



The First MicroFinanceBank  
اولین بانک قرضه های کوچک

## The First MicroFinance Bank - Afghanistan

# Request for Quotation For Copier, Printer & Scanner services

*Date of RFQ issuance: 21th Dec, 2021*

*Due Date for submitting Quotation: 05<sup>th</sup> Jan, 2022*

---

<b>Procurement Title:</b>	<b>Request for quotation for Copier, Printer &amp; Scanner Services</b>
<b>Issue Date:</b>	<b>21th Dec, 2021</b>
<b>Delivery Location:</b>	<b>FMFB-A Head Office</b>
<b>Closing Date:</b>	<b>05<sup>th</sup> Jan, 2022</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 is 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 alleviation and 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 maintenance services, as detailed in **Description** of this RFQ. When preparing your quotation, please be guided by Descriptions and the prices must to 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 18<sup>th</sup> Feb 2021 in sealed envelope to the address below:

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

**Email Submission**

Quotations submitted by email will not considered.

**Quotation Terms & Condition:**

1. Update business License from authorized administration must 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 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 quote 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 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 treated as non-responsive and shall not considered for further process.

8. FMFB-A will carry out inspection before delivery and after delivery, in case of any deviation, it will be rejected without any kind compensation.
9. In case of delay without logical reason 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 supply must replace by 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 services upon request from FMFB to the predefined compounds on at the predefined time.
- The general time for the delivery of services by the contractor would be between 16 working hours unless FMFB makes any changes and intimates the contractor through an e-mail and over phone.
- Will provide a receipt of services following each delivery to the PSD/ Facility unit of FMFB for Approval and be signed by both parties.
- Will submit an invoice to FMFB PSD/ Facility unit 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.

### Payment term:

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

### Scope of Work:

<b>Description of Parts and Prices for Each Servicing</b>			
<b>No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Services Charges</b>
1	Main Board for Canon (IR-2525/2520 Copier)	1	
2	Power Supply for Canon (IR-2525/2520 Copier)	1	
3	Network Board for Canon (IR-2525/2520 Copier)	1	
4	Scanner Unit for Canon (IR-2525/2520 Copier)	1	
5	Display (key board) for Canon (IR-2525/2520 Copier)	1	
6	Drum Unit for Canon (IR-2525/2520 Copier)	1	
7	Toner Tank for Canon (IR -2525/2520 Copier)	1	
8	Toner Assembly for Canon (IR-2525/2520 Copier)	1	
9	Bay Pass Try for Canon (IR-2525/2520 Copier)	1	
10	Registration Unit (said cover door) for Canon (IR-2525/2520 Copier)	1	
11	Registration Roller for Canon (IR-2525/2520 Copier)	1	
12	Heater Section for Canon (IR-2525/2520 Copier)	1	

13	Heater Sleeve for Canon (IR-2525/2520 Copier)	1	
14	Heater Gear for Canon (IR-2525/2520 Copier)	1	
15	Hear Rod for Canon (IR-2525/2520 Copier)	1	
16	CCD Unit (Laser Unit) for Canon (IR-2525/2520 Copier)	1	
17	Feeding Roller for Canon (IR-2525/2520 Copier)	1	
18	Feeding Clutch for Canon (IR-2525/2520 Copier)	1	
19	Feeding Gear for Canon (IR-2525/2520 Copier)	1	
20	Pressure Roller for Canon (IR-2525/2520 Copier)	1	
21	Paper Try for Canon (IR-2525/2520 Copier)	1	
22	Main Motor for Canon (IR-2525/2520 Copier)	1	
23	Main Drive Gear Assembly for Canon (IR-2525/2520 Copier)	1	
24	Scanner Board for Canon (IR-2525/2520 Copier)	1	
25	RADF Feed Roller for Canon (IR-2525/2520 Copier)	1	
26	RADF Board for Canon (IR-2525/2520 Copier)	1	
27	Drum for Canon (IR-2525/2520 Copier)	1	
28	Cleaning Bled for Canon (IR-2525/2520 Copier)	1	
29	Power Pack for Canon (IR-2525/2520 Copier)	1	
30	System Board for Canon (IR-2525/2520 Copier)	1	
31	Top Cover for Canon (IR-2525/2520 Copier)	1	
32	Sensor for Canon (IR-2525/2520 Copier)	1	
33	Main Board for Canon (IR-2318/2016/2420/2020 Copier)	1	
34	Power Supply for Canon (IR-2318/2016/2420/2020 Copier)	1	
35	Network Board for Canon (IR-2318/2016/2420/2020 Copier)	1	
36	Scanner Unit for Canon (IR-2318/2016/2420/2020 Copier)	1	
37	Display (key board) for Canon (IR-2318/2016/2420/2020 Copier)	1	
38	Drum Unit for Canon (IR-2318/2016/2420/2020 Copier)	1	
39	Toner Tank for Canon (IR-2318/2016/2420/2020 Copier)	1	
40	Toner Assembly for Canon (IR-2318/2016/2420/2020 Copier)	1	
41	Bay Pass Try for Canon (IR-2318/2016/2420/2020 Copier)	1	
42	Registration Unit (said cover door) for Canon (IR-2318/2016/2420/2020 Copier)	1	
43	Registration Roller for Canon (IR-2318/2016/2420/2020 Copier)	1	
44	Heater Section for Canon (IR-2318/2016/2420/2020 Copier)	1	
45	Heater Sleeve for Canon (IR-2318/2016/2420/2020 Copier)	1	
46	Heater Gear for Canon (IR-2318/2016/2420/2020 Copier)	1	
47	Heater Rod for Canon (IR-2318/2016/2420/2020 Copier)	1	

