



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(LTA)-2021/025

Date: 25 August 2021

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

Dear Madam/Sir,

UNDP Turkey Country Office and other UN Agencies based in Ankara, namely UNHCR, ILO, UN WOMEN, UNFPA, FAO and WFP wish to sign a Long-Term Agreement (LTA) for "Supply of Stationary" as detailed in Annex 1 of this RFQ. In this regard, you are kindly requested to submit your quotations with consideration of following sections.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Price Schedule

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Price Schedule, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

A handwritten signature in black ink, appearing to read 'Murat Özerden'.

Name: Murat ÖZERDEN

Title: Procurement Administrator

Date: 25 August 2021

Approved by:

A handwritten signature in black ink, appearing to read 'Üsâme Yalçın'.

Name: Üsâme YALÇIN

Title: Assistant Resident Representative

Date: 25 August 2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>UNDP Turkey Country Office and other UN Agencies based in Ankara, namely UNHCR, ILO, UN WOMEN, UNFPA, FAO and WFP wish to sign a Long-Term Agreement (LTA) for “Supply of Stationary” which shall remain in force for the period of one year and may be extended by UNDP and other UN Agencies for additional two years (1+1) with the same terms and conditions, by mutual agreement of the Parties. The extension of the LTA shall be based on successful performance of the LTA holder and at the sole discretion of UN Agencies.</p> <p>Any requirement stipulated in this RFQ applies to aforementioned UN Agencies as well.</p> <p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>Tendering process is conducted by UNDP; however, pursuant to tendering process, each agency listed above may/will sign its own individual LTA with the same prices and conditions stipulated in this RFQ. The UN Agency based templates and documents are being provided in the respective sections of this RFQ.</p>
<b>Subject of Procurement</b>	Long-Term Agreement (LTA) for “Supply of Stationary”
<b>Deadline for the Submission of Quotation</b>	<p>25 September 2021, 14:00 hrs. Turkey Time.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:tr.procurement@undp.org">tr.procurement@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 30MB</li> <li>▪ Mandatory subject of email: UNDP-TUR-RFQ(LTA)-2021/025 Supply of Stationary</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	UNDP shall not 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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and</p>

	requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract as per below templates given for each UN Agency:</p> <p><b>For UNDP:</b>  <a href="#">General Terms and Conditions / Special Conditions for Contract.</a>  Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p> <p><b>For ILO:</b>  <a href="#">Terms and Conditions Applicable to ILO Contracts</a></p> <p>Other Applicable Donor Conditions:</p> <ol style="list-style-type: none"> <li>1- <a href="#">ILO Terms and Conditions for USDOS funded Contracts</a></li> <li>2- <a href="#">ILO Terms and Conditions for EU funded Contracts</a></li> <li>3- <a href="#">ILO Terms and Conditions for KfW funded Contracts</a></li> </ol> <p><b>For UN WOMEN:</b>  <a href="https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-general-conditions-of-contract-goods-en.pdf?la=en&amp;vs=5509">https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-general-conditions-of-contract-goods-en.pdf?la=en&amp;vs=5509</a></p> <p><b>For UNFPA:</b>  <a href="https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts">https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts</a></p> <p><b>For FAO:</b>  <a href="http://www.fao.org/fileadmin/user_upload/procurement/docs/2015_April_FAO_General_TCs_Goods.pdf">http://www.fao.org/fileadmin/user_upload/procurement/docs/2015_April_FAO_General_TCs_Goods.pdf</a></p> <p><b>For UNHCR:</b></p>

	<p><a href="https://www.unhcr.org/admin/sts/4c28a3169/general-terms-and-conditions-goods.html">https://www.unhcr.org/admin/sts/4c28a3169/general-terms-and-conditions-goods.html</a></p> <p><b>For WFP:</b>  <a href="https://www.un.org/en/ethics/assets/pdfs/general_condition_services.pdf">https://www.un.org/en/ethics/assets/pdfs/general_condition_services.pdf</a></p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Currency of Payment</b>	<p>If a company established and operating in Turkey gets awarded by the contract, payment shall be made in Turkish Liras through conversion of the USD amount by the official UN Exchange Rate valid on the date of money transfer or issuance of the purchase/release Orders depending on the applicable rules and regulations of each agency Otherwise, the payment shall be affected in United States Dollar.</p> <p>Please refer to <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> for UN Official Exchange Rate.</p> <p>Participating UN agencies may opt to make payments in USD to the companies established in Turkey as per their applicable rules and regulations.</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>

