



REQUEST FOR QUOTATION (RFQ)
For the Supply of Office Stationery and Photocopy Paper

NAME & ADDRESS OF FIRM	DATE: November 15, 2017
	REFERENCE: UNDP/RFQ/50/2017

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Supply of Office Stationery Items (Package A) and Photocopy Paper (Package B)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This bidding exercise will result in entering into Long Term Agreement with the selected vendor/s for a period of one year, with the possibility of extension for additional one year, based on satisfactory performance.

Quotations may be submitted on or before **3:00PM, November 27, 2017 in sealed envelope** by
, ☐ *courier mail or hand delivery* to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/50/2017
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

A Pre-Bid Meeting will be held on **20 November 2017 at 1100 hrs** at the UN Conference Room, UN House, Pulchowk, Lalitpur. All interested parties are highly encourage to attend the Pre-Bid Meeting.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good/s:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other: Delivery price in Nepalese Rupees inclusive of VAT	
Customs clearance ¹ , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offoror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Nepal and its assisted projects and UN agencies UN House, Pulchowk Lalitpur, Nepal	
UNDP Preferred Freight Forwarder, if any ²	Not applicable	
Distribution of shipping documents (if using freight forwarder)	Not applicable	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Deliveries are to be made on “as and when required” basis upon issuance of the Purchase Order (PO) <input checked="" type="checkbox"/> As per Delivery Schedule attached [if delivery will be staggered] Time : [pls. indicate] Time Zone of Reference : [pls. indicate]	
Delivery Schedule	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation ³	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : Nepalese Rupees (NPR.)	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

After-sales services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others [pls. specify]
Deadline for the Submission of Quotation	3:00PM, Monday, November 27, 2017 Nepal Standard Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others [pls. specify, including dialects, if needed]
Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.), if applicable; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years having minimum annual turnover of Nepalese Rupees 2,500,000.00; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top three (3) Clients; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others [pls. specify as many as required]

⁵ First 2 items in this list are mandatory for the supply of imported goods

Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted [Bidders can submit bid for any of the Package A or Package B or for both the packages. However partial bids within a package is not permissible]
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others
Liquidated Damages	
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ <input checked="" type="checkbox"/> Verification and acceptance of the submitted samples. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required] <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸ <input type="checkbox"/> Others [pls. specify]
UNDP will award to:	<input type="checkbox"/> One supplier for each package <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: The LTA will be awarded to the technically qualified lowest bidder for each Package.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long-Term Agreement⁹ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] <input type="checkbox"/> Others [pls. specify]

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Conditions for Release of Payment	Passing Inspection <i>[specify method, if possible]</i> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ¹⁰	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ¹¹	<i>Procurement Unit (RKL)</i> <i>UNDP Nepal</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

¹¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Deepak Shrestha
Procurement Analyst
November 15, 2017

Technical Specifications and Requirements
Office Stationery Items

PACKAGE A:

SN	Item Description	Unit	Brand
1	Manila Folder	Pcs	Good quality hard paper
2	Plastic Folder	Pcs	Deli or equivalent
3	File - Index Big	Pcs	Elfen or equivalent
4	Pen Cello (Black)	Pcs	Cello Technotip or equivalent
5	Hanger File	Pcs	Deli or equivalent
6	My Clear Bag	Pcs	Deli or equivalent
7	Note Book Sprial A5	Pcs	Neelgagan Spiral or equivalent
8	Meta Cards (Multicolors)	Pcs	Colorful good quality hard paper
9	Pen Cello (Blue)	Pcs	Cello Technotip or equivalent
10	Packing Box (Brown, 12"x 22"x14"), 7 ply	Pcs	Brown Ply (Thickness) with Blue cotton tape
11	Binding Transparency Sheet	Pcs	Oddy or equivalent
12	Stapler Pin (10 Number)	Boxes	Kangaroo or Equivalent
13	Pencil	Pcs	Deli HB with eraser on top or equivalent
14	Bindermax Sheet	Pcs	Deli or equivalent
15	Sign Flag (Plastic) 30 flags each of 5 colors (12.7mm x 43.7mm)	Pcs	Oddy or equivalent
16	File - 2 Ring Colour	Pcs	Elfen or equivalent
17	Pilot Pen (Black)	Pcs	V5 Pilot or equivalent
18	Flip Chart Paper	Pcs	
19	Binder Clip (19 mm) (3/4")	Boxes	Deli or equivalent
20	Pilot Pen (Blue)	Pcs	V5 Pilot or equivalent
21	Note Book Sprial A4	Pcs	Deli or equivalent
22	Pilot Dot Pen (Blue)	Pcs	Pilot or equivalent
23	Paper Clip (35 mm)	Boxes	Deli or equivalent
24	Marker Permanent (Black)	Pcs	Snowman or equivalent
25	Magazine File (Box)	Pcs	Deli or equivalent
26	Post-it-Pad (3X3)	Pcs	Deli or equivalent
27	Cello Tape 1" (Big)	Rol	Deli or equivalent
28	File Separator (12 pcs per packet) (multicolor)	Pkt	Elfen or Deli or equivalent
29	Note Book Sprial B5	Pcs	Deli or equivalent
30	Glue Stick 35 gm	Pcs	Amos or equivalent
31	Stapler Pin HD 45	Boxes	Kangaroo or Equivalent
32	Marker Board (Blue)	Pcs	Snowman or equivalent
33	Post-it-Pad (3X5)	Pcs	Deli or equivalent
34	Tape Packing (Brown X 4.5")	Roll	Flashpack or equivalent
35	Binder Clip (25 mm) (1")	Boxes	Deli or equivalent

