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REQUEST FOR QUOTATION (RFQ) (Goods)

REQUEST FOR QUOTATION	DATE: April 18, 2019
	REFERENCE: RFQ Stationery LTA/2019

Dear Sir / Madam:

The United Nations Development Programme (UNDP) in Botswana kindly requests you to submit your quotation for the **Supply of Office Stationery** as detailed in Annex 1 of this 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.

When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **May 9, 2019 12:00 Noon GMT+2** and via ☒ e-mail or ☒ courier mail to the address below:

UNDP Resident Representative
UN Building, Government Enclave
Corner Presidents' Drive and Khama Crescent
P O Box 54
Gaborone, Botswana
or
by email to procurement.bw@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP (Delivered at place) The supplier is responsible for arranging carriage and for delivering the goods, ready for unloading from the arriving conveyance, at the UNDP Botswana office.
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Resident Representative UN Building, Government Enclave Corner Presidents' Drive and Khama Crescent Gaborone
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	From the issuance of the Purchase Order (PO), companies to indicate (see evaluation criteria)
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	Standard, properly sealed to protect the items from damage or breakage until final delivery to UNDP Botswana office.
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> BWP
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT
Deadline for the Submission of Quotation	<i>Thursday, May 09, 2019 and 12:00 Botswana Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile with list of clients, with contact details (Organization's name, Person's name, email and phone number), for similar services; <input checked="" type="checkbox"/> Business Certificate of Incorporation; <input checked="" type="checkbox"/> Trading License;

	<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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days (minimum) 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 checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods according to specifications in the purchase order.
Evaluation Criteria (see detailed evaluation criteria at ANNEX 4)	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> Three (3) suppliers
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services); <ul style="list-style-type: none"> • a Long-Term Agreement (LTA) shall be established initially for one year and may be extended up to a maximum of 3 years, subject to satisfactory contract performance. • Before placing an order, for amounts exceeding USD 2,500 a Purchase Order will be issued. • For reference purposes, the estimated volume of office stationery is USD 20,000 for three years. This figure does not constitute a guaranteed contract volume. • Other UN Agencies may join this agreement if they decide to do so
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	

¹ 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.

	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 48 hours
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection for items requested and delivered to UNDP <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<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"/> Detailed Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Assistant</i> <i>Enquiries.bw@undp.org</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.
Other	All bidders should provide quotes along with product catalogs with information required in the Annex 1. All bidders are requested to submit a minimum list of products proposed in the Annex 1 as part of their offer. However, it is not the final list and a bidder is welcome to add other items not mentioned in the list. Some items indicate a brand name which is reference only and bidders may propose equivalent quality products.

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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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 UNV 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,
Operations Manager
April 18, 2019

Annex 1 – List of Stationery to be supplied

<u>Description</u>	<u>Size/Dimensions</u>	<u>Brand/Mode</u>	<u>Unit of Measure</u>
Masking Tape (beige)	50mm x 66m		Each
Masking Tape (beige)	19mm x 10m		
Adhesive Tape (brown)	50mm x 66m		Each
Adhesive Tape (clear)	19mm x 10m		
Adhesive Tape (clear)	15mm x 10m		
Adhesive Tape (clear)	50mm x 66m		Each
Scissors	215mm	Treeline	Each
Adhesive Prestik/blue tac	35-50g packet	Bostik/ Pritt	packet
Standard Stapler (25 - 30sheet capacity)	24/6 - 26/6		Each
Staple Remover	standard		Each
Business Card Holders	95mm x 65mm		Each
Financial Calculators	12 digit		Each
A4 Index Dividers	With tabs		Packet of 20
A4 Index Dividers	With alphabet		Packet of 20
A4 Index Dividers	With numbers		Packet of 20
A5 Index Dividers	With tabs		Packet
A4 Clip Board			Each
A4 Plastic Filing Pockets	A4 size, punched		Packet of 100
Plastic Binding Rings (colour blue/white)	6mm		Pack of 50
Plastic Binding Rings (colour blue/white)	10mm		Pack of 50
Plastic Binding Rings (colour blue/white)	12mm		Pack of 50
Plastic Binding Rings (colour blue/white)	16mm		Pack of 30
Plastic Binding Rings (colour blue/white)	34mm		Pack of 30
A5 Hard Cover Notebooks	128 page		pack of 10
A4 Hard Cover Notebooks	192 page		pack of 10
A4 Hard Cover Minute Books	400page	Sarnia	Each
A4 Executive Note Pads	100 page		pack of 10
Blotter Files (Bantex 7400)	A4		each
Paper Clips (small)	box of 100		box of 100

