



## REQUEST FOR QUOTATION (RFQ)

Long-Term Agreement for Various Office Supplies	DATE: November 26, 2019
	REFERENCE: RFQ-151-PHL-2019

Dear Sir / Madam:

UNDP would like to enter into a Long-Term Agreement (LTA) with entities that can supply and deliver on an "on-need" basis various office supplies per attached Annex 1. Every order will be formalized through the issuance of a Purchase Order (PO) when needed. As a company known to have this capability, we are therefore writing you to invite you to participate in this opportunity.

Quotations may be submitted on or before December 2, 2019 and to the email address below:

**[bids.ph@undp.org](mailto:bids.ph@undp.org)**

Quotations submitted by email must be 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:

Preferred Currency of Quotation	<input checked="" type="checkbox"/> <b>Local Currency : Philippine Peso</b>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be exclusive of VAT and other applicable indirect taxes</b>
Deadline for the Submission of Quotation	<b>COB, Monday, December 02, 2019</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>

Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <input checked="" type="checkbox"/> <b>Latest Business Registration Certificate ;</b> <input checked="" type="checkbox"/> <b>Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</b> <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> <b>90 days</b> 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"/> <b>Permitted</b> A minimum of 80% of the items in the list must be quoted for the bid to be valid
Payment Terms	<input checked="" type="checkbox"/> <b>100% upon complete delivery of goods and receipt of invoice</b>
Evaluation Criteria	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price</b> <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One or more Supplier</b> UNDP will enter into an LTA (Long-Term Agreement) for an initial duration of one year with the over-all two lowest bidders
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Long-Term Agreement: LTA is an agreement to provide an undefined volume of goods or services over a set period in accordance with agreed conditions, including price. It is valid for a minimum period of 12 months, which may be extended for additional 12 months upon satisfactory performance of service provider and no change in price.</b>  Each call off of the LTA shall be done through the issuance of a Purchase Order. The LTA holder (lowest one) will be called first and if the goods are not available, UNDP may reach out to the second LTA holder. <sup>1</sup>
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of Goods based on full compliance with RFQ requirements.</b>
Annexes to this RFQ	<input checked="" type="checkbox"/> <b>List of Office Supplies (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<sup>1</sup> This LTA will be available to other UN agencies in the Philippines. Therefore, the volumes may be higher than anticipated.

Contact Person for Inquiries (Written inquiries only)	<b>Dan Jayvee Mandac</b> <b>Procurement Associate</b> <b>Email : dan.jayvee.mandac@undp.org</b>
	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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

  
**Alka Aneja**  
**Procurement Team Leader**



List of Office Supplies<sup>2</sup>

No.	ITEM	Estimated Qty per item	UOM	Description	UNIT PRICE for Exact item required	UNIT PRICE for alternate offer
	<b>BINDERS AND WHITE PAPERS</b>		<b>BINDER</b>			
1		1000	piece	Black Binder 2 hole 2" A4, slim		
2		10	piece	Black Binder 3"		
3		10	piece	Black Binder, 2 hole, long		
4		10	piece	Black Binder 3"A4		
			<b>COPY PAPER</b>			
5		20	ream	Paper One, Copy Paper, A4, 70 grams, substance 20, GSM 70		
6		720	ream	Paper One, 8.5" x 11", short, GSM 70		
7		100	ream	Copy Paper, 8.5" x 14", long, GSM 70, Paper One		
8		40	ream	Copy Paper, A3 70 grams, substance 20, GSM 70, Paper One		
9		40	ream	Copy Paper, 8.5" x 11" – recycled, GSM 70, Paper One		
10		40	ream	Copy Paper, 8.5" x 13" – recycled, GSM 70, Paper One		
11		20	ream	Copy Paper, A4 Subs 20 – recycled, GSM 70, Paper One		
			<b>PAPER LAID WHITE</b>			
12		10	ream	Fortune Paper, Laid White 8 1/2 x 11		
13		10	ream	Fortune Paper, Laid White 8 1/2 x 13		
	<b>STICKER PAPER</b>		<b>STICKER PAPER</b>			
14		5	ream	White, A4		
15		5	ream	White, Long		
16	<b>MULTI-COLORED PAPERS</b>	500	ream	Paper, Multi colored, short yellow		
17		500	ream	Paper, Multi colored, short, green		
18		500	ream	Paper, Multi colored, short, blue		
19		500	ream	Paper, Multi colored short, pink		
			<b>DIVIDER</b>			
20		500	pack	Divider, Colored, short, 5's 8.5 X 11" (1pack/5pc)		
21	<b>TRANSPARENCY FILM</b>	5	piece	Superpack, short, 100 per pack		
22	<b>FOLDERS</b>	10	piece	3D Ring Plastic Folder		