36	Scissors (210 mm) (8 1/4")	Pair	Deli or equivalent
37	Hiligher (Yellow)	Pcs	Staedtler or equivalent
38	Marker Board (Black)	Pcs	Snowman or equivalent
39	Plastic Folder (Stick)	Pcs	Deli or equivalent
40	OHP Pen	Pcs	Staedtler or equivalent
41	Eraser	Pcs	Deli or equivalent
42	Stapler No-10 (Small)	Pcs	Kangaroo or Equivalent
43	Correction Pen	Pcs	Gangy or equivalent
44	Binder Clip (32 mm) (1 5/8") (33mm)(1, 1/4")	Boxes	Deli or equivalent
45	Battery (AAA)	Pair	Duracell or equivalent
46	Paper Clip (30 mm)	Boxes	Deli or equivalent
47	Hiligher (Green)	Pcs	Staedtler or equivalent
48	Calculator (Casio MT 120)	Pcs	Casio or equivalent (12 digits)
49	Hiligher (Orange)	Pcs	Staedtler or equivalent
50	Hiligher (Pink)	Pcs	Staedtler or equivalent
51	Tape Binding (Black+Big) 2"	Roll	Camat or equivalent
52	Battery AA	Pair	Duracell or equivalent
53	Rubber Band (Big)	Pkt	Deli or equivalent
54	Stapler (No 45)	Pcs	Kangaroo or Equivalent
55	Hiligher (Blue)	Pcs	Staedtler or equivalent
56	Tape Masking	Roll	Deli or equivalent
57	Pin Thumb	Boxes	Deli or equivalent
58	Fastener	Boxes	Deli or equivalent
59	Marker Board (Red)	Pcs	Snowman or equivalent
60	Paper Cutter	Pcs	Deli or equivalent
61	Binder Clip (51 mm) (2")	Boxes	Deli or equivalent
62	Post-it Sinar spectra	Pcs	Deli or equivalent
63	Marker Permanent (Red)	Pcs	Snowman or equivalent
64	Pilot Pen (Red)	Pcs	V5 Pilot or equivalent
65	Pilot Dot Pen (Red)	Pcs	Staedtler or equivalent
66	Register No. 4	Pcs	Delux or equivalent
67	Stapler Remover	Pcs	Deli or equivalent
68	Marker Board (Green)	Pcs	Snowman or equivalent
69	Ruler (Plastic) 12"	Pcs	Delux or equivalent
70	Post-it-Pad (1.5X2)	Pcs	Deli or equivalent
71	Register No. 1	Pcs	Delux or equivalent
72	Punching Machine Small DP 280	Pcs	Kangaroo or Equivalent
73	Binder Clip (41 mm) (1, 5/8") (1, 3/4")	Boxes	Deli or equivalent
74	Cello Tape (Small) 1/2"	Roll	Camat or equivalent
75	Pen Cello Gel (Red)	Pcs	Staedtler or equivalent
76	Punching Machine 800 HDP	Pcs	Kangaroo or Equivalent
77	Tape Dispenser 816 (Big)	Roll	Deli or equivalent
78	Pilot Pen (Green)	Pcs	V5 Pilot or equivalent