<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties.</p> <p>It is the Bidder's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review /confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance General Communiqués. The contractor selected for the award shall not be entitled to receive any amount over its bid price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the total amount offered in the Financial Proposal.</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Price Schedule duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Annex 3: Price Schedule in excel version. In addition to the signed and scanned copy, bidders shall also submit the excel version of Annex 3</li> <li><input checked="" type="checkbox"/> Valid Trade Registry Certificate</li> <li><input checked="" type="checkbox"/> Signature Circular/Power of Attorney demonstrating the authority of the signatory</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Murat OZERDEN, Procurement Administrator</p> <p>E-mail address: tr.procurement@undp.org</p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer.
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</li> <li><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract including the participating UN Agency specific ones</li> </ul>

<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) for UNDP  Other participating UN Agencies may issue contracts in their own templates.
<b>UNDP will award the contract to</b>	One Vendor Only. UNDP will sign a “Single Vendor Long Term Agreement (LTA)” which will require one vendor supply the total requirements of the Contract.
<b>Expected date for contract award</b>	October 2021
<b>Duration of the Contract</b>	UNDP will sign a “Long-Term Agreement (LTA) which shall remain in force for the period of one year and may be extended by UNDP for additional two years (1+1) by mutual agreement of the Parties.
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
<b>Equal Opportunity</b>	UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality”. “Women owned and managed businesses are especially encouraged to apply”
<b>Covid-19 Specific Measures</b>	The bidders shall review all local regulations, as well as that of UN and UNDP concerning the measures, they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids. The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. As per “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts, the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP. With respect to above indemnification clause of UNDP General Terms and Conditions, UNDP shall not be held accountable for any Covid 19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.



## ANNEX 1: SCHEDULE OF REQUIREMENTS

UNDP Turkey Country Office and other UN Agencies based in Ankara, namely UNHCR, ILO, UN WOMEN, UNFPA, FAO and WFP wish to sign a joint Long-Term Agreement (LTA) for “Supply of Stationary” which shall remain in force for the period of one year and may be extended by UNDP for additional two years (1+1) with the same terms, conditions, by mutual agreement of the Parties. The extension of the LTA shall be based on successful performance of the LTA holder and at the sole discretion of UNDP and other UN Agencies individually.

Tendering process is conducted by UNDP; however, pursuant to tendering process, each agency listed above may/will sign its own individual LTA with the same prices and conditions stipulated in this RFQ.

Other resident UN Agencies, which are not listed above, can also become signatory to the LTA to be signed with the selected vendor at the end of this tender process. Accordingly, those UN Agencies will also receive the goods and services with the same prices and conditions stated in the LTA.

Any UNDP business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Centre, as well as any United Nations entity, may benefit from the retainer and order Goods and/or Services from the Contractor hereunder.

The Contractor shall deliver the Goods, as and when requested by UNDP and other UN Agencies, and reflected in a Purchase Order, which shall be subject to the terms and conditions stipulated in the Contract to be signed. For the avoidance of doubt, UNDP and/or other UN Agencies shall acquire no legal obligations towards the Contractor unless and until a Purchase Order is issued.

Quantities stipulated in below table are estimated cumulative figures offered by all UN Agencies (i.e. UNDP, UNHCR, ILO, UN WOMEN, UNFPA, FAO and WFP). These figures are given for estimation purpose to ensure consistent and proper evaluation of offers. UNDP and other UN Agencies do not warrant that any quantity of Goods and/or Services shall be ordered during the term of the LTA.

Offered unit prices shall remain in effect for a period of three years from the Starting Date stated in the Contract to be signed by each UN Agency.

Offerors shall quote for the exact brand name or equal products.

