



REQUEST FOR QUOTATION (RFQ)
Supply of Office Stationery and Toners for UNDP Iraq Erbil Office on Long Term Agreement (LTA) Basis

To All Bidders	DATE: April 14, 2014
	REFERENCE: RFQ024/14

Dear Sir / Madam:

We kindly request you to submit your quotation for supply and delivery of Stationery items for UNDP Iraq – Erbil office, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

The United Nations Development Programme (UNDP) Iraq Office in Erbil, Iraq hereby invites your company to submit a quotation for the Supply of Office Stationery & Toners for UNDP Iraq Erbil Office as indicated in these RFQ documents. It is the intention of UNDP to enter into a Long Term Agreement (LTA) for one (1) year, which may be renewed for an additional two (2) years (one year at a time ie 1+1) based on performance and at the sole discretion of UNDP. The prices will be fixed for the term of the LTA including any renewed period. Following issue and signature of the LTA, UNDP will issue individual Purchase Orders as and when it requires stationery supplies

Quotations may be submitted on or before May 4, 2014 and via *e-mail or courier* to the address below:

United Nations Development Programme
RFQ No. 024/14

UNDP Iraq

Not to be opened by Registry

Attention: Dler Mohamad – Procurement Associate
Iraq, Erbil, UN Compound, Airport road, Behind Dream City Project

Or

Via email: bids.iraq@undp.org

Quotations submitted by email must be limited to a maximum of 7 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] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP UNDP Iraq – Erbil Office – UN Compound
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder
Delivery Address	UNDP Iraq – Erbil Office UN compound Airport road, Behind Dream City Project– Erbil, Iraq
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Supplier is responsible to deliver requested Items to UNDP office Erbil with 7 days of Purchase Order (PO) date
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> Required
Mode of Transport (N/A)	NOT APPLICABLE
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ¹	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on items for a period of 12 Months after delivery.
Deadline for the Submission of Quotation	<i>Sunday, May 04, 2014, 11:00 AM Erbil Time</i>
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English

operating manuals, shall be in this language	
Documents to be submitted ²	<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"/> Duly Accomplished Form with the company background information as provided in Annex 3; <input checked="" type="checkbox"/> Company Profile (brief description/background of the company) <input checked="" type="checkbox"/> Manufacturer's warranty document. <u>Confirming that items are Original parts for Cartridges esp. for cartridges</u> <input checked="" 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; Available at: http://www.un.org/sc/committees/1267/pdf/1267_guidelines.pdf <input checked="" type="checkbox"/> Others: 1 Year Warranty
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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 checked="" type="checkbox"/> Not permitted
Payment Terms ³	<input checked="" type="checkbox"/> 100% upon complete delivery of the goods to Erbil office for each purchase order issued and upon original invoices provided
Liquidated Damages	<input checked="" type="checkbox"/> 2 % of contract amount for every 10 days of delay, up to a maximum duration of 30 days. Thereafter, the contract may be terminated.

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

³ 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.

Evaluation Criteria	<input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Most responsive bid based on "Lowest Priced, technically compliant bid <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. Quotations will be evaluated on the following basis: <ol style="list-style-type: none"> 1. Compliance with terms and conditions of the RFQ including required submissions 2. Compliance with technical specifications. 3. Price and delivery time 4. Samples/catalogs
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement ⁴
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<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"/> Offer to Comply with Other Conditions and Related Requirements Form (Table 1) <input checked="" type="checkbox"/> Company Background Information Form (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Contact Person for Inquiries (Written inquiries only) ⁵	<p><i>Dler Mohamad</i> <i>Procurement Associate</i> <i>dlr.mohamad@undp.org</i></p> <p>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.</p>
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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 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

⁵ 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.

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,



Dolores Maitim

OIC/ Head of Procurement Section

April 14, 2014

Annex 1

Technical Specifications

Sheet A

UNDP request to purchase stationery items for UNDP Iraq – Erbil Office for a period of One year which may be renewed for additional two years (1+1), please find below our expected requirement for the first year. Please note that samples for all items are required as listed in (sheet A & sheet B of Annex 1) , all the samples will be returned to the vendors after contract award.