79	Pen Cello (Red)	Pcs	Cello Technotip or equivalent
80	Pen Holder	Pcs	Deli or equivalent
81	Ruler/Scale (Metal) 12"	Pcs	Deli or equivalent
82	Sharpener (Small)	Pcs	Deli or equivalent
83	Tape Masking (Both side)	Roll	Camat or equivalent
84	A4 Business Card Holder (Big) 20 sheets to hold 400 name cards	Pcs	Deli or equivalent
85	Rubber Band (Small)	Pkt	Deli or equivalent
86	Table Sharpener	Pcs	Deli or equivalent
87	Carbon Paper	Pkt	Camel or equivalent
88	In-out Tray	Set	Deli or equivalent
89	Tape Binding (Blue+Big) 2"	Roll	Camat or equivalent
90	Tape Invisible	Roll	Camat or equivalent
91	File Stand Metal	Pcs	Deli or equivalent
92	Marker Permanent (Blue)	Pcs	Snowman or equivalent
93	Paper Clip (51 mm)	Pcs	Deli or equivalent
94	Punching Machine HDP 2160	Pcs	Kangaroo or Equivalent
95	Duster	Pcs	Deli or equivalent
96	Marker Permanent (Green)	Pcs	Snowman or equivalent
97	Pendrive (16GB)	Pcs	Transcent or equivalent
98	Business File A4	Pcs	Deli or equivalent
99	Tape Binding (Black+Small) 1"	Roll	Camat or equivalent
100	Post-it-Pad (9/24) (2x3)	Pcs	Deli or equivalent
101	Stamp Pad (Blue)	Pcs	Deli or equivalent
102	Lamination Sheet	Pkt	Odos or equivalent
103	Plastic Rope	Pcs	Good quality
104	Stamp Pad (Black)	Pcs	Deli or equivalent
105	Stapler (HD 23S24)	Pcs	Kangaroo or Equivalent
106	Tape Binding(Blue+Small) 1"	Roll	Camat or equivalent
107	Tape Dispenser (Small) 815	Roll	Deli or equivalent
108	Battery (D) Big	Pair	Duracell or equivalent
109	Dust Bin	Pcs	Bagmati or equivalent
110	File - 2 Ring Transparency	Pcs	Elfen or equivalent
111	Stamp Pad (Red)	Pcs	Deli or equivalent
112	Tape Binding (Green+Big) 2"	Roll	Camat or equivalent
113	Tape Binding (Green+Small)	Roll	Camat or equivalent
114	Tape Binding (Red+Big) 2"	Roll	Camat or equivalent
115	Tape Binding (Red+Small)	Roll	Camat or equivalent

The amount of Long Term Agreement (i.e. estimated volume of procurement of office stationery will be NPR. 4,500,000 (approx.) per year.

PACKAGE B:

Photocopy Paper

S.N.	Description	Unit	Specifications/Requirements
1	Photo copy paper Size: A4	Ream	80gsm, colorLok, 500 sheets per ream (Paperone, AA, Canon, Fuji or equivalent)
	Photo copy paper Size: A3	Ream	80gsm, colorLok, 500 sheets per ream (Paperone, AA, Canon, Fuji or equivalent)

The amount of Long Term Agreement (i.e. estimated volume of procurement of office stationery will be NPR. 3,000,000 (approx.) per year.

Bidders can submit bid for any of the Package A or Package B or for both the packages. However partial bids within a package is not permissible.

Sample Inspection:

All interested bidders must inspect samples of stationeries at UNDP Nepal during the pre-bid meeting on 20 November 2017 at 1100 hrs to know the requirements of UNDP and should submit quotations according to the quality of the inspected samples.

Sample Submission:

Samples of all the items quoted by the bidder must be submitted together with the bid. Bids without samples will not be considered. The bidder should clearly provide their identification number in the samples so that they do not get mixed up with the samples from other suppliers.

Sincerely yours,

Deepak Shrestha
Procurement Analyst
November 15, 2017

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply Office Stationery Items and photocopy paper for UNDP Nepal, its assisted projects and UN agencies as listed below in conformity with the specification and requirements of UNDP as per **RFQ Reference No. UNDP/RFQ/50/2017**:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