**List of Products and technical specifications**

No	Item Description	Turkish Translation of "Item Description"	Brand	Quantity in a Pack	Unit of Measurement	Estimated Annual Quantity	Total Estimated Quantity for 3 years
01	A4 Photocopy paper	A4 Fotokopi kağıdı 80GR	NAVIGATOR or equal	500	PACK	945	2835
02	A4 Photocopy paper, Silver Image Gloss 115gr	A4 Fotokopi kağıdı, Silver Image Gloss 115 GR	LG or equal	250	PACK	154	462
03	A3 Photocopy paper	A3 Fotokopi kağıdı	NAVIGATOR or equal	500	PACK	167	501
04	A5 Photocopy paper	A5 Fotokopi kağıdı	NAVIGATOR or equal	500	PACK	157	471
05	Blue Folder	Mavi Telli Dosya	LEITZ or equal	50	PACK	210	630
06	A4 Plastic L Shaped Folder	A4 L Tipi Poset Dosya	LEITZ or equal	100	PACK	119	357
07	A4 Perforated Folder	A4 Delikli Poset Dosya	LEITZ or equal	100	PACK	148	444
08	Thin Blue, Yellow, Red, Green or Black Folder	Plastik Dar Mavi, Sari, Kirmizi, Yesil, Siyah Klasör	MANU or equal	30	PACK	341	1023
09	Thick Blue, Yellow, Red, Green or Black Folder	Plastik Genis Mavi, Sari, Kirmizi, Yesil, Siyah Klasör	MANU or equal	24	PACK	359	1077
10	CD/DVD Envelopes (Standard, White)	CD/DVD Zarf (Standart, Beyaz)	OYAL or equal	50	PACK	305	915
11	Recordable CD/DVD	Kayıt yapılabilen/Bos CD/DVD	VERBATIM or equal	50	PACK	305	915
12	Kraft Envelopes A3 32x42 90GR	A3 Kraft Zarf 32x42 90GR	OYAL or equal	500	PACK	16	48
13	Kraft Envelopes A4 24X32 90GR	A4 Kraft Zarf 24X32 90GR	OYAL or equal	500	PACK	36	108
14	Kraft Envelopes A5 17X25 90 GR	A5 Kraft Zarf 17X25 90 GR	OYAL or equal	500	PACK	18	54
15	White Envelopes A3 32X42 110GR	A3 Beyaz Zarf 32X42 110GR	OYAL or equal	500	PACK	16	48
16	White Envelopes A4 24x32 110GR	A4 Beyaz Zarf 24x32 110GR	OYAL or equal	500	PACK	216	648
17	White Envelopes A5 17x25 110GR	A5 Beyaz Zarf 17x25 110GR	OYAL or equal	500	PACK	16	48
18	White Envelopes - Diplomatic 110GR	Diplomatik Beyaz Zarf 110GR	OYAL or equal	500	PACK	16	48
19	UN AGENCY Logo printed Kraft Envelopes A3 32x42 90 GR	UN Kurumu Logosu Baskılı A3 Kraft Zarf 32x42 90 GR (tek renk logo)	OYAL or equal	500	PACK	31	93
20	UN AGENCY Logo printed Kraft Envelopes A4 24x32 90 GR	UN Kurumu Logosu baskılı A4 Kraft Zarf 24x32 90 GR (tek renk logo)	OYAL or equal	500	PACK	231	693
21	UN AGENCY Logo printed Kraft Envelopes A5 17x25 90 GR	UN Kurumu Logosu baskılı A5 Kraft Zarf 17x25 90 GR (tek renk logo)	OYAL or equal	500	PACK	231	693
22	UN AGENCY Logo printed White Envelopes A3 32x42 110 GR	UN Kurumu Logosu baskılı A3 Beyaz Zarf 32x42 110 GR (tek renk logo)	OYAL or equal	500	PACK	37	111
23	UN AGENCY Logo printed White Envelopes A4 24x32 110 GR	UN Kurumu Logosu baskılı A4 Beyaz Zarf 24x32 110 GR (tek renk logo)	OYAL or equal	500	PACK	37	111
24	UN AGENCY Logo printed White Envelopes A5 17x25 110 GR	UN Kurumu Logosu baskılı A5 Beyaz Zarf 17x25 110 GR (tek renk logo)	OYAL or equal	500	PACK	37	111
25	UN AGENCY Logo printed White Envelopes - Diplomatic 110GR	UN Kurumu Logosu baskılı Diplomatik Beyaz Zarf 110 GR (tek renk logo)	OYAL or equal	500	PACK	33	99
26	Clear Book Presentation Folder 10 Pages	Sunum Dosyası 10 Sayfa	NOKİ or equal	1	EACH	349	1047
27	Clear Book Presentation Folder 20 Pages	Sunum Dosyası 20 Sayfa	NOKİ or equal	1	EACH	349	1047
28	Clear Book Presentation Folder 30 Pages	Sunum Dosyası 30 Sayfa	NOKİ or equal	1	EACH	349	1047



