



UNITED NATIONS DEVELOPMENT PROGRAMME
REQUEST FOR QUOTATION FOR THE SUPPLY OF OFFICE STATIONERY TO THE UNDP IN BOTSWANA

1. Background

The United Nations Development Programme (UNDP) in Botswana kindly invites suitable companies to submit quotations for the **Supply of Office Stationery** as detailed in Annex 1 of the RFQ. Companies will be pre-qualified, and UNDP will enter into long-term agreements (LTA) for a minimum period of 1 year and a maximum period of 3 years with the selected/pre-qualified companies. A maximum of 3 companies will be selected. At the time of need for supplies, UNDP will issue a purchase order to supply required goods as and when required.

2. Submission Requirements

Detailed terms of reference (TOR), submission requirements and terms and conditions for the procurement can be obtained at <http://procurement-notice.undp.org>

3. General enquiries

Enquiries regarding any part of the RFP may be addressed to either: enquiries.bw@undp.org OR faxed to: +267 3956093

4. Your offer, comprising of all the required documents, should be addressed and submitted in accordance with instructions in the solicitation document to:

The UNDP Resident Representative
P.O. Box 54
UN Building, Ground Floor Reception Desk
Government Enclave,
Corner Khama Crescent and Presidents' Drive
Gaborone, Botswana

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5. Email submissions are permissible and can be emailed to: procurement.bw@undp.org
6. Bids should reach the address specified above no later than **09th May 2019 12:00 Noon GMT+2**
7. The selection process will be free, fair and very transparent.