Items	Description / Specifications of Goods	Compliance Yes/No	Deviation
1	White Photocopy Paper A4, Size(210mm x 297mm), thickness 80 G, each ream 500 sheets		
2	White Photocopy Paper A3, Size(297mm x 240mm), thickness 80 G, each ream 500 sheets		
3	Box File (Large), ALBA or equal , complete set		
4	Box File (small); ALBA or equal, complete set		
5	Alphabetic partitions , (Accordion file A to Z)		
6	Colored Partition, set of 10		
7	Numbered Partition. Set of 12		
8	Staples, zing plated antirust, 1000 staple 24/6, Box of 20 pcs		
9	Staples No.16 Heavy duty, 23/10 (box of 1000), Kw trio staple size (6,8,10,13,15 and 17)mm		
10	Plastic Folders with transparent cover (350 x 230mm), with fastener, A4 size, different color		
11	Tape Dispenser, Large Size		
12	Tape Dispense, hand held		
13	Adhesive Tape (Transparent), 75" x108", small size		
14	Soft Felt Pens, black, blue, red or green, fine or medium (200 each blue color, 10 each green, red and black color)		
15	Marker erasable, black, Blue, green and red - Large		
16	Marker permanent, black, Blue, green and red - Large		
17	Marker permanent, black, Blue, green and red - Medium		
18	Memo pad, ruled A4 paper, 21 x 92.7cm, 70 sheets pure cellulose white, stiff cardboard back, stapled on the short side 60 g		
19	Memo pad, ruled A5 paper, 21 x 46.3cm, 70 sheets pure cellulose yellow, stiff cardboard back, stapled on the short side 60 g		
20	Memo pad, ruled A5 paper, 21 x 46.3cm, 70 sheets pure cellulose white, stiff cardboard back, stapled on the short side 60 g		

21	Packing Adhesive Tape, brown waterproof, burst and stretch resistant, PVC, 50 X 66 MM, 3M		
22	Glue stick nonToxic, no solvents, for use on paper, card board and photos, dries clear, wrinkle free, 20g		
23	Eraser, white for pencil 2 x 1 x4 cm		
24	Pencil Sharpener, easy grip, wedge-shaped, aluminum for pencils and crayons, one hole, chisel hole shape		
25	Pencils HB		
26	Highlight Pen (yellow, green, orange & pink)		
27	Paper Clips small, 33 mm, box of 100 pcs		
28	Paper Clips medium, 50 mm, box of 100 pcs		
29	Paper Clips large , 70 mm, box of 100 pcs		
30	Pens, Ball point, medium point Reynolds or equal (Red, black & Blue colors)		
31	Pens, Ball point, fine point Reynolds or equal (Red, black & Blue colors)		
32	Post it book marker yellow, blister of 50 size 3" x 3"		
33	Post it book marker yellow, blister of 50 size 3" x 5"		
34	Post it book marker yellow, blister of 50 size 2" x 1.5"		
35	Ruler, universal, transparent, plastic, beveled ruler with CM on both edges, 30 cm		
36	Protector document, Plastic Pocket L Shape pack of 100, two side open\		
37	Plastic cover sheet protectors, transparent, pack of 100, A4 size, one side open		
38	Envelope brown A4 ziae' package of 50 (Selve Adhesive)		
39	Envelope brown A5 size" package of 50, (Selve Adhesive)		
40	Kublock, post it 3.5" x 3.5" x3.5" (multi Colored)		
41	Adhesive dot, magnetic shape circle, numbered size 1.5" (yellow, white, blue, green, red) color		
42	Envelope , white or Brown, A3 size, pack of 50 each		
43	File folder A3 size different color, Manila folder(hard paper)		
44	Flip chart pad A0, white color, 40 sheets, 100 gsm, 23"x32", 90 GSM, 25 sheet		
45	Flip chart pad A1, white color, 40 sheets, 100 gsm		
46	Hanging file, A4 size for metal cabinet drawers use		
47	Punch Light 2 Halls, dimension 10 cm x 11 cm		
48	Tape, Masking, width 5 cm, transparent		
49	Envelope brown letter size" package of 50, (Selve Adhesive)		
50	Pen, 0.5 mm, micro point metallic, gray barrel, blue, black ink		