	Copier)		
48	CCD Unit (Laser Unit) for Canon (IR-2318/2016/2420/2020 Copier)	1	
49	Feeding Roller for Canon (IR-2318/2016/2420/2020 Copier)	1	
50	Feeding Clutch for Canon (IR-2318/2016/2420/2020 Copier)	1	
51	Feeding Gear for Canon (IR-2318/2016/2420/2020 Copier)	1	
52	Pressure Roller for Canon (IR-2318/2016/2420/2020 Copier)	1	
53	Paper Try for Canon (IR-2318/2016/2420/2020 Copier)	1	
54	Main Motor for Canon (IR-2318/2016/2420/2020 Copier)	1	
55	Main Drive Gear Assembly for Canon (IR-2318/2016/2420/2020 Copier)	1	
56	Scanner Board for Canon (IR-2318/2016/2420/2020 Copier)	1	
57	RADF Feed Roller for Canon (IR-2318/2016/2420/2020 Copier)	1	
58	RADF Board for Canon (IR-2318/2016/2420/2020 Copier)	1	
59	Drum for Canon (IR-2318/2016/2420/2020 Copier)	1	
60	Cleaning Bled for Canon (IR-2318/2016/2420/2020 Copier)	1	
61	Power Pack for Canon (IR-2318/2016/2420/2020 Copier)	1	
62	System Board for Canon (IR-2318/2016/2420/2020 Copier)	1	
63	Top Cover for Canon (IR-2318/2016/2420/2020 Copier)	1	
64	Sensor for Canon (IR-2318/2016/2420/2020 Copier)	1	
65	CCD Unit for (HP-1320/2015/2055/2035/1320/1300)	1	
66	Feeding Assembly (HP-1320/2015/2055/2035/1300)	1	
67	Heater Section (HP-1320/2015/2055/2035/1300)	1	
68	Heater Rod (HP-1320/2015/2055/2035/1300)	1	
69	Pressure Roller (HP-1320/2015/2055/2035/1300)	1	
70	USB Board (HP-1320/2015/2055/2035/1300)	1	
71	Heater Sleeve A4 size (HP-1320/2015/2055/2035/1300)	1	
72	Feeding and Eye Sensor (HP-1320/2015/2055/2035/1320/1300)	1	
73	Heater Section Gear (HP-1320/2015/2055/2035/1300)	1	
74	Main Drive Gear (HP-1320/2015/2055/2035/1300)	1	
75	Power Supply (HP-1320/2015/2055/2035/1300)	1	
76	Paper Try (HP-1320/2015/2055/2035/1300)	1	
77	Sensor for (HP-1320/2015/2055/2035/1300)	1	
78	CCD Unit (HP-pro 400dn)	1	
79	Feeding Assembly (HP-pro 400dn)	1	
80	Heater Section (HP-pro 400dn)	1	
81	Heater Rod (HP-pro 400dn)	1	
82	Pressure Roller (HP-pro 400dn)	1	
83	USB Board (HP-pro 400dn)	1	
84	Heater Sleeve A4 size (HP-pro 400dn)	1	
85	Feeding and Eye Sensor (HP-pro 400dn)	1	
86	Heater Section Gear (HP-pro 400dn)	1	
87	Main Drive Gear (HP-pro 400dn)	1	
88	Power Supply (HP-pro 400dn)	1	

