

Request for quotation (RFQ) for goods

**Purchase of stationery material for
UNOPS RSPC and FAAARO Office**

RFQ No: UNOPS-RSPC-2015-G-004

**Request for quotation (RFQ)
for Purchase of stationery material for UNOPS RSPC Office
RFQ NO. UNOPS-RSPC-2015-G-004**

Date: 19 February 2015

UNOPS is accepting quotations from suppliers for Purchase of stationary material for UNOPS RSPC Office. All interested parties must complete and return the quotation with the attached price sheet to the following email address: srpc.bids@unops.org or in a sealed envelope to UNOPS, Šumatovačka 59, 11 000 Beograd

Any requests for clarification should be referred to Procurement Unit and should be sent to srpc.procurement@unops.org.

Note: This email address is for clarifications only. Received quotation through srpc.procurement@unops.org will not be considered.

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

3 Currency

All prices shall be quoted in EUR.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods)

All items shall be delivered in maximum 10 calendar days from the contract signing and shipped DAP.

6 Mobilization and duration (for services) n/a

Service provision shall commence calendar days after contract signature. The successful supplier is expected to complete the services by (date).

7 Quotations due

All quotations must be received at the email address, or in a sealed envelope to the address stated below, no later than

Date: 2 March 2015

Time: 12:00 CET

E-mail: srpc.bids@unops.org

Address: UNOPS RSPC, Šumatovačka 59, 11 000 Belgrade, Serbia

Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS reserves the right to make multiple arrangements for any item or items. Partial bids are allowed. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount. UNOPS reserves the right to prepare a Blanket Purchase Agreement for the period of one year.

8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address srpc.procurement@unops.org promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:
Date: 19 February 2015



Graeme Tyndall
UNOPS Serbia Operations Centre Manager

ANNEX A

Requirements and price list

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Comparative data form
2. Bid price & delivery form
3. Previous experience form

ANNEX A

1. Comparative data form

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

No.	UNOPS minimum technical requirements	Bidders to fill-in
1	Binder Clips 15mm	
2	Binder Clips 25mm	
3	Binder Clips 41mm	
4	Business card holder (rolodex, standard roll type)	
5	Business card holder (small, box type)	
6	Business card book 4x1 card, vertical (transparent double sided holders)	
7	Plastic refills for business cards file, 4 x 1 card	
8	Standard desktop calculator (basic calculation, square, root, memory, percentage)	
9	CD RW, 700MB, 50 package	
10	DVD-RW, 4.7GB, 50 package	
11	CD RW, 700MB, slim package	
12	DVD-RW, 4.7GB, slim package	
13	Paper holders for CDs	
14	Correction fluid, 20ml	
15	Correction roller 5mm/6m	
16	Correction pen	
17	Divider, cardboard - 12colors	
18	Divider, cardboard - 6 colors	
19	White board 96 x 72cm	
20	Wall table 90 x 60cm (cork, for pins)	
21	Colored head pins for cork boards (smaller, flat heads)	

22	Colored head pins for cork boards (larger, with holdable heads)	
23	Envelope B5 (peel and seal)	
24	Envelope A4 (peel and seal)	
25	Envelope, American (peel and seal)	
26	Eraser (for pencil)	
27	Box File, archive 8cm, recycled cardboard	
28	Box File, archive 8cm, plain cardboard	
29	Box File, archive, 5cm, recycled cardboard	
30	Box File, archive, 5cm, plain cardboard	
31	Flip-chart table 70 x 100cm	
32	Flip-chart paper - 65 x 95 cm, 50 pages, clean white	
33	File folder - recycled cardboard in color, size A4	
34	File folder - plain cardboard in color, size A4	
35	File folder with elastic straps - recycled cardboard in color, size A4	
36	File folder with elastic straps - plain cardboard in color, size A4	
37	PVC folder with mechanism, holding A4 paper, transparent front, for two holes	
38	U file 50 micron	
39	U-file 80 micron	
40	A4 paper tray, horizontal - plastic	
41	Hole punch, standard type	
42	Hole punch, bigger (up to 65 pages/punch)	
43	Marker - 0.7mm tip for CD	
44	Marker in different colors - 0.7mm tip	
45	Marker, highlighter 2.5mm tip	
46	Markers, whiteboard	
47	Eraser for whiteboard	
48	Markers in four colors sets for flip-chart	

49	Name tag/ with clip (approx business card size)	
50	Notebook, A4, spiral bind, 60 pages	
51	Notebook, A5, hard cover, 60 pages	
52	Notebook, A5, spiral bind, 60 pages	
53	Paper knife	
54	Agenda (no dates, min. 365 pages, hard cover, fake leather)	
55	Paperclips 33mm, silver	
56	Paperclips 41mm, silver	
57	Paperclips, 25mm, silver	
58	Paperclips box, magnet lip	
59	Staple remover / jaws	
60	Ball Pen, blue	
61	Pen, roller type	
62	Pencil, ordinary, HB, with eraser	
63	Pencil holder, metal, round type, approx. 10cm in diameter	
64	Post it, 4colour, 75x75mm	
65	Post it, index, 25.4x43.2mm	
66	Post it, index PVC	
67	Ruler, plastic 30 cm	
68	Scissors 17cm	
69	Pencil sharpener	
70	Stamp pad	
71	Stamp pad ink, blue	
72	Stapler refill 24/6mm, silver	
73	Stapler refill 23/10mm, silver	
74	Stapler, bigger desktop type for 120 pages/punch	
75	Stapler - standard type, 20 pages/punch	