PACKAGE A: Office Stationery Items

S.N.	Description	Unit	Quoted Brand/Model	Unit Price in Nepalese Rupees (NPR.) inclusive of VAT
1	Manila Folder	Pcs	Good quality hard paper	
2	Plastic Folder	Pcs	Deli or equivalent	
3	File - Index Big	Pcs	Elfen or equivalent	
4	Pen Cello (Black)	Pcs	Cello Technotip or equivalent	
5	Hanger File	Pcs	Deli or equivalent	
6	My Clear Bag	Pcs	Deli or equivalent	
7	Note Book Sprial A5	Pcs	Neelgagan Spiral or equivalent	
8	Meta Cards (Multicolors)	Pcs	Colorful good quality hard paper	
9	Pen Cello (Blue)	Pcs	Cello Technotip or equivalent	
10	Packing Box (Brown, 12"x 22"x14"), 7 ply	Pcs	Brown Ply (Thickness) with Blue cotton tape	
11	Binding Transparency Sheet	Pcs	Oddy or equivalent	
12	Stapler Pin (10 Number)	Boxes	Kangaroo or Equivalent	
13	Pencil	Pcs	Deli HB with eraser on top or equivalent	
14	Bindermax Sheet	Pcs	Deli or equivalent	
15	Sign Flag (Plastic) 30 flags each of 5 colors (12.7mm x 43.7mm)	Pcs	Oddy or equivalent	
16	File - 2 Ring Colour	Pcs	Elfen or equivalent	
17	Pilot Pen (Black)	Pcs	V5 Pilot or equivalent	
18	Flip Chart Paper	Pcs		

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

19	Binder Clip (19 mm) (3/4")	Boxes	Deli or equivalent	
20	Pilot Pen (Blue)	Pcs	V5 Pilot or equivalent	
21	Note Book Sprial A4	Pcs	Deli or equivalent	
22	Pilot Dot Pen (Blue)	Pcs	Pilot or equivalent	
23	Paper Clip (35 mm)	Boxes	Deli or equivalent	
24	Marker Permanent (Black)	Pcs	Snowman or equivalent	
25	Magazine File (Box)	Pcs	Deli or equivalent	
26	Post-it-Pad (3X3)	Pcs	Deli or equivalent	
27	Cello Tape 1" (Big)	Roll	Deli or equivalent	
28	File Separator (12 pcs per packet) (multicolor)	Pkt	Elfen or Deli or equivalent	
29	Note Book Sprial B5	Pcs	Deli or equivalent	
30	Glue Stick 35 gm	Pcs	Amos or equivalent	
31	Stapler Pin HD 45	Boxes	Kangaroo or Equivalent	
32	Marker Board (Blue)	Pcs	Snowman or equivalent	
33	Post-it-Pad (3X5)	Pcs	Deli or equivalent	
34	Tape Packing (Brown X 4.5")	Roll	Flashpack or equivalent	
35	Binder Clip (25 mm) (1")	Boxes	Deli or equivalent	
36	Scissors (210 mm) (8 1/4")	Pair	Deli or equivalent	
37	Hilighter (Yellow)	Pcs	Staedtler or equivalent	
38	Marker Board (Black)	Pcs	Snowman or equivalent	
39	Plastic Folder (Stick)	Pcs	Deli or equivalent	
40	OHP Pen	Pcs	Staedtler or equivalent	
41	Eraser	Pcs	Deli or equivalent	
42	Stapler No-10 (Small)	Pcs	Kangaroo or Equivalent	
43	Correction Pen	Pcs	Gangy or equivalent	
44	Binder Clip (32 mm) (1 5/8") (33mm)(1 1/4")	Boxes	Deli or equivalent	
45	Battery (AAA)	Pair	Duracell or equivalent	
46	Paper Clip (30 mm)	Boxes	Deli or equivalent	
47	Hilighter (Green)	Pcs	Staedtler or equivalent	
48	Calculator (Casio MT 120)	Pcs	Casio or equivalent (12 digits)	
49	Hilighter (Orange)	Pcs	Staedtler or equivalent	
50	Hilighter (Pink)	Pcs	Staedtler or equivalent	
51	Tape Binding (Black+Big) 2"	Roll	Camat or equivalent	
52	Battery AA	Pair	Duracell or equivalent	
53	Rubber Band (Big)	Pkt	Deli or equivalent	
54	Stapler (No 45)	Pcs	Kangaroo or Equivalent	
55	Hilighter (Blue)	Pcs	Staedtler or equivalent	
56	Tape Masking	Roll	Deli or equivalent	

