

## Request for Quotation

We are looking to determine a potential supplier through the competition process to provide the below stated **Visual Material Design, Printing and Installation** with standard quality for below mentioned provinces.

MEHHRO is eager to invite suppliers submit quotation to MEHHRO along with samples of IT Equipment with below required documents. Suppliers have to specify delivery date of required **Visual Material Design, Printing and Installation** to mentioned provinces in this RFQ. The quotation option is limited to be submitted in hard copy to MEHHRO Office Kabul, Qala-e-Fathullah, & soft copies through email to MEHHRO Procurement: [procurement@mehhro.org](mailto:procurement@mehhro.org).

### Visual Materials for COVID-19 Project

1. Billboards to Logar, Wardak and Parwan Provinces
2. Flyers to Logar, Wardak and Parwan Provinces
3. Sign-Posts to Logar, Wardak and Parwan Provinces
4. Banners to Logar, Wardak and Parwan Provinces
5. Stand Banners to Logar, Wardak and Parwan Provinces
6. Tri-fold Brochures to Logar, Wardak and Parwan Provinces
7. Business Cards and ID Cards for Project Staff to Kabul, Logar, Wardak and Parwan Provinces

**You are required to provide us with the below documents and sample to be eligible for the initial bidding process:**

1. Valid business license.
2. Submit hard copy of RFQ to MEHHRO Office Kabul, Qala-e-Fathullah.
3. Registration sheet should be signed upon submission of the quotation by suppliers

**The Bidding criteria for selecting potential supplier(s) are as below:**

1. Capability Criteria
2. Commercial Criteria (Cost)
3. Quantity and Quality
4. Availability in targeted locations.

**Conditions under this bid:**

1. Payment will be done upon satisfactory delivery of all sets to mentioned destinations. The payment will be in cheque or bank transfer to Islamic Bank of Afghanistan. As per MEHHRO agreement with IBA; MEHHRO vendors can withdraw all transferred cash at one time. MEHHRO has no responsibility of the required materials till the final destination.
2. Tax will be deducted as per Afghanistan tax law.
3. Offers which do not comply with noted guidelines will be disqualified.

**Submission Guideline:**

1. MEHHRO only accepts signed, stamped quotation in both hard copy and soft copy through the mentioned email, considering the below addresses and timeline:

MEHHRO Kabul Office Address: 5<sup>th</sup> Street, Qala-e-Fathullah, Kabul Afghanistan,  
[procurement@mehhro.org](mailto:procurement@mehhro.org) - 0783519553

2. Deadline for submission of the quotations: August 03, 2022, CoB 4:00 pm.

#	ITEM	SPECIFICATION	UNIT	QTY	Remarks
1	Billboard	Billboard Designing, Printing, and Installation including rent per month. Size: 3X4 m Full Color	No.	12	
2	Flyer (Processing Chart)	Flyer Design, and Printing  Size: 80 X 100 CM  Full Color	No.	60	
3	Sign Post	Sign Post Design and Printing  Size: 120 X 150 CM  Full Color	No.	30	
4	Banner	Banner Design and Printing  Size: 200 X 300 CM  Full Color	No.	30	
5	Stand Banner	Banner Design and Printing  Size: 200 X 300 CM  Full Color	No	10	
6	Brochure tri-fold	Tri-fold Brochure Design and Printing  Full Color	NO	2000	
7	Business Cards & ID Cards	Designing and Printing Business Cards and ID Cards for COVID- 19 Project Staff		8000	