76	Stickers, self-adhesive, 105x71 (8 on A4)	
77	Stickers, self adhesive, 40x13 (28 on A4)	
78	Stickers, self adhesive, 63.5x38.1 (21 on A4)	
79	Tape dispenser, for 19mm/33m tape	
80	Tape - for packing, 48mm/60m, Brown or White	
81	Tape - ordinary (scotch) 19mm/33m	
82	Stick paper glue, 20-23g	
83	UHU universal glue, 20ml	
84	Removable flash memory 8GB, USB 2.0 compliant or higher	
85	Desk lamp - Standard architect type; metal, two axis structure, metal base with weight; with switch and cord, max, 40w, 220V	
86	Laser pointer for presentations	
87	Computer network cable, RJ45, 5m long, cat5e standard or better	
88	Light bulbs, ordinary (60W)	
89	Stamp with dates	
90	Battery AA 1.5 V	
91	Battery AAA 1.5 V	
92	Battery 9V	
93	Wipers for cleaning monitor screen	
94	Paper basket, metal, approximately 25cm in diameter, 40cm high	
95	Name desk tag stand - plastic, transparent, approx. size 10 x 25cm	
96	Safety walk tape 25.4mm/18.3m	
97	Doormat, outdoor use, rubber type, approx size 60 x 80cm	
98	Info notes - roll dispenser 60mmx10m; self-adhesive paper; various colours	
99	Info notes - roll refill 60mmx10m; self-adhesive paper; various colours	
100	Copy-print paper A4, 80gr/m2, 250 sheets, recycled	
101	Table desk planner (self-standing, one month/page), approx. size 30x15cm	
102	Toner cartridge for printer - HP Laser P1102	

2. Price & delivery form

Quotation: RFQ UNOPS-RSPC-2015-G-004			
Requested offer validity period from the date of offer submission: 90 Days			
BIDDER'S UNIT PRICES (price & currency to be entered by bidder). The estimated amount for purchases of stationary material will be up to 15,000.00 USD per year. Quantity of 1 pcs per item is for the evaluation purposes only. The exact quantity will be determined base on project needs.			
TOTAL FIRM DAP PRICE – DAP UNOPS RSPC, Šumatovačka 59, 11000 Belgrade, Serbia			
ITEM	DESCRIPTION	QTY	CURRENCY: EUR
			UNIT PRICE
			DAP
1	Binder Clips 15mm	1	
2	Binder Clips 25mm	1	
3	Binder Clips 41mm	1	
4	Business card holder (rolodex, standard roll type)	1	
5	Business card holder (small, box type)	1	
6	Business card book 4x1 card, vertical (transparent double sided holders)	1	
7	Plastic refills for business cards file, 4 x 1 card	1	
8	Standard desktop calculator (basic calculation, square, root, memory, percentage)	1	
9	CD RW, 700MB, 50 package	1	
10	DVD-RW, 4.7GB, 50 package	1	
11	CD RW, 700MB, slim package	1	
12	DVD-RW, 4.7GB, slim package	1	
13	Paper holders for CDs	1	
14	Correction fluid, 20ml	1	
15	Correction roller 5mm/6m	1	
16	Correction pen	1	

17	Divider, cardboard - 12colors	1	
18	Divider, cardboard - 6 colors	1	
19	White board 96 x 72cm	1	
20	Wall table 90 x 60cm (cork, for pins)	1	
21	Colored head pins for cork boards (smaller, flat heads)	1	
22	Colored head pins for cork boards (larger, with holdable heads)	1	
23	Envelope B5 (peel and seal)	1	
24	Envelope A4 (peel and seal)	1	
25	Envelope, American (peel and seal)	1	
26	Eraser (for pencil)	1	
27	Box File, archive 8cm, recycled cardboard	1	
28	Box File, archive 8cm, plain cardboard	1	
29	Box File, archive, 5cm, recycled cardboard	1	
30	Box File, archive, 5cm, plain cardboard	1	
31	Flip-chart table 70 x 100cm	1	
32	Flip-chart paper - 65 x 95 cm, 50 pages, clean white	1	
33	File folder - recycled cardboard in color, size A4	1	
34	File folder - plain cardboard in color, size A4	1	
35	File folder with elastic straps - recycled cardboard in color, size A4	1	
36	File folder with elastic straps - plain cardboard in color, size A4	1	
37	PVC folder with mechanism, holding A4 paper, transparent front, for two holes	1	
38	U file 50 micron	1	
39	U-file 80 micron	1	
40	A4 paper tray, horizontal - plastic	1	
41	Hole punch, standard type	1	
42	Hole punch, bigger (up to 65 pages/punch)	1	
43	Marker - 0.7mm tip for CD	1	