57	Pin Thumb	Boxes	Deli or equivalent	
58	Fastener	Boxes	Deli or equivalent	
59	Marker Board (Red)	Pcs	Snowman or equivalent	
60	Paper Cutter	Pcs	Deli or equivalent	
61	Binder Clip (51 mm) (2")	Boxes	Deli or equivalent	
62	Post-it Sinar spectra	Pcs	Deli or equivalent	
63	Marker Permanent (Red)	Pcs	Snowman or equivalent	
64	Pilot Pen (Red)	Pcs	V5 Pilot or equivalent	
65	Pilot Dot Pen (Red)	Pcs	Staedtler or equivalent	
66	Register No. 4	Pcs	Delux or equivalent	
67	Stapler Remover	Pcs	Deli or equivalent	
68	Marker Board (Green)	Pcs	Snowman or equivalent	
69	Ruler (Plastic) 12"	Pcs	Delux or equivalent	
70	Post-it-Pad (1.5X2)	Pcs	Deli or equivalent	
71	Register No. 1	Pcs	Delux or equivalent	
72	Punching Machine Small DP 280	Pcs	Kangaroo or Equivalent	
73	Binder Clip (41 mm))(1, 5/8") (1,3/4")	Boxes	Deli or equivalent	
74	Cello Tape (Small) 1/2"	Roll	Camat or equivalent	
75	Pen Cello Gel (Red)	Pcs	Staedtler or equivalent	
76	Punching Machine 800 HDP	Pcs	Kangaroo or Equivalent	
77	Tape Dispenser 816 (Big)	Roll	Deli or equivalent	
78	Pilot Pen (Green)	Pcs	V5 Pilot or equivalent	
79	Pen Cello (Red)	Pcs	Cello Technotip or equivalent	
80	Pen Holder	Pcs	Deli or equivalent	
81	Ruler/Scale (Metal) 12"	Pcs	Deli or equivalent	
82	Sharpener (Small)	Pcs	Deli or equivalent	
83	Tape Masking (Both side)	Roll	Camat or equivalent	
84	A4 Business Card Holder (Big) 20 sheets to hold 400 name cards	Pcs	Deli or equivalent	
85	Rubber Band (Small)	Pkt	Deli or equivalent	
86	Table Sharpener	Pcs	Deli or equivalent	
87	Carbon Paper	Pkt	Camel or equivalent	
88	In-out Tray	Set	Deli or equivalent	
89	Tape Binding (Blue+Big) 2"	Roll	Camat or equivalent	
90	Tape Invisible	Roll	Camat or equivalent	
91	File Stand Metal	Pcs	Deli or equivalent	
92	Marker Permanent (Blue)	Pcs	Snowman or equivalent	
93	Paper Clip (51 mm)	Pcs	Deli or equivalent	
94	Punching Machine HDP 2160	Pcs	Kangaroo or Equivalent	

95	Duster	Pcs	Deli or equivalent	
96	Marker Permanent (Green)	Pcs	Snowman or equivalent	
97	Pendrive (16GB)	Pcs	Transcent or equivalent	
98	Business File A4	Pcs	Deli or equivalent	
99	Tape Binding (Black+Small) 1"	Roll	Camat or equivalent	
100	Post-it-Pad (9/24) (2x3)	Pcs	Deli or equivalent	
101	Stamp Pad (Blue)	Pcs	Deli or equivalent	
102	Lamination Sheet	Pkt	Odos or equivalent	
103	Plastic Rope	Pcs	Good quality	
104	Stamp Pad (Black)	Pcs	Deli or equivalent	
105	Stapler (HD 23S24)	Pcs	Kangaroo or Equivalent	
106	Tape Binding(Blue+Small) 1"	Roll	Camat or equivalent	
107	Tape Dispenser (Small) 815	Roll	Deli or equivalent	
108	Battery (D) Big	Pair	Duracell or equivalent	
109	Dust Bin	Pcs	Bagmati or equivalent	
110	File - 2 Ring Transparency	Pcs	Elfen or equivalent	
111	Stamp Pad (Red)	Pcs	Deli or equivalent	
112	Tape Binding (Green+Big) 2"	Roll	Camat or equivalent	
113	Tape Binding (Green+Small)	Roll	Camat or equivalent	
114	Tape Binding (Red+Big) 2"	Roll	Camat or equivalent	
115	Tape Binding (Red+Small)	Roll	Camat or equivalent	

PACKAGE B:

Photocopy Paper

S.N.	Description	Unit	Quoted Brand	Unit Price in Nepalese Rupees (NPR.) inclusive of VAT
1	Photo copy paper Size: A4 - 80gsm, colorLok, 500 sheets per ream (Paperone, AA, Canon, Fuji or equivalent)	Ream		
	Photo copy paper Size: A3 - 80gsm, colorLok, 500 sheets per ream (Paperone, AA, Canon, Fuji or equivalent)	Ream		

Bidders can submit bid for any of the Package A or Package B or for both the packages. However partial bids within a package is not permissible.

Sample Submission:

Samples of all the items quoted by the bidder must be submitted together with the bid. Bids without samples will not be considered. The bidder should clearly provide their identification number in the samples so that they do not get mixed up with the samples from other suppliers.

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s <i>(Include fast moving parts, if any)</i>	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
NOT APPLICABLE				

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>

¹⁴ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier’s Authorized Person]
[Designation]
[Date]

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes

expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods,

services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.