29	Clear Book Presentation Folder 40 Pages	Sunum Dosyası 40 Sayfa	NOKİ or equal	1	EACH	249	747
30	Clear Book Presentation Folder 60 Pages	Sunum Dosyası 60 sayfa	NOKİ or equal	1	EACH	239	717
31	Clear Book Presentation Folder 80 Pages	Sunum Dosyası 80 sayfa	NOKİ or equal	1	EACH	115	345
32	Clear Book Presentation Folder 100 Pages	Sunum Dosyası 100 Sayfa	NOKİ or equal	1	EACH	115	345
33	A4 Transparent Envelope Folder with snaps	A4 Citcitli Seffaf Zarf Dosya	FUJİKA or equal	12	PACK	89	267
34	Notebook 240 Pages 13x21 Classic	Defter 240 yaprak 13X21 KLASİK	MOLESKİ or equal	12	PACK	97	291
35	Notebook 50 Pages A4 with spiral	Yandan Spiralli plastik kapak 50 yaprak A4 defter	GIPTA or equal	12	PACK	155	465
36	Notebook 100 Pages A4 with spiral	Yandan Spiralli plastik kapak 100 yaprak A4 defter	GIPTA or equal	12	PACK	136	408
37	Notebook 50 Pages A5 with spiral	Yandan Spiralli plastik kapak 50 yaprak A5 defter	GIPTA or equal	12	PACK	167	501
38	Notebook 100 Pages A5 with spiral	Yandan Spiralli plastik kapak 100 yaprak A5 defter	GIPTA or equal	12	PACK	146	438
39	Hard Cover Agenda 17X25	Ajanda 17x25 sert cilt kapakli	ECE or equal	1	EACH	185	555
40	Hard Cover Agenda 14X20	Ajanda 14x20 sert cilt kapakli	ECE or equal	1	EACH	170	510
41	Notepad A4 100 Pages with spiral on the top	Ustten Spiralli karton kapakli A4 100 Yaprak Bloknot (cizgili/cizgisiz)	GIPTA or equal	1	EACH	195	585
42	Notepad A5 100 Pages with spiral on the top	Ustten Spiralli karton kapakli A5 100 Yaprak Bloknot (cizgili/cizgisiz)	GIPTA or equal	1	EACH	280	840
43	Plastic Ring Binder 120 Pages A4 spiral on the left side	PP yandan spiralli kraft sert kapak defter A4 120 sayfa (kareli/cizgili)	GIPTA or equal	1	EACH	250	750
44	Visitor Registration Notebook 200 Pages	Ziyaretci Defteri 200 yaprak	DİLMAN or equal	1	EACH	7	21
45	Official Document Registration Notebook 200 Pages	Evrak Kayit Defteri 200 yaprak	DİLMAN or equal	1	EACH	10	30
46	A4, artificial leather Hard Cover Signature Folder 24 Pages	A4 İmza Klasörü 24 YAPRAK suni deri kapakli	CLASSİFİX or equal	1	EACH	62	186
47	A4, artificial leather Hard Cover Signature Folder 36 Pages	A4 İmza Klasörü 36 YAPRAK suni deri kapakli	CLASSİFİX or equal	1	EACH	62	186
48	A4, artificial leather Hard Cover Signature Folder 44 Pages	A4 İmza Klasörü 44 YAPRAK suni deri kapakli	CLASSİFİX or equal	1	EACH	44	132
49	A4, artificial leather Hard Cover Signature Folder 20 Pages	A4 İmza Klasörü 20 YAPRAK suni deri kapakli	CLASSİFİX or equal	1	EACH	62	186
50	Separator - Colorful #5	Renkli Separatör 5'li	SERVE or equal	1	EACH	180	540
51	Separator - Colorful #10	Renkli Separatör 10'lu	SERVE or equal	1	EACH	130	390
52	Separator - A to Z Lettered	Separatör A'dan Z'ye harfli	SERVE or equal	1	EACH	135	405
53	Separator - January to December (Months)	Separatör Ocak - Aralık (aylar)	SERVE or equal	1	EACH	136	408
54	Separator #5 with numbers	Separatör 5li rakamlı	SERVE or equal	1	EACH	165	495
55	Separator #10 with numbers	Separatör 10 lu rakamlı	SERVE or equal	1	EACH	170	510
56	Separator #15 with numbers	Separatör 12 li rakamlı	SERVE or equal	1	EACH	170	510
57	Separator #20 with numbers	Separatör 20 li rakamlı	SERVE or equal	1	EACH	170	510
58	38*51 yellow sticky notes, 100 sheets	Sarı yapışkanlı not kagidi 38x51 100 Yaprak	3M or equal	12	PACK	156	468