Technical Specifications Sheet B

Items	Description / Specifications of Goods	COMPLIANCE YES/NO	DEVIATION
1	Cutter, small, 15 cm length, with retractable blade		
2	Cutter, big, 22 cm length, with retractable blade		
3	Stapler, office use, load full capacity 100, 24/6 staples, capacity 3mm		
4	Stapler, heavy duty 100 sheet, rear loading adjustable paper guide, no skid rubberized base, throat depth 63 mm		
5	Staple remover, steel jaws for extra strength, wide finger tabs, with textured non-slip surface		
6	Copy Holder Desk mounted, A4 size with adjustable arm		
7	Key holder tag, plastic different colors with label		
8	Scissors, office stainless steel, 105 x 70 cm		
9	Calculator, desk type with paper roll, 12 digits		
10	Pocket Calculator, big liquid crystal display, 10 digits dual powered solar and batteries, percentage and squared 10root keys, memory, auto power off.		
11	White board 120 x 180 cm		
12	White board 90 x 120 cm		
13	White board 60 x 90 cm		
14	Cork Pin board 60 x 90 cm, Aluminum frame		
15	Push pin easy grip, 1/2 inch plastic head steel pin, 24 per box		
16	White board Eraser		
17	Flip Chart portable 27.6" x 39.4"		
18	Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid		
19	Two Hole Puncher, heavy duty, 8cm spacing, capacity 5.5mm punches 60 sheets, removable chip tray, calibrating center guide mid		
20	Signature book, standard size		
21	Bubble packing sheets		
22	Ink pad refill, black, blue, Red		
23	Ink/stamp pad, black, blue, Red		
24	Binder Clip, Metal Small 19mm, pack of 12		
25	Binder Clip, Metal Small 32mm, pack of 12		
26	Binder Clip, Metal Small 51mm, pack of 12		
27	Rubber Bands medium size, 1 KG		
28	Ruler, aluminum 30 cm		
29	Pencil colored, box of 24		
30	Envelope opener, steel 230mm		
31	Yellow, Green Photocopy Paper A4,		

	Size(210mm x 297mm), thickness 80 G, each ream 500 sheets		
32	Magazine file, for holding A4 size documents, box of 5		
33	Battery AA/LR6 1.5 v		
34	Battery AAA LR03 - 1.5 v		
35	Business card holder, minimum 160 card, 11x 25 cm		
36	Clock wall mounted, shape round includes calendar alarm, snooze, temperature		
37	Key Box, wall mounted, metal, lock 300 hangers, 50 x 55 cm		
38	Map pins, different color, plastic, box of 30 each		
39	Note book executive spiral spring note book, 210 x 290 mm, 60 gsm , 50 sheet		
40	Note book executive spiral spring note book, 177.8 x 228.6 mm, 60 gsm , 70 sheet		
41	Note book executive spiral spring note book, 128 x 203 mm, 60 gsm, 50 sheet		
42	Paper fastener, plastic, pack of 50 each		
43	Scissors, Stainless steel, rubber hand, medium size		
44	Rubber - eraser, dimension 1.5 cm x 2.1 cm x 6 cm		
45	Stapler Heavy duty, Kw trio 50 LAN, multi size		
46	Staples Heavy duty, 1000pcs/pkt for stapler KW trio 50 LAN (for item 45)		
47	Stapler for wall use		
48	Staple for the wall stapler		
49	Tape two face use		
50	Table tray, plastic, set of 3 trays, color blue, white, grey		
51	Clip chart pad A4 size		
52	Cork Pin board 120 x 90 cm, Aluminum frame		
53	Desk Flag stand pole		
54	Flag pole , Stand, 200 cm height		
55	Document wallet, plastic, A4 size		
56	Garbage Bin Plastic		
57	White Board Duster, magnetic, dimension 5.2 cm x 10.7 cm		
58	Flip chart stand		
59	Flag Iraq / Kurdistan size 1 m x 1.5 m		
60	Pointer laser		
61	PAPER, Certificate, Yellow, blue, white, ream of 100		
62	Copy paper A4 , photo quality 100 gram glossy, color: white		
63	Black Cartridge (Q6460A) for HP CM4730 MFP Printer, Original		
64	Cyan Cartridge (Q6461A) for HP CM4730 MFP Printer, Original		
65	Yellow Cartridge (Q6462A) for HP CM4730 MFP Printer, Original		
66	Magenta Cartridge (Q6463A) for HP CM4730 MFP Printer, Original		
67	Black Cartridge (CB540A) for Canon MF8080C Printer, Original		
68	Cyan Cartridge (CB541A) for Canon		

	MF8080C Printer, Original		
69	Yellow Cartridge (CB542A) for Canon MF8080C Printer, Original		
70	Magenta Cartridge (CB543A) for Canon MF8080C Printer, Original		
71	USB 3.0 External Hard Drive (1TB or More)		
72	USB 3.0 Flash Drive (16GB or More)		
73	DVD+R Blank 4.7GB, pack of 50 each		
74	DVD+R Blank 8.5GB, pack of 50 each		
75	DVD cover		
76	CAT 6 Ethernet Cable (5m)		
77	SATA Hard Drive for laptops, 500GB, 7200 rpm (Seagate or Samsung)		
78	Power Strip 13Amp with USB port (Huntkey)		
79	Laptop briefcase (DELL)		