<sup>2</sup> This LTA will be available to other UN agencies in the Philippines. Therefore, the volumes may be higher than anticipated.

23		40	piece	Folder, Hanging, Pendaflex		
24		300	piece	Folder, Expanding w/ side fastener - long		
25		1500	piece	Folder, Expanding w/ side fastener- short		
26		10	piece	Folder, yellow w/o fastener, long		
27		10	piece	Folder, yellow w/o fastener, short		
28	<b>PLASTIC FOLDERS</b>	200	piece	Clear Plastic Folder, short		
29		50	piece	Clear Plastic Folder, long		
30		850	piece	Clear Plastic with spine, short		
31		50	piece	Clear Plastic with spine, long		
32	<b>RULER AND PUSH PIN</b>	50	piece	Ruler, 12"		
33		50	piece	Push Pin		
34	<b>RECORD BOOK AND NOTEBOOK</b>	40	piece	Record Book, 150 leaves, small		
35		125	piece	Spiral Corona, 100 leaves		
36		20	piece	Steno, 60 leaves		
37	<b>FLIP CHART &amp; CARTOLINA</b>	10	piece	Flip Chart, Paper		
38		10	piece	Flip Chart, Newsprint		
39		10	piece	Cartolina, any color		
	<b>BALLPEN</b>		<b>ORDINARY PEN - Pilot</b>			
40		150	piece	Black Pilot		
41		150	piece	Blue Pilot		
42		150	piece	Red Pilot		
			<b>SIGN PEN - Pilot V-7</b>			
43		200	piece	Black		
44		200	piece	Blue		
45		50	piece	Red		
46	<b>PENCIL</b>	50	piece	Mongol No. 2		
47	<b>HIGHLIGHTER, Fabell Castell or Stabilo</b>	100	piece	Yellow		
48		50	piece	Blue		
49		50	piece	Green		
50		50	piece	Pink		
51		50	piece	Orange		
52	<b>PUNCHER</b>	20	piece	2 Hole Puncher, Carl		
53	<b>Fastener</b>	100	piece	Plastic Fastener		
54	<b>Scissors</b>	10	piece	Scissor, 6" stainless steel blade, comfortable handle		
55		10	piece	Scissor, heavy duty, 8" stainless steel blade, comfortable handle		
56	<b>Stapler</b>	10	piece	Stapler with side remover, 24/6 or 26/6, Lion Brand		
57		10	box	Staple wire, Prince, #35		
	<b>MARKERS</b>		<b>Permanent, Pilot</b>			
58		120	piece	Black		
59		120	piece	Blue		
60		40	piece	Red		
			<b>White Board, Pilot</b>			

