



TENDER NOTICE

No. EA/05-76-2010

Creativity Services

Sealed Bids are invited from companies of repute or their authorized agents on for “Creativity Services” according to Etisalat Afghanistan requirements and Technical Specifications as per RFP. The bid Documents are available in Etisalat head office and can be obtained from Contracts Coordinator or downloaded from Etisalat website (www.etisalat.af).

2. Sealed Bids shall be submitted to Etisalat Afghanistan main office Kabul by 25th-July- 2010 till 15:00 hours. The bids shall be submitted in two separate envelopes one marked as “Proposal for Creativity Services” and second as “Commercial/Financial offer”. The bids shall be submitted in English language.
3. Bid received after the above deadline shall not be accepted.
4. Etisalat Afghanistan reserves the right to accept or reject any or all bids and to annul the bidding process at any time, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the affected bidder(s) of the grounds for Etisalat Afghanistan action
5. All correspondence on the subject may be addressed to the undersigned

Director, Procurement & Inventory Control
Ihsan Plaza Charahi Shaheed Shar-e-Naw Etisalat Afghanistan
E-mail: ushah@etisalat.af
Tel: +93 (0) 781 204 445



REQUEST FOR PROPOSAL (RFP)

FOR

PROVISION OF CREATIVITY SERVICES





Closing and Contact Information

Closing Time

Calls for proposals will close on 25^h July, 2010 at 1500hours.

Closing Location:

Etisalat Afghanistan Country Office Kabul
Ihsan Plaza Charahi Shaheed, Shar-e-Naw, Kabul

Contact Person

For Clarification about services:

Mr. Medhat Dessouki
PMO Senior Manager,
Etisalat Afghanistan Cell:
0093-786-0000-96
E-Mail: mdessouki@etisalat.af

For Tender submission and Contract

Mr. Ahmad Hashem"
Procurement Manager
Etisalat Afghanistan
Cell: 0093-781-20-20-40
E-mail: ahashem@etisalat.af



1.1 DEFINITIONS

The following words and expressions shall have the meanings hereby assigned to them. The (Creativity Services) in accordance with the Contract Conditions set forth hereunder and the Technical Specifications attached thereto.

1.1 The **"Tenderer"** means a person or persons, a firm or a company submitting a Tender.

2.1 The **"Purchaser"** means Etisalat Afghanistan and shall include its successors and assigns.

1.2 INSTRUCTIONS TO TENDERERS:

1.2.1 In case the Tender document has been bought by a Local Party (Agent) and the bid is to be submitted by different Principal/Overseas Vendor(s), then one set of Tender Document will have to be bought for each Principal Vendor submitting a bid.

1.2.2 In case more than one company under a group of companies submit multiple bids, then each company should submit along with their Offer(s) a Declaration in separate company letter heads stating that their affiliated company is also bidding for the same Tender.

1.3 ENQUIRIES:

Any question which may arise with regard to the interpretation of the Tender or any additional information required to clarify the Invitation to Tender, including the specification is to be submitted to Purchaser marked for the attention of the Director Procurement, and must arrive at least 5 working days before the closing date. Both question and answer will be copied simultaneously to all prospective Tenderers, with no indication as to the source of the enquiry.

1.5 VALIDITY OF OFFERS:

The Tenders must be valid for a minimum of 120 days from the Tender closing date, or as may be specified by Purchaser in the Tender documents.

1.6 CURRENCY:

The price must be quoted in Afghani only if the vendor is outside of Afghanistan USD currency will be accepted

1.7 ACCEPTANCE OF OFFERS

1.7.1 Purchaser is not bound to accept the lowest Tender, or any Tender, or to give reasons for rejection of any Tender.



- 1.7.2 Unless Letter of award/Letter of Intent/written instructions to proceed have been issued by Purchaser, or until a formal Contract has been concluded, no Tender shall be deemed to have been accept

SCOPE OF WORK:

Radio Commercial - up to 60 Seconds/Dari & Pashto (4 Nos)

3D Animation - up to 60 Seconds /Dari & Pashto (4 Nos)

Translation in General text from English to Dari/Pashto per A4 size word document

PROPOSAL SUBMISSION

Interested agencies may submit the following documents for perusal of their proposal.

- a) Profile & Track Record of the Creativity Services.
- b) Documents as proof for requirements
- c) Accreditation Certificate.
- d) Proposal to include standard rate card / monthly retainer fee

Oral Presentation

The vendors submitting the three highest ranked proposals will be required to make an oral presentation, not to exceed one-half hour. The presentations will take place in Kabul, Afghanistan on (Date to be defined).



Duration of Contract

Initially the contract will be awarded for a period of one-year with one year extension options to be exercised solely by Etisalat Afghanistan, and contingent upon the Contractor's agreement to the proposed extension.

Upon expiration of the contract, if Etisalat Afghanistan and the Contractor fail to accept or agree to a contract extension for an additional period, the Contractor must continue to provide all services under the contract for a period not to exceed four (4) months.

Estimates, Invoices and Payments

All contract expenditures must be pre-approved in writing by Etisalat Afghanistan's Chief Marketing Officer, or his or her designee, based upon a written estimate provided by the Contractor prior to work beginning on a project. Payment shall be made by the Etisalat Afghanistan within 30 days after receipt and approval of an itemized invoice submitted by the Contractor.

Ownership of Contract Work Product

Etisalat Afghanistan shall own all right, title and interest in and to any Software, documentation, products, materials, advertising for television, radio, print, internet or other media, and deliverables which result from services Rendered by Off-Set Printer to the Etisalat Afghanistan under the contract



PAYMENT TERMS

- a) No advance payment shall be considered.
- b) For amount payable by Etisalat Afghanistan, vendors shall submit invoices with documentary evidence, in the form of invoice with receipt, against each claim for payment.
- c) 100 % payment on receipt of services/deliverables as per "Scope of Work" mentioned in Contract/PO and accepted by EA authorized person within 30 calendar days against Invoices submitted.
- d) The vendor shall submit its proposal as per rate card as well as on monthly retainer base

OTHER CONDITIONS

- a) **Validity:** Period of validity of the Proposal shall be 90 days from the closing date of the proposals.

Penalty Clause:

Any delay from the stipulated schedule would invite a penalty of Afs 5000/- per day in respect of each of the items of work as enumerated in the scope of work indicated above. After issuance of the Contract the Performance Guarantee will be forfeited in case undue delays in performance by the Off-Set Printer