Annex 2

Submission of Quotation Sheet A – For One year

Items	Description	Brand Name	Unit	Qty	Unit price (USD)	Total price (USD)
1	White Photocopy Paper A4, Size(210mm x 297mm), thickness 80 G, each ream 500 sheets		Ream	600		
2	White Photocopy Paper A3, Size(297mm x 240mm), thickness 80 G, each ream 500 sheets		Ream	60		
3	Box File (Large), ALBA or equal , complete set		Each	300		
4	Box File (small); ALBA or equal, complete set		Each	200		
5	Alphabetic partitions , (Accordion file A to Z)		Set	50		
6	Colored Partition, set of 10		Set	100		
7	Numbered Partition. Set of 12		Set	100		
8	Staples, zing plated antirust, 1000 staple 24/6, Box of 20 pcs		Box	50		
9	Staples No.16 Heavy duty, 23/10 (box of 1000), Kw trio staple size (6,8,10,13,15 and 17)mm		Box	25		
10	Plastic Folders with transparent cover (350 x 230mm), with fastener, A4 size, different color		Each	250		
11	Tape Dispenser, Large Size		Each	25		
12	Tape Dispense, hand held		Each	25		
13	Adhesive Tape (Transparent), 75" x108", small size		Each	100		
14	Soft Felt Pens, black, blue, red or green, fine or medium (200 each blue color, 10 each green, red and black color)		Each	250		
15	Marker erasable, black, Blue, green and red - Large		Each	50		
16	Marker permanent, black, Blue, green and red - Large		Each	25		
17	Marker permanent, black, Blue, green and red - Medium		Each	50		
18	Memo pad, ruled A4 paper, 21 x 92.7cm, 70 sheets pure cellulose white, stiff cardboard back, stapled on the short side 60 g		Each	50		
19	Memo pad, ruled A5 paper, 21 x 46.3cm, 70 sheets pure cellulose yellow, stiff cardboard back, stapled on the short side 60 g		Each	50		
20	Memo pad, ruled A5 paper, 21 x 46.3cm, 70 sheets pure cellulose white, stiff cardboard back, stapled on the short side 60 g		Each	25		
21	Packing Adhesive Tape, brown waterproof, burst and stretch resistant, PVC, 50 X 66 MM, 3M		Each	100		
22	Glue stick nonToxic, no solvents, for use on paper, card board and photos, dries clear, wrinkle free, 20g		Each	75		
23	Eraser, white for pencil 2 x 1 x4 cm		Each	25		
24	Pencil Sharpener, easy grip, wedge-shaped, aluminum for pencils and crayons, one hole, chisel hole shape		Each	25		
25	Pencils HB		Each	50		
26	Highlight Pen (yellow, green, orange & pink)		Each	150		
27	Paper Clips small, 33 mm, box of 100 pcs		Each	100		
28	Paper Clips medium, 50 mm, box of 100 pcs		Each	50		

29	Paper Clips large , 70 mm, box of 100 pcs		Each	50		
30	Pens, Ball point, medium point Reynolds or equal (Red, black & Blue colors)		Each	100		
31	Pens, Ball point, fine point Reynolds or equal (Red, black & Blue colors)		Each	400		
32	Post it book marker yellow, blister of 50 size 3" x 3"		Each	100		
33	Post it book marker yellow, blister of 50 size 3" x 5"		Each	150		
34	Post it book marker yellow, blister of 50 size 2" x 1.5"		Each	50		
35	Ruler, universal, transparent, plastic, beveled ruler with CM on both edges, 30 cm		Each	50		
36	Protector document, Plastic Pocket L Shape pack of 100, two side open\		Pack	50		
37	Plastic cover sheet protectors, transparent, pack of 100, A4 size, one side open		pack	50		
38	Envelope brown A4 size" package of 50 (Selve Adhesive)		Pack	25		
39	Envelope brown A5 size" package of 50, (Selve Adhesive)		Pack	25		
40	Kublock, post it 3.5" x 3.5" x3.5" (multi Colored)		Box	25		
41	Adhesive dot, magnetic shape circle, numbered size 1.5" (yellow, white, blue, green, red) color		Each	100		
42	Envelope , white or Brown, A3 size, pack of 50 each		Pack	25		
43	File folder A3 size different color, Manila folder(hard paper)		Each	250		
44	Flip chart pad A0, white color, 40 sheets, 100 gsm, 23"x32", 90 GSM, 25 sheet		Each	50		
45	Flip chart pad A1, white color, 40 sheets, 100 gsm		Each	50		
46	Hanging file, A4 size for metal cabinet drawers use		Each	300		
47	Punch Light 2 Halls, dimension 10 cm x 11 cm		Each	50		
48	Tape, Masking, width 5 cm, transparent		Each	25		
49	Envelope brown letter size" package of 50, (Selve Adhesive)		pack	50		
50	Pen, 0.5 mm, micro point metallic, gray barrel, blue, black ink		Each	250		

