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**UNOPS**

# **Request for quotation (RFQ) for goods**

**Purchase of Office Stationery**

**RFQ No: UNOPS-RSOC-2015-G-032**

**Request for quotation (RFQ)  
for Purchase of stationery material  
RFQ NO. UNOPS-RSOC-2015-G-032**

Date: 20 October 2015

**UNOPS is hereby undertaking a solicitation process for purchase of office stationary regularly required by UN Agencies (UNDP, UNICEF, UNHCR, UNOPS, UNOB, UNODC, UN WOMEN, UNFPA, FAO, WHO, IOM) in the Republic of Serbia.**

It is understood that the above mentioned United Nations Agencies shall on no account be required to purchase any quantity whatsoever and purchases shall be made only on specific order to be placed by each individual Agency. The above-mentioned UN Agencies shall not be held liable if no purchase is made during the term hereof.

The successful bidder will be contracted by UNDP under Long Term Agreement (LTA) for an initial period of one year and renewable thereafter for another two years, subject to satisfactory evaluation of performance.

UNOPS is accepting quotations from suppliers for Purchase of office stationary. All interested parties must complete and return the quotation with the attached price sheet to the following email address: [srpc.bids@unops.org](mailto: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](mailto:srpc.procurement@unops.org).

**Note:** This email address is for clarifications only. Received quotation through [srpc.procurement@unops.org](mailto: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 USD (United States Dollars) or EUR. Payment will be made in RSD using UN rate of exchange for the month when delivery is made.

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.

## 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 date of order 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: 29 October 2015

Time: 12:00 CET

E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

Address: UNOPS RSOC, 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. Bids per LOT are allowed.

## 8 Clarifications

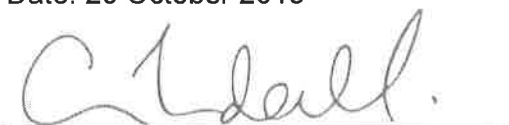
Suppliers with questions or requests for more information are encouraged to send them to the email address [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other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

## 9 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: 20 October 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

As part of the tender documentation the Bidders shall also provide:






1. Company registration documents (not older than six months from the deadline for submission of quotations),
2. Catalogue, brochure or similar document that will prove the required technical characteristics of the offered goods.
3. Minimum three references or copies of contracts proving satisfactory delivery of office stationary in the last five years, which support the information given in the Previous Experience Form








**CONTRACTOR AGREES TO SUPPLY ALL GOODS AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.**









## 1. Comparative data form










Bidders are required to complete the following with “Yes”, “No”.



Bidders are also requested to provide specific information for the items being supplied: name of the Catalogue and code/number of the item as referred to in the provided Catalogue and/or an active internet link to the specific item in an on-line catalogue

No.	UNOPS minimum technical requirements			Bidders to fill-in
<b>LOT 1</b>				
1	A4 Copy-print multipurpose paper; recycled 80gr/m2, white 500 sheets/ream  Equal or similar to the illustration on the right.		ream	
2	A4 Copy-print paper Offset; 80gr/m2, super white 500 sheets/ream  Equal or similar to the illustration on the right.		ream	
<b>LOT 2</b>				
1	White-out (Correction fluid) 20ml  Equal or similar to the illustration on the right.		pcs	
2	Folder Tab Dividers, A4 recycled cardboard; 1/12 set of assorted colours; min 160 gr/m <sup>2</sup>  Equal or similar to the illustration on the right.		set	
3	Office Archive File Box with outer Box; ca. 8 cm; two-ring mechanism with lever; plain recycled cardboard laminated with matt paper; various colours.  Equal or similar to the illustration on the right.		pcs	

4	Office Archive File Box with outer box; 5-6 cm; two-ring mechanism with lever; plain recycled cardboard laminated with matt paper; various colours.  Equal or similar to the illustration on the right.		pcs	
5	Office Archive File Box; ca. 8 cm; two-ring mechanism with lever; plain cardboard laminated with PVC; rear transparent plastic pocket with paper insert; various colours.  Equal or similar to the illustration on the right.		pcs	
6	Office Archive File Box; 5-6 cm; two-ring mechanism with lever; plain cardboard laminated with PVC; rear transparent plastic pocket with paper insert; various colours.  Equal or similar to the illustration on the right.		pcs	
7	A4 plastic flat files folder with bar mechanism; transparent front Pack of 20 pcs  Equal or similar to the illustration on the right.		pack	
8	A4 size filing sleeve (U file) with 11 holes; clear plastic – 100 -120 micron; Pack of 100 pcs  Equal or similar to the illustration on the right.		pack	
9	A4 size filing sleeve (L file) with 11 holes; clear plastic 80-100 micron; Pack of 100 pcs  Equal or similar to the illustration on the right.		pack	
10	Marker - highlighter, non-toxic; 2mm/5 mm chisel tip, yellow  Equal or similar to the illustration on the right.		pcs	

11	Marker - highlighter, non-toxic; 4mm/12 mm chisel tip, 4 colours set  Equal or similar to the illustration on the right.		set	
12	Paperclips, Standard Size (ca 3 cm), silver colour, steel material; Smooth. Box of 100 clips  Equal or similar to the illustration on the right.		box	
13	Paperclips, Large Size (ca 5 cm), silver colour, steel material; Smooth. Box of 100 clips  Equal or similar to the illustration on the right.		box	
14	Post-it Notes; ca.75 mm x 75 mm; Super Sticky; assorted colours 100 sheets/pad  Equal or similar to the illustration on the right.		pad	
15	Stapler Flat-Clinch; 45-65 Sheets (80gr/m2 paper); steel driven mechanism  Equal or similar to the illustration on the right.		pcs	
16	Stapler refill; silver 24/6 Super strong staples Box of 1000 staples  Equal or similar to the illustration on the right.		box	
17	Stick paper glue, 20-23g (non-toxic; washable, acid-free; dries clear)  Equal or similar to the illustration on the right.		pcs	
18	Envelope B5, white 80gr/m2 paper, peel and seal  Equal or similar to the illustration on the right.		pcs	

