



Terms of Reference:

No. EA/05-73-2010

Distribution of Merchandising Materials

Sealed Bids are invited from companies of repute or their authorized agents for **"Distribution of Merchandising Materials"** according to Etisalat Afghanistan requirements and as per TOR. 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 Supreme Tower, Shar-e-Naw Kabul by 17th of June- 2010 till 15:00 hours. The bids shall be submitted in sealed envelope marked as "Proposal for Distribution of Merchandising Materials". 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
Supreme Tower, Shar-e-Naw Etisalat Afghanistan
E-mail: ushah@etisalat.af
Tel: +93 (0) 781 204 445



Terms of Reference (TOR)

For

Distributions of Merchandising Material





Terms of Reference For Distributions of Merchandising Material

Etisalat Afghanistan (hereinafter referred to as "Etisalat") hereby solicits your proposal for the "Distributions of Merchandising Material" as per below mentioned scope of work and terms and conditions:

1. Scope of Work:

- 1.1 Receiving merchandising materials from production team
- 1.2 Pasting and installation of merchandising materials in all Afghanistan retailers, franchises and shops
- 1.3 Providing reports to the HQ
- 1.4 Distribution of merchandising to the POS-POS material to put up by the vendor

Firms having branches all over the country (Afghanistan) are requested to submit their proposals as per below:

2. Requirements for Qualification:

The proposal must meet the following minimum threshold requirements before it will be evaluated by the evaluation committee. If these threshold requirements are not met the proposal will not be considered.

3. Company Profile:

The firm must submit a brief company history, the legal name under which it conducts business, the name of its CEO, its mailing address, telephone numbers, fax numbers and its email address. In addition, the firm must describe the locations/addresses of all its offices in Afghanistan. It shall also indicate whether the firm is a Sole Proprietorship, a company, partnership, joint venture or any other form of legal association.

- a. If the firm is a partnership, joint partnership, or any other form of legal association, provide information about the country and date of partnership and list of all partners.
- b. If the firm is a subsidiary of another organization, information about the parent organization e.g. legal name under which it operates, name of its Chief Executive, contact details, as well as information about the legal relationship between the firm and the parent organization.

4. Registration with Etisalat: Firm must be registered with Etisalat Afghanistan (Vendor Registration Form attached).

5. Registration Documents: Firm must provide copies of the legal documents verifying its legal entity and status, including the country and date of incorporation.



6. Age of the Firm: firm must provide evidence that it has been operating for a minimum of **Two years** immediately prior to 1 May 2008. In case of a joint venture or partnership or any other form of legal association, any one of the entities may qualify the firm by its having operated for a minimum of **two years** prior to 1 May 2008

7. Past Performance: firm must describe past performance on similar public and or private agency contracts, including past performance on similar works for any other telecom company.

8. Reference: In order to verify satisfactory past performance, the proposal should also include three references from major public or private companies, or private agency clients for whom the firm has provided services within the past three years with the name, title, address of the owner or manager with whom the firm worked.

9. Penalty: firm must make a statement confirming that if awarded a contract, it may be liable for penalties as per contract if failed to perform contractual obligation.

10. Rate must be quoted clearly (In Afghani Only)

11. Quotation must be submitted in Sealed Envelops to Etisalat Afghanistan not later than 20th May 2010.

12. Etisalat Afghanistan reserves the right to accept any or all quotations or cancel the tender at any time without any liability from quotationers.

13. Vendor/tenderer must sign each page of this document and return it with proposal.

For any clarification please contact as follow:

Abdullah Gaber
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Etisalat Afghanistan
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E-mail: agaber@etisalat.af