59	76*76 yellow sticky notes, 100 sheets	Sarı yapışkanlı not kağıdı 76x76 100 Yaprak	3M or equal	12	PACK	150	450
60	51*76 yellow sticky notes, 100 sheets	Sarı yapışkanlı not kağıdı 51x76 100 Yaprak	3M or equal	12	PACK	151	453
61	76*102 yellow sticky notes, 100 sheets	Sarı yapışkanlı not kağıdı 76x102 100 Yaprak	3M or equal	12	PACK	150	450
62	76*127 yellow sticky notes, 100 sheets	Sarı yapışkanlı not kağıdı 76x127 100 Yaprak	3M or equal	12	PACK	150	450
63	Sticky note 5 color 100 page, 100 sheets	Sayfa işaret indeksi 100 yaprak 5 renkli	3M or equal	12	PACK	110	330
64	102x152mm yellow sticky notes, 100 sheets	Sarı yapışkanlı not kağıdı 102x152 100 yaprak	3M or equal	12	PACK	90	270
65	Sticky Notes 5 Colors 76x76 100 sheets	Renkli not kupluk yapışkanlı 76x76mm 100 yaprak 5 neon renk	3M or equal	12	PACK	90	270
66	Sticky Printing Paper A4	A4 yapışkanlı kağıt	3M or equal	12	PACK	35	105
67	Sign Here sticky note with arrow 50 pages	Sarı sayfa işaret bandı Oklu 50 yaprak	3M or equal	12	PACK	160	480
68	Notepad Holder black perforated metal	Kup Notluk 8x8 perfore siyah metal	KRAF or equal	1	EACH	150	450
69	Label - White A4 199.6x289.1mm	A4 Laser Etiket 199,6 X289,1mm	TANEX or equal	100	PACK	121	363
70	Permanent Marker - large	Buyuk Asetat Kalem	F.CASTELL or equal	10	PACK	44	132
71	Permanent Marker - medium	Orta Asetat Kalem	F.CASTELL or equal	10	PACK	89	267
72	Permanent Marker - small	Kucuk Asetat Kalem	F.CASTELL or equal	10	PACK	69	207
73	Board Marker - Black	Siyah Tahta Kalem silinebilir	SNOWMAN or equal	12	PACK	69	207
74	Board Marker - Blue	Mavi Tahta Kalem silinebilir	SNOWMAN or equal	12	PACK	69	207
75	Board Marker - Green	Yeşil Tahta Kalem silinebilir	SNOWMAN or equal	12	PACK	69	207
76	Board Marker - Red	Kırmızı Tahta Kalem silinebilir	SNOWMAN or equal	12	PACK	69	207
77	Highlighter Pens (4 piece Set)	Fosforlu Kalem Seti 4' lu	F.CASTELL or equal	4	PACK	98	294
78	Highlighter Pens Green	Yesil Fosforlu Kalem	F.CASTELL or equal	10	PACK	98	294
79	Highlighter Pens Orange	Turuncu Fosforlu Kalem	F.CASTELL or equal	10	PACK	98	294
80	Highlighter Pens Pink	Pembe Fosforlu Kalem	F.CASTELL or equal	10	PACK	98	294
81	Highlighter Pens Yellow	Sarı Fosforlu Kalem	F.CASTELL or equal	10	PACK	98	294
82	Pencil - Black	Siyah Kurşun Kalem	F.CASTELL or equal	12	PACK	91	273
83	Pencil - Red	Kırmızı Kurşun Kalem	F.CASTELL or equal	12	PACK	60	180
84	Pencil Set (3 piece set) Colored	Kurşun Kalem Seti 3'lu (renkli)	F.CASTELL or equal	3	PACK	71	213
85	Pencil - 0.5	0.5 Uçlu Kurşun Kalem	ROTRING or equal	12	PACK	35	105
86	Pencil - 0.7	0.7 Uçlu Kurşun Kalem	ROTRING or equal	12	PACK	35	105
87	Pencil - 0.9	0.9 Uçlu Kurşun Kalem	ROTRING or equal	12	PACK	25	75
88	Pencil Leads 0.5	0.5 Kalem Ucu	ROTRING or equal	12	PACK	35	105
89	Pencil Leads 0.7	0.7 Kalem Ucu	ROTRING or equal	12	PACK	55	165
90	Pencil Leads 0.9	0.9 Kalem Ucu	ROTRING or equal	12	PACK	25	75
91	Roller ball point pen Blue/Black/Red	Mavi/Siyah/Kırmızı Pilot tipi Roller Kalem 0.5mm celik uclu, kaliteli sivi murekkepli	UNIBALL or equal	12	PACK	131	393
92	Roller ball point pen Blue/Black/Red	Mavi/Siyah/Kırmızı Pilot tipi Roller Kalem 0.7mm	UNIBALL or equal	12	PACK	165	495