Paper Clips 50mm (medium)	box of 100		box of 100
Paper Clips 78mm (Giant)	box of 100		box of 100
Rubber Bands			packet of 100
Desk trays	3-tier	Bantex	Each
Permanent Markers Red		Pentel	Box of 10
Permanent Markers Green		Pentel	Box of 10
Permanent Markers Black		Pentel	Box of 10
Permanent Marker- Assorted Colours		Pentel	Box of 10
White board Markers - Assorted Colours		Pentel	Box of 10
Bulldog clips	15mm		Box of 12
Bulldog clips	19mm		Box of 12
Bulldog clips	25mm		Box of 12
Bulldog clips	32mm		Box of 12
Bulldog clips	41mm		Box of 12
Bulldog clips	55mm		Box of 12
Sticker Notes	75mm x 75mm	3M	Pack of 10
Sticker Notes	100mm x 75mm	3M	Pack of 10
Rulers (assorted colours)	30cm		Each
Highlighters assorted colours		Croxley	Box of 12
HB Pencil		Staedtler	Box of 12
Ball Pens (Black)		BIC	Box of 50
Ball Pens (Blue)		BIC	Box of 50
Ball Pens (Red)		BIC	Box of 50
Crystal Gel Pens		Pentel	Box of 12
Staples	No. 56 (No.26/6)		Box
Staples	No. 66/11		Box
Glue Stick	40g	Pritt/ Bostik	Each
Thumb pin			Box of 50
Arch lever files			Box of 20
Bantex Suspension Files			Box of 20
Accessible Files (assorted colours)	A4		Pack of 20
White cube refill	105mm x 105mm		Each
Sharpeners	metal		Box of 12
Soft Eraser	jumbo	Staedtler	Box of 12
Memory sticks 8GB			Each
2 hole Puncher	standard		Each
2 hole Puncher	Heavy duty		Each
Heavy Duty Stapler			Each
File Fasteners			box of 20

Letter Envelopes	Letter size		Box of 100
Envelopes C4	A3		Box of 100
Envelopes C4	A4		Box of 100
Envelopes C5	A5		Box of 100

Some items indicate a brand name which serves as a guide only and bidders may propose equivalent quality products.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

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

Item No.	Description/Specification of Goods	Unit Price	Total Price per Item
	Total Prices of Goods⁴		
	Add: Cost of Transportation		
	Add: Cost of Insurance		
	Add: Other Charges (pls. specify)		
	Total Final and All-Inclusive Price Quotation		

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>
Agreed Delivery Lead Time			
Warranty and After-Sales Requirements			
a) Will replace defective goods immediately upon notification			

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

b) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

ANNEX 3: Detailed Evaluation criteria

Stage 1 Administrative Requirements

Evaluation criteria	Company 1	Company 2	Company 3
Submission of all required qualification documents: <ul style="list-style-type: none">• Company registration• Tax registration if applicable (if not provide exemption)• Share certificate			
Completed ANNEX 2 Form Yes/No			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Acceptance of conditions indicated above in table 3: Offer to Comply with Other Conditions and Related Requirements			

Note: Bidders that to pass stage 1 before they can proceed to stage 2. Failure to meet any of the requirements above will lead to disqualification

Stage 2 Technical Evaluation (out of 50 obtainable points)

The pass mark is 70%

Evaluation criteria	Company 1	Company 2	Company 3
<i>In addition to the requirements (for supply of stationary) what other value addition services does the company have? e.g. professional arrangement/contract with printing companies/ branding companies etc. (10 points)</i>			

<p><i>Are you able to supply ALL the required items? (10 points)</i></p> <ul style="list-style-type: none"> <i>Able to supply all 10 points</i> <i>80-90% of goods 5 points</i> <i>Less than 80% 2 points</i> <i>Less than 50% 0 points</i> 			
<p><i>% penalty that the Company will pay if it fails to deliver on agreed times. (10 points)</i></p> <ul style="list-style-type: none"> <i>10% or more - 10 points</i> <i>5-9% - 5 points</i> <i>0% - 0 points</i> 			
<p><i>List of current clients and contacts over the last 3 years: (10 points)</i></p> <ul style="list-style-type: none"> <i>More than 10 clients (10 points)</i> <i>Between 5-9 Clients 5 points</i> <i>1-4 Clients 3 points</i> 			
<p><i>Delivery lead times (10 points)</i></p> <ul style="list-style-type: none"> <i>24 hours or less after receipt of PO – 10 points</i> <i>2-3 days after receipt of PO – 5 points</i> <i>4-5 days after receipt of PO – 3 points</i> <i>Over 5 days after receipt of PO – 0 points</i> 			
<p><i>Price changes (10 points)</i></p> <ul style="list-style-type: none"> <i>Will remain valid for 12 or more months - 10 points</i> <i>Valid for 3-6 months - 5 points</i> <i>Valid for less than 3 months - 3 points</i> 			

Stage 3 Financial Evaluation

This will be based on comparison of unit costs for each of the items listed at ANNEX 2.

Contract will be award to the technical compliant that is, 3 companies that score 70% and above) and offer lowest costs.