



REQUEST FOR QUOTATION

Supplies for IEC – IFES Afghanistan

Ref.: RFQ/09/009

Date: November 12, 2009

Subject: Request for Quotations

The International Foundation for Electoral Systems (IFES) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms for a potential sale of supplies for the Independent Electoral Commission (IEC) HQ office in Kabul, Afghanistan.

Introduction

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy under a United States Agency for International Development (USAID) funded project. As part of the effort to improve the electoral processes in Afghanistan, IFES provides technical and logistical support to the IEC.

DESCRIPTION OF GOODS

Item description, specifications, and quantity: See attached document.

DELIVERY:

One (1) week delivery time after signing purchase order.

PAYMENT TERMS:

100% upon receipt of invoice and proof of satisfactory completion of delivery.

PENALTY:

The Purchase Order will contain a penalty clause which will involve a 1% deduction from the PO total cost for each day's delay on delivery up to maximum of 30%. If delivery is not completed in 30 days after the agreed dateline, the contract can be cancelled by IFES and the award will be made to the second ranking company. If applicable, the original awardee will refund any advance payment received upon award.

TERMS AND CONDITIONS

1. Prices quoted must be valid for 60 days minimum.
2. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
3. IFES reserves the right to accept or reject any quotation or stop the procurement process at anytime, without assigning any reason or liability.
4. IFES reserves the right to accept all or part of the quotation when awarding the purchase order.

FROM/CONTENT OF RESPONSE

All quotations shall:

1. Be in the English language.
2. Contain detailed cost in US Dollar with applicable Tax/Charges clearly identified.
3. Include a contact name, email address, and telephone number to facilitate communication between IFES and the vendor.
4. Addressed to the attention of Jaime Acosta, Procurement Officer at jacosta@ifes.org and Ragheed Al Ameen, Procurement Associate at ralameen@ifes.org by 10:00 am U.S. Eastern Standard Time November 18, 2009. Quotations addressed to other emails or physical addresses will be ignored.
5. All technical questions should be addressed to Najim Walizada, IT Assistant at najim.walizada@ifes.org.af or by phone +93 (0) 799 564 627 or +93 (0) 777 564 627.

Jaime Acosta
Procurement Officer

RFQ-Supplies Specifications list

Item No.	Item Description	Specifications	Qty	Unit	Unit Cost	Total Cost
1	Cartridge HP 6040	Color HP 6040 Cartridge (Black) CB390A	5	EA	\$ -	\$ -
2	Cartridge HP 6040	Color HP 6040 Cartridge (Blue) CB381A	3	EA	\$ -	\$ -
3	Cartridge HP 6040	Color HP 6040 Cartridge (Pink) CB383A	3	EA	\$ -	\$ -
4	Cartridge HP 6040	Color HP 6040 Cartridge (Yellow) CB382A	3	EA	\$ -	\$ -
5	Drum Unit HP 6040	Color HP 6040 Drum (Black) CB384A	5	EA	\$ -	\$ -
6	Drum Unit HP 6040	Color HP 6040 Drum (Blue) CB385A	3	EA	\$ -	\$ -
7	Drum Unit HP 6040	Color HP 6040 Drum (Pink) CB387A	3	EA	\$ -	\$ -
8	Drum Unit HP 6040	Color HP 6040 Drum (Yellow) CB386A	3	EA	\$ -	\$ -
9	Toner Canon Ir 3080	Color Canon IR3080 Toner K (Black) FC6-9038	4	EA	\$ -	\$ -
10	Toner Canon Ir 3080	Color Canon IR3080 Toner C (Blue) FC6-9046	2	EA	\$ -	\$ -
11	Toner Canon Ir 3080	Color Canon IR3080 Toner M(Pink) FC6-9047	2	EA	\$ -	\$ -
12	Toner Canon Ir 3080	Color Canon IR3080 Toner Y (Yellow) FC6-9048	2	EA	\$ -	\$ -
13	Drum Unit Canon Ir 3080	Black, FM2-5497, K9A0123678, K-CD	2	EA	\$ -	\$ -
14	Drum Unit Canon Ir 3080	Blue, FM2-5496, C9A0123696, C-CD	1	EA	\$ -	\$ -
15	Drum Unit Canon Ir 3080	Pink, FM2-5495, M9A0123663, M-CD	1	EA	\$ -	\$ -
16	Drum Unit Canon Ir 3080	Yellow, FM2-5494, Y9A0123683, Y-CD	1	EA	\$ -	\$ -
Grand Total						\$ -