19	Envelope A4, white 80gr/m2 paper, peel and seal  Equal or similar to the illustration on the right.		pcs	
20	Transparent adhesive tape - ordinary (scotch) ca. 18 mm x 33m  Equal or similar to the illustration on the right.		pcs	
21	Ball pen with click mechanism; classic, standard; blue ink  Equal or similar to the illustration on the right.		pcs	
22	Gel-based rollerball pen Bullet Type 0.5 mm Ink Color: Black  Equal or similar to the illustration on the right.		pcs	
23	Gel-based rollerball pen Bullet Type 0.6 mm Ink Color: Blue  Equal or similar to the illustration on the right.		pcs	
24	Index post-it flags (info-notes, page marker); self adhesive paper, 20 mm x 50 mm; set of 4 colours x 50 notes;  Equal or similar to the illustration on the right.		set	
25	USB memory stick 16 GB  Equal or similar to the illustration on the right.		pcs	
26	Alkaline batteries, 1,5 V AA; set of 4 batteries  long-lasting power (equal or similar to Duracell 1,5 V AA); Equal or similar the illustration on the right.		set	
27	Hole punch with adjustable paper guide and sturdy metal construction; 45-65 sheets capacity  Equal or similar to the illustration on the right.		pcs	
			block	

28	Paper for Flip chart 70x100cm; 50 sheets in a block;  Equal or similar to the illustration on the right.			
29	Flip Chart Marker's highly visible colours, non squeak bullet tip; water-based low-odor ink formula; set of 4 different colours.  Equal or similar to the illustration on the right.		set	

**The products offered are in accordance with the specifications and requirements**

Yes

No

Any deviation must be listed below:

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\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Signature



## 2. Price & delivery form

	<b>Quotation: UNOPS-RSOC-2015-G-032</b>
	<b>Requested offer validity period from the date of offer submission: 90 Days</b>
	<p><b>BIDDER'S UNIT PRICES (price &amp; currency to be entered by bidder).</b></p> <p><b>Quantity of 1 pcs per item is for the evaluation purposes only. Estimated total amount for all UN Agencies is USD 20,000.00 per year.</b></p> <p><b>The exact quantity will be determined based on each UN agency needs.</b></p>
	<p><b>TOTAL FIRM DAP PRICE</b>  <b>DAP BELGRADE, SERBIA</b></p>

ITEM	DESCRIPTION	Unit of measure	QTY	CURRENCY: USD
				UNIT PRICE
				DAP
<b>LOT 1</b>				
1	A4 Copy-print multipurpose paper	ream	1	
2	A4 Copy-print paper Offset	ream	1	
<b>SUBTOTAL LOT 1</b>				
<b>LOT 2</b>				
1	White-out (Correction fluid) 20ml	pcs	1	
2	Folder Tab Dividers, A4	set	1	
3	Office Archive File Box with outer Box ca. 8 cm; cardboard	pcs	1	
4	Office Archive File Box with outer box 5-6 cm; cardboard	pcs	1	
5	Office Archive File Box; ca. 8 cm; PVC	pcs	1	

6	Office Archive File Box; 5-6 cm; PVC	pcs	1	
7	A4 plastic flat files folder with bar mechanism	pack	1	
8	A4 size filing sleeve (U file) with 11 holes	pack	1	
9	A4 size filing sleeve (L file) with 11 holes	pack	1	
10	Marker - highlighter, yellow	pcs	1	
11	Marker - highlighter, 4 colours set	set	1	
12	Paperclips, Standard Size (ca 3 cm)	box	1	
13	Paperclips, Large Size (ca 5 cm)	box	1	
14	Post-it Notes; ca.75 mm x 75 mm	pad	1	
15	Stapler	pcs	1	
16	Stapler refill	box	1	
17	Stick paper glue	pcs	1	
18	Envelope B5, white	pcs	1	
19	Envelope A4	pcs	1	
20	Transparent adhesive tape	pcs	1	
21	Ball pen with click mechanism	pcs	1	
22	Gel-based rollerball pen; Black	pcs	1	
23	Gel-based rollerball pen; Blue	pcs	1	

24	Index post-it flags	set	1	
25	USB memory stick 16 GB	pcs	1	
26	Alkaline batteries, 1,5 V AA	set	1	
27	Hole punch with	pcs	1	
28	Paper for Flip chart	block	1	
29	Flip Chart Marker's	set	1	
<b>SUBTOTAL LOT 2</b>				
<b>GRAND TOTAL</b>				

<b>Bidder's delivery data</b>	
<p><b>DELIVERY TIME (DAP FROM DATE OF ORDER) for all items not later than 10 calendar days from the order date</b></p> <p><b>DELIVERY ADDRESS: BELGRADE, SERBIA</b></p>	

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Authorized Signature



### 3: Previous experience form

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

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 Date

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 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-RSOC-2015-G-32 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: \_\_\_\_\_ Must be at least \_\_\_\_\_ 90 days  
(date)

Currency of offer: \_\_\_\_\_ Payment terms 30 days accepted:   
(state currency)

Are you a UNOPS registered vendor?  Yes  No

If yes, provide vendor number: \_\_\_\_\_

Quotation to be addressed to: UNOPS-RSOC-2015-G-032  
UNOPS - RSOC  
Šumatovačka 59, 11000 Belgrade, Serbia  
Tel.: 381 11/243-5703 or  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on \_\_\_\_\_ 29 October 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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