44	Marker in different colors - 0.7mm tip	1	
45	Marker, highlighter 2.5mm tip	1	
46	Markers, whiteboard	1	
47	Eraser for whiteboard	1	
48	Markers in four colors sets for flip-chart	1	
49	Name tag/ with clip (approx business card size)	1	
50	Notebook, A4, spiral bind, 60 pages	1	
51	Notebook, A5, hard cover, 60 pages	1	
52	Notebook, A5, spiral bind, 60 pages	1	
53	Paper knife	1	
54	Agenda (no dates, min. 365 pages, hard cover, fake leather)	1	
55	Paperclips 33mm, silver	1	
56	Paperclips 41mm, silver	1	
57	Paperclips, 25mm, silver	1	
58	Paperclips box, magnet lip	1	
59	Staple remover / jaws	1	
60	Ball Pen, blue	1	
61	Pen, roller type	1	
62	Pencil, ordinary, HB, with eraser	1	
63	Pencil holder, metal, round type, approx. 10cm in diameter	1	
64	Post it, 4colour, 75x75mm	1	
65	Post it, index, 25.4x43.2mm	1	
66	Post it, index PVC	1	
67	Ruler, plastic 30 cm	1	
68	Scissors 17cm	1	
69	Pencil sharpener	1	
70	Stamp pad	1	

71	Stamp pad ink, blue	1	
72	Stapler refill 24/6mm, silver	1	
73	Stapler refill 23/10mm, silver	1	
74	Stapler, bigger desktop type for 120 pages/punch	1	
75	Stapler - standard type, 20 pages/punch	1	
76	Stickers, self-adhesive, 105x71 (8 on A4)	1	
77	Stickers, self adhesive, 40x13 (28 on A4)	1	
78	Stickers, self adhesive, 63.5x38.1 (21 on A4)	1	
79	Tape dispenser, for 19mm/33m tape	1	
80	Tape - for packing, 48mm/60m, Brown or White	1	
81	Tape - ordinary (scotch) 19mm/33m	1	
82	Stick paper glue, 20-23g	1	
83	UHU universal glue, 20ml	1	
84	Removable flash memory 8GB, USB 2.0 compliant or higher	1	
85	Desk lamp - Standard architect type; metal, two axis structure, metal base with weight; with switch and cord, max, 40w, 220V	1	
86	Laser pointer for presentations	1	
87	Computer network cable, RJ45, 5m long, cat5e standard or better	1	
88	Light bulbs, ordinary (60W)	1	
89	Stamp with dates	1	
90	Battery AA 1.5 V	1	
91	Battery AAA 1.5 V	1	
92	Battery 9V	1	
93	Wipers for cleaning monitor screen	1	
94	Paper basket, metal, approximately 25cm in diameter, 40cm high	1	
95	Name desk tag stand - plastic, transparent, approx. size 10 x 25cm	1	
96	Safety walk tape 25.4mm/18.3m	1	

97	Doormat, outdoor use, rubber type, approx size 60 x 80cm	1	
98	Info notes - roll dispenser 60mmx10m; self-adesive paper; various colours	1	
99	Info notes - roll refill 60mmx10m; self-adesive paper; various colours	1	
100	Copy-print paper A4, 80gr/m2, 250 sheets, recycled	1	
101	Table desk planner (self-standing, one month/page), approx. size 30x15cm	1	
102	Toner cartridge for printer - HP Laser P1102	1	
103	Toner cartridge for printer - HP Laser Jet 1020	1	
104	Toner cartridge for printer - HP Laser Jet 1022	1	
105	Toner cartridge for printer - Lexmark E 260	1	

Bidder's delivery data	
<p>DELIVERY TIME (DAP FROM DATE OF ORDER) for all items not later than 10 calendar days from the contract signing, to the following address:</p> <p>UNOPS RSPC Šumatovačka 59, Belgrade, Serbia</p>	

 Date

 Authorized Signature

3: Previous experience form

Previous Experience				
Description of services/goods /works	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

 Date

 Authorized Signature

ANNEX B

RFQ – Quotation form

The Quotation Form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ UNOPS-SFRS-2015-G-004 set out in the attached document, hereby offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, _____, certify that I am
(name of signing official)

_____ of _____;
(position) (legal name of company)

that by signing this RFQ bid for and on behalf of _____ I am
(legal name of company)

certifying that all information contained herein is accurate and truthful and that the signing of this bid is

within the scope of my powers.

(Signature) (Name) (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: _____
(date)

Must be at least _____(X)days

Currency of offer: _____
(state currency)

Payment terms 30 days accepted:

Are you a UNOPS registered vendor? Yes No

If yes, provide vendor number: _____

Quotation to be addressed to: RFQ UNOPS-SFRS-2015-G-004

UNOPS - RSPC
Šumatovačka 59, 11000 Belgrade, Serbia
Tel.: 381 11/243-5703 or
E-mail: srpc.bids@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on _____ 2 March 2015, 12:00 CET _____



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01

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