Maximum expected total amount for one year USD

Submission of Quotation
Sheet B – For One year

Item	Description / Specifications of Goods	Brand Name	Unit	Qty	Unit price (USD)	Total price (USD)
1	Cutter, small, 15 cm length, with retractable blade		Each	25		
2	Cutter, big, 22 cm length, with retractable blade		Each	50		
3	Stapler, office use, load full capacity 100, 24/6 staples, capacity 3mm		Each	50		
4	Stapler, heavy duty 100 sheet, rear loading adjustable paper guide, no skid rubberized base, throat depth 63 mm		Each	10		
5	Staple remover, steel jaws for extra strength, wide finger tabs, with textured non-slip surface		Each	50		
6	Copy Holder Desk mounted, A4 size with adjustable arm		Each	50		
7	Key holder tag, plastic different colors with label		Box	5		
8	Scissors, office stainless steel, 105 x 70 cm		Each	50		
9	Calculator, desk type with paper roll, 12 digits		Each	5		
10	Pocket Calculator, big liquid crystal display, 10 digits dual powered solar and batteries, percentage and squared 10root keys, memory, auto power off.		Each	50		
11	White board 120 x 180 cm		Each	10		
12	White board 90 x 120 cm		Each	20		
13	White board 60 x 90 cm		Each	10		
14	Cork Pin board 60 x 90 cm, Aluminum frame		Each	25		
15	Push pin easy grip, 1/2 inch plastic head steel pin, 24 per box		Box	25		
16	White board Eraser		Each	50		
17	Flip Chart portable 27.6" x 39.4"		Each	20		
18	Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid		Each	20		
19	Two Hole Puncher, heavy duty, 8cm spacing, capacity 5.5mm punches 60 sheets, removable chip tray, calibrating center guide mid		Each	20		
20	Signature book, standard size		Each	15		
21	Bubble packing sheets		Each	10		
22	Ink pad refill, black, blue, Red		Set	5		
23	Ink/stamp pad, black, blue, Red		Each	5		
24	Binder Clip, Metal Small 19mm, pack of 12		Pack	50		
25	Binder Clip, Metal Small 32mm, pack of 12		Pack	50		

26	Binder Clip, Metal Small 51mm , pack of 12		Pack	50		
27	Rubber Bands medium size, 1 KG		Kg	2		
28	Ruler, aluminum 30 cm		Each	50		
29	Pencil colored, box of 24		Box	5		
30	Envelope opener, steel 230mm		Each	10		
31	Yellow, Green Photocopy Paper A4, Size(210mm x 297mm), thickness 80 G, each ream 500 sheets		Ream	5		
32	Magazine file, for holding A4 size documents, box of 5		Each	50		
33	Battery AA/LR6 1.5 v		Each	50		
34	Battery AAA LR03 - 1.5 v		Each	50		
35	Business card holder, minimum 160 card, 11x 25 cm		Each	50		
36	Clock wall mounted, shape found includes calendar alarm, snooze, temperature		Each	10		
37	Key Box, wall mounted, metal, lock 300 hangers, 50 x 55 cm		Each	5		
38	Map pins, different color, plastic, box of 30 each		Box	50		
39	Note book executive spiral spring note book, 210 x 290 mm, 60 gsm , 50 sheet		Each	500		
40	Note book executive spiral spring note book, 177.8 x 228.6 mm, 60 gsm , , 70 sheet		Each	500		
41	Note book executive spiral spring note book, 128 x 203 mm, 60 gsm, 50 sheet		Each	500		
42	Paper fastener, plastic, pack of 50 each		pack	10		
43	Scissors, Stainless steel, rubber hand, medium size		Each	25		
44	Rubber - eraser, dimension 1.5 cm x 2.1 cm x 6 cm		Each	40		
45	Stapler Heavy duty, Kw trio 50 LAN, multi size		Each	15		
46	Staples Heavy duty, 1000pcs/pkt for stapler KW_trio 50 LAN (for item 45)		Pack	15		
47	Stapler for wall use		Each	2		
48	Staple for the wall stapler		Each	5		
49	Tape two face use		Each	25		
50	Table tray, plastic, set of 3 trays, color blue, white, grey		Set	50		
51	Clip chart pad A4 size		Each	15		
52	Cork Pin board 120 x 90 cm, Aluminum frame		Each	20		
53	Desk Flag stand pole		Each	40		
54	Flag pole , Stand, 200 cm height		Each	5		
55	Document wallet, plastic, A4 size		Each	250		
56	Garbage Bin Plastic		Each	50		
57	White Board Duster, magnetic, dimension 5.2 cm x 10.7 cm		Each	20		
58	Flip chart stand		Each	6		
59	Flag Iraq / Kurdistan size 1 m x 1.5 m		Each	10		
60	Pointer laser		Each	50		
61	PAPER, Certificate, Yellow, blue, white,		Ream	5		

