

[Share Now Kabul Afghanistan]

[Date: Sep 10 , 2023 ]



To: [ All Vendors ]

**Request for Quotation. [ Office Equipment ].**

Dear Sir/Madam:

Geneva Call with funding from the [Donors] hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled ‘

You should submit one original of the attached Bidding Form. On the same form you also have to indicate your present stock and the delivery period. Your quotation should be sealed in an envelope, clearly marked and delivered to the address above.

**The deadline for receipt of your sealed quotation is [Sep 20, 2023] on [Charahi Shaheed, Infront of Minimum Market, House# 53, Share Now, Kabul, Afghanistan ], at the address above.**

You quotation should be submitted as per the following instructions.

- a) **Prices:** The prices should be quoted per items in the attached Bidding Form; please consider the **tax will be deducted as Afghanistan Taxation Law.**
- b) **Evaluations of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices.
- c) **Award of Framework Contract/Agreement:** The contract award will be made to the bidder offering the best value for money (lowest acceptable evaluated price).
- d) **Validity of the Offer:** Your quotation should be valid for a period of [30 Days] days from the deadline for receipt of the quotation
- e) Payment shall be done through hawala within 5 days after the invoice has been shared with GC on monthly basis. (پرداخت پول از طریق حواله در ظرف ۵ روز بعد از شریک ساختن بل/انوائیس در آخر ماه)
- f) All enquires and questions should be addressed to: [fhashimi@genevacall.org] Contact Number: +93 707280849.

**Note:** All of the above essential documents (Relevant experience, Licenses and Financial Clearance) should be attached with RFQ.

Under GC Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. GC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely  
Geneva Call- Afghanistan

**GC BID FORM – Request for Quotation**

| <i>GC to complete</i> |               |  |                   | <i>Bidder to complete</i>                          |                  |            |             |
|-----------------------|---------------|--|-------------------|--|------------------|------------|-------------|
| Ser                   | Item Required | Specification  | Quantity required | Offered specification (if different from required) | Quantity offered | Unit price | Total Price |
| 1                     | Laptop        | Laptop Lenovo ThinkPad L13 Gen 2, Intel. core i7, RAM 16 GB, Hard Disk 512 SSD, Brand New, Latest Generation | 8                 |  |                  |            |             |
| 2                     | Smart Phone   | Samsung Mobile A013S (SM-A145F/DS) with 64 GB Memory, Brand New  | 15                |  |                  |            |             |

**Required Delivery Date:** As per the GC Requirements

**Offered Delivery Date:** \_\_\_\_\_

**Required Delivery Destination:**

**Offered Delivery Destination:** \_\_\_\_\_

**This Bid is valid for:** \_\_\_\_\_ days

**Country of Origin of offered Items:** *Kabul Afghanistan*

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

Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

I certify that I have read and understood and further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Signed: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*