61		150	piece	Black		
62		100	piece	Blue		
63		50	piece	Red		
64	<b>BINDER CLIPS</b>	150	box	Clip Binder, "1" (12pcs/box)		
65		150	box	Clip Binder, "1 1/4" (12pcs/box)		
66		150	box	Clip Binder, "3/4" (12pcs/box)		
67		150	box	Clip Binder, "2" (12pcs/box)		
68	<b>PAPER CLIP</b>	200	box	Paper Clip, Big, vinyl		
69		200	box	Paper Clip, Small, vinyl		
70	<b>CUTTER</b>	10	piece	Cutter, retractable, 6" blade		
71	<b>POST IT</b>	350	piece	"Sign Here"		
72		10	piece	Post It Flag, assorted colors		
73		30	piece	Page Marker (small)		
74		350	piece	Post it 1.5x2		
75		350	piece	Post It 1.7/8 x 2/78		
76		350	piece	Post it 3x3		
77		350	piece	Post It 3x4		
78		10	piece	Post It 3x5		
79		10	piece	Post It Pop Up Noted		
80	<b>TAPES</b>	400	roll	Tape transparent, 24mm x 50m		
81		10	roll	Tape transparent, 1", 50M (approx)		
82		20	roll	Magic tape, 24mm x 50mm		
83		200	roll	Masking Tape "1"		
84		100	roll	Masking Tape "2"		
85		10	roll	Tape Packaging, Brown or transparent, 2"		
86		10	roll	Permanent mounting tape, .5" x 75"		
87		10	roll	Permanent Mounting tape, 1" x 125"		
88		10	roll	Cloth Tape "1", Crocodile		
89		10	roll	Cloth Tape "1.5", Crocodile		
90		20	roll	Cloth Tape "2", Crocodile		
91	<b>CORRECTION FLUID</b>	10	piece	Touch and Go		
92		170	piece	Correction Tape, 5mm x 6m, Re-write Brand		
93	<b>GLUE</b>	150	piece	Elmer's Glue, 40ml		
94		5	piece	Mighty Bond		
95		120	piece	Glue Stick, 8g or .28oz		
96	<b>CALCULATOR</b>	40	piece	Calculator, 10 digits, Casio MX-12B		
97	<b>BATTERIES</b>	500	piece	Energizer, AA		
98		500	piece	Energizer, AAA		
99		100	piece	Energizer, 9 Volts		
100	<b>ERASER</b>	10	piece	Whiteboard eraser		
101		50	piece	Staedler eraser		
102	<b>RUBBERBAND</b>	5	box	Rubber Band, heavy duty, Size: Stationary # 18		



103	<b>ALCOHOL</b>	150	bottle	500ml, 70% Isopropyl Solution, Green Cross		
104	<b>RING BINDER</b>	10	piece	Length: 8.5 x 13, 1/2" diameter for O-Rings		
105		10	piece	Length: 8.5 x 13, 1" diameter for O-Rings		
106		10	piece	Length: 8.5 x 13, 1.5" diameter for O-Rings		
107		10	piece	Length: 8.5 x 13, 2" diameter for O-Rings		
108	<b>TRAY IN/OUT</b>	20	piece	Tray In/Out, plastic		
109	<b>MAGAZINE BOX</b>	30	piece	Vertical, 4.5" width		
110		30	piece	Horizontal, 4.5" width		
111		30	piece	Vertical, 6.5" width		
112		30	piece	Horizontal, 6.5" width		
113	<b>GARBAGE BIN</b>	10	piece	Medium, Plastic		
114	<b>MAGNETIC BUTTONS</b>	10	box	round size		
115	<b>STAMP PAD</b>	20	piece	Black		
116		10	piece	Purple		
117		10	piece	Stamp Pan		
118	<b>ETONA</b>	10	box	Etona Staple, 23/6		
119		10	box	Etona Staple, 23/8		
120	<b>OTHERS</b>	10	piece	Large Storage box with cover, Approx Size: 445 x 380 x 295mm (17.5 x 15 x 11.5")		
121		10	piece	Balikbayan, Medium		
122		10	piece	Extension Cord, 4 universal outlets with ON/OFF, 3meters		
123		10	piece	Extension Cord, 4 universal outlets with ON/OFF, 5meters		
124		100	piece	USB, 8GB		
125		10	piece	USB, 16GB		
126		10	piece	USB, 32GB		
127		50	piece	USB Optical Mouse with Scroll Button		
128	<b>TONER</b>	15	piece	HP 80A		

Notes:

1. At least 80% of the items listed above must be quoted for the bid to be valid.
2. UNDP may order other small value/stationary items that are not in the list from time to time.  
Quotation for these items will be obtained from the LTA holders only at the time of requirement.



## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

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. RFQ-151-PHL-2019.

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<b>Total Prices of Goods<sup>5</sup></b>				
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**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>
Delivery Lead Time			
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]*