	ream of 100					
62	Copy paper A4 , photo quality 100 gram glossy, color: white		Ream	5		
63	Black Cartridge (Q6460A) for HP CM4730 MFP Printer, Original		Each	9		
64	Cyan Cartridge (Q6461A) for HP CM4730 MFP Printer, Original		Each	9		
65	Yellow Cartridge (Q6462A) for HP CM4730 MFP Printer, Original		Each	9		
66	Magenta Cartridge (Q6463A) for HP CM4730 MFP Printer, Original		Each	9		
67	Black Cartridge (CB540A) for Canon MF8080C Printer, Original		Each	2		
68	Cyan Cartridge (CB541A) for Canon MF8080C Printer, Original		Each	2		
69	Yellow Cartridge (CB542A) for Canon MF8080C Printer, Original		Each	2		
70	Magenta Cartridge (CB543A) for Canon MF8080C Printer, Original		Each	2		
71	USB 3.0 External Hard Drive (1TB or More)		Each	2		
72	USB 3.0 Flash Drive (16GB or More)		Each	15		
73	DVD+R Blank 4.7GB, pack of 50 each		Pack	4		
74	DVD+R Blank 8.5GB, pack of 50 each		Pack	2		
75	DVD cover		Each	300		
76	CAT 6 Ethernet Cable (5m)		Each	30		
77	SATA Hard Drive for laptops, 500GB, 7200 rpm (Seagate or Samsung)		Each	10		
78	Power Strip 13Amp with USB port (Huntkey)		Each	10		
79	Laptop briefcase (DELL)		Each	20		

Maximum expected total amount for one year USD

Maximum expected total amount for one year USD – Sheet A

Maximum expected total amount for one year USD – Sheet B

Maximum expected Grand total amount for one year USD (sheet A + sheet B)

TABLE 1 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :			Your Responses (Offer)*:		
			Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate reason
1	Delivery Lead Time	Within One week after issuing of each purchase order.			
2	Delivery Location	UNDP Iraq, Erbil Office, UN Compound			
3	Warranty:	1 Year warranty.			
4	Validity of Quotation	90 days from the quotation closing date			
5	Country of origin ⁶ of the Items.				
6	Acceptance of all Provisions of the UNDP General Terms and Conditions (http://undp.by/en/undp/tenders/conditions/)				
7	Payment terms : 100% upon delivery full quantity for each purchase order , the payment will be proceed within 30 days as per UNDP rules and regulations				
8	Samples for all items are required for technical evaluation purposes				

Note:

All the samples will be returned to the vendors after contract award.

We confirm that our company is not included in the UN 1267/1989 List or the UN Ineligibility List, or in any and all of UNDP's list of suspended and removed vendors

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

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Date: _____

⁶ 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.

Annex 3**Reference: IRQ10-RFQ 024/14****COMPANY BACKGROUND INFORMATION**

Each legal entity submitting quotation shall complete the Form:

1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	E-mail Address:	
6	Country of Registration:	Year of Registration:
7	Registration Certificate issued by (name of institution):	
8	Name and Position of the Head of Company/Organization:	
9	Company's Contact Details (name, title, email and telephone number):	

.....
Signature.....
[in the capacity of]Duly authorized to sign the Company Background Information for and on behalf of _____
[Company Name]

Company seal

Annex 4

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.