the companies that has valid license and 7% tax will be applicable on companies that have invalid business license.
11. All requested items should have warranty in term of quality and in case of any issue the supply must be replaced by the supplier.
12. Transportation of all the goods to the FMFB-A Compound must be included in the prices.

### Supplier Responsibilities:

- Will be responsible to deliver the required quantity of printing documents upon request from FMFB to the predefined compounds on the predefine time.
- The general time for the delivery of printing by the contractor would be between one day and two day unless FMFB makes any changes and intimates the contractor through an e-mail or over phone.
- Will provide a receipt of printing following each delivery to the Logistics unit of FMFB for Approval and be signed by both parties.
- Will submit an invoice to FMFB procurement department after each purchase for the payment.
- If the contractor is unable to deliver the required and requested documents on time, in order to run office operations normal and smoothly, FMFB will procure required stationary from another source and this is the responsibility of the contractor to pay the total payment of the procured supplies.

### Payment term:

Payment will be made within 30 days after complete delivery of goods/service and acceptance of invoice.

### Scope of Work:

No:	Description:	Printing Description:	Unit:	Price:
1	A5 color Paper Black & White Printing One Side	100 GSM		
2	A5 Color Paper Color Printing One Side	100 GSM		
3	A4 color Paper Black & White Printing One Side	100 GSM		
4	A4 Color Paper Color Printing One Side	100 GSM		
5	Printing A4 Paper Black & White One Side One Side	80 GSM		
6	Printing A4 Paper Color One Side	80 GSM		
7	Printing A4 Paper Black & White Double Side	80 GSM		
8	Printing A4 Paper Color double Side	80 GSM		
9	Printing A3 Paper Black & White One Side	80 GSM		
10	Printing A3 Paper Color One Side	80 GSM		
11	Printing A3 Paper Black & White Double Side	80 GSM		
12	Printing A3 Paper Color double Side	80 GSM		
13	Envelop A4 Color	80 GSM		
14	Carbon less 200 pages black & white A4	Carbon Less		
15	Carbon less 200 pages black & white A5	Carbon Less		
16	Carbon less 200 pages color A4	Carbon Less		
17	Carbon less 200 pages color A5	Carbon Less		
18	Business Card Color Double side	300 GSM		
19	Business Card Color one side	300 GSM		

20	Art Paper A5 Color One Side	130 GSM		
21	Art Paper A5 Color double Side	130 GSM		
22	Art Paper A4 Color One Side	130 GSM		
23	Art Paper A4 Color double Side	130 GSM		
24	Art Paper A3 Color One Side	130 GSM		
25	Art Paper A3 Color double Side	130 GSM		
26	Art Paper A2 Color One Side	130 GSM		
27	Art Paper A2 Color double Side	130 GSM		
28	Art Paper A1 Color One Side	130 GSM		
29	Art Paper A1 Color double Side	130 GSM		
30	Art Card A5 Color One Side	300 GSM		
31	Art card A5 Color double Side	300 GSM		
32	Art card A4 Color One Side	300 GSM		
33	Art card A4 Color double Side	300 GSM		
34	Art card A3 Color One Side	300 GSM		
35	Art card A3 Color double Side	300 GSM		
36	Art card A2 Color One Side	300 GSM		
37	Art card A2 Color double Side	300 GSM		
38	Art card A1 Color One Side	300 GSM		
39	Art card A1 Color double Side	300 GSM		
40	Art Paper Brochure A4 Double Side color	130 GSM		
41	A4 Color Print VRG Paper	100 GSM		
42	A5 Color Print VRG paper	100 GSM		
43	A4 Trifold Brochure, Color Print, Matt lamination	300 GSM		
44	A4 Trifold Brochure, Color Print, Glossy lamination	300 GSM		
45	DL Size Flyer Color Print, Matt lamination	300 GSM		
46	DL Size Flyer Color Print, Glossy lamination	300 GSM		
47	18.5x21 cm Brochure 2-fold color print, matt lamination	300 GSM		
48	18.5x21 cm Brochure 2-fold color print, Glossy lamination	300 GSM		
49	18.5x21 cm Brochure 2-fold color print, matt lamination	130 GSM		
50	18.5x21 cm Brochure 2-fold color print, Glossy lamination	130 GSM		
51	Business Card color doubles sided matt lamination	300 GSM		

**Note: Delivery of printing documents to FMFB Head office is Free of Charge until the end of the contract.**

### Summary of Relevant performance:

I hereby confirm to accept all terms & conditions of this RFQ & declare that there are no deviations in my quotation and it is fully complying with the Specifications requested in this quotation.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Annex# A**

**Summary of relevant capabilities and past performance**

List former and/or clients with their most up-to-date contact information, to whom commodities or services similar to those requested under the RFQ have been delivered to in Kabul or other areas in Afghanistan over the last five (5) years. Please list entries in chronological order begin/start with the most recent

Sr#	Project Title/Description	Location	Client (Email & Contact number)	Price in AFN	Start date	End-date	Status

**Annex#: B**

**Please attached update business license**