89	Paper Try (HP-pro 400dn)	1	
90	Sensor for (HP-pro 400dn)	1	
91	CCD Unit for (HP-M175)	1	
92	Feeding Assembly for (HP-M175)	1	
93	Heater Section for (HP-M175)	1	
94	Heater Rod for (HP-M175)	1	
95	Pressure Roller for (HP-M175)	1	
96	USB Board for (HP-M175)	1	
97	Heater Sleeve A4 size for (HP-M175)	1	
98	Feeding and Eye Sensor for (HP-M175)	1	
99	Heater Section Gear for (HP-M175)	1	
100	Main Drive Gear for (HP-M175)	1	
101	Power Supply for (HP-M175)	1	
102	Paper Try for (HP-M175)	1	
103	Sensor for (HP-M175)	1	
104	CCD Unit for (HP-402dn)	1	
105	Feeding Assembly for (HP-402dn)	1	
106	Heater Section for (HP-402dn)	1	
107	Heater Rod for (HP-402dn)	1	
108	Pressure Roller for (HP-402dn)	1	
109	USB Board for (HP-402dn)	1	
110	Heater Sleeve A4 size for (HP-402dn)	1	
111	Feeding and Eye Sensor for (HP-402dn)	1	
112	Heater Section Gear for (HP-402dn)	1	
113	Main Drive Gear for (HP-402dn)	1	
114	Power Supply for (HP-402dn)	1	
115	Paper Try for (HP-402dn)	1	
116	Sensor for (HP-402dn)	1	
117	CCD Unit for (HP-4500)	1	
118	Heater Assembly for (HP-4500)	1	
119	Heater Section for (HP-4500)	1	
120	Heater Rod for (HP-4500)	1	
121	Pressure Roller for (HP-4500)	1	
122	USB Board for (HP-4500)	1	
123	Main Motor for (HP-4500)	1	
124	Feeding and Eye Sensor for (HP-4500)	1	
125	Heater Section Gear for (HP-4500)	1	

126	Main Drive Gear for (HP-4500)	1	
127	Power Supply for (HP-4500)	1	
128	Paper Try for (HP-4500)	1	
129	Sensor for (HP-4500)	1	
130	CCD Unit for (HP-1050/1015/2050/3050)	1	
131	Feeding Assembly for (HP-1050/1015/2050/3050)	1	
132	Heater Section for (HP-1050/1015/2050/3050)	1	
133	Heater Rod for (HP-1050/1015/2050/3050)	1	
134	Pressure Roller for (HP-1050/1015/2050/3050)	1	
135	USB Board for (HP-1050/1015/2050/3050)	1	
136	Main Motor for (HP-1050/1015/2050/3050 HP 4500)	1	
137	Feeding and Eye Sensor for (HP-1050/1015/2050/3050)	1	
138	Heater Section Gear for (HP-1050/1015/2050/3050)	1	
139	Main Drive Gear for (HP-1050/1015/2050/3050)	1	
140	Power Supply for (HP-1050/1015/2050/3050)	1	
141	Paper Try for (HP-1050/1015/2050/3050)	1	
142	Sensor for (HP-1050/1015/2050/3050)	1	
143	Registration Unit for (HP-Scanner 7000SD)	1	
144	Feeding Unit for (HP-Scanner 7000SD)	1	
145	Feeding Roller for (HP-Scanner 7000SD)	1	
146	Paper Try HP-Scanner 7000SD)	1	
147	USB Board for (HP-Scanner 7000SD)	1	
148	Main Drive Motor for (HP-Scanner 7000SD)	1	
149	Main Drive Gear for (HP-Scanner 7000SD)	1	
150	Power Supply for (HP-Scanner 7000SD)	1	
151	Sensor for (HP-Scanner 7000SD)	1	
152	CCD Unit for (HP-1536)	1	
153	Feeding Assembly for (HP-1535)	1	
154	Heater Section for (HP-1536)	1	
155	Heater Rod for (HP-1536)	1	
156	Pressure Roller for (HP-1536)	1	
157	USB Board for (HP-1536)	1	
158	Heater Sleeve A4 size for (HP-1536)	1	
159	Feeding and Eye Sensor for (HP-1536)	1	
160	Heater Section Gear for (HP-1536)	1	
161	Main Drive Gear for (HP-1536)	1	
162	Power Supply for (HP-1536)	1	
163	Paper Try for (HP-1536)	1	
164	Sensor for (HP-1536)	1	

---

165	Service Charges for Printers and Scanner	1	
166	Service Charges for Photocopiers	1	
167	Copier 2206 Canon	1	

**Note: Delivery is free of charges to FMFB Head office**

**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 beginning/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**