		celik uclu, kaliteli sivi murekkepli					
93	Ball pen Office pen - Blue / Black / Red	Mavi/Siyah/Kirmizi Plastik govdeli, paslanmaz celik uclu, kalinligi 1.0 mm Tukenmez Kalem	PENSAN or equal	12	PACK	169	507
94	Signature Pen 0.6mm ergonomic waterproof	Mavi/Siyah/Kirmizi Imza Kalemi 0.6mm uc kalinligi plastik ergonomik govde su gecirmez	SCHNEIDER or equal	10	PACK	52	156
95	Stamp Pad Ink Pelikan Blue	Mavi Istamp Mürekkepi likit	PELIKAN or equal	1	EACH	46	138
96	Stamp Pad Ink Pelikan Red	Kirmizi Istamp Mürekkepi likit	PELIKAN or equal	1	EACH	40	120
97	Battery AA Energizer	AA Pil	DURACELL or equal	12	PACK	149	447
98	Battery AAA Energizer	AAA Pil	DURACELL or equal	12	PACK	89	267
99	Battery P3	P3 Pil	DURACELL or equal	12	PACK	11	33
100	Battery D	D Pil	DURACELL or equal	12	PACK	11	33
101	Battery CR2032	CR2032 pil	DURACELL or equal	12	PACK	11	33
102	Battery 9V	9V Pil	DURACELL or equal	1	EACH	43	129
103	Calculator 14 Digit	14 Haneli masaustu ekstra genis ekranli Hesap Makinesi	CASIO or equal	1	EACH	65	195
104	Calculator 12 Digit	12 Haneli masaustu ekstra genis ekranli Hesap Makinesi	CASIO or equal	1	EACH	50	150
105	Correction tape 4mmx16m	Şerit silici 4mmx16m	TOMBOW or equal	1	EACH	72	216
106	Correction Fluid Pen	Kalem Silici 8 ml	TIPP-EX or equal	1	EACH	98	294
107	Liquid Correction with sponge point, 20 mm	Sıvı silici sunger uclu 20mm cabuk kuruyan	TIPP-EX or equal	1	EACH	35	105
108	Paperclip No:2	Ataş No:2	DELTA or equal	30	PACK	42	126
109	Paperclip No:3	Ataş No:3	DELTA or equal	30	PACK	48	144
110	Paperclip No:4	Ataş No:4	DELTA or equal	30	PACK	43	129
111	Paperclip No:5	Ataş No:5	DELTA or equal	30	PACK	43	129
112	Paperclip No:7	Ataş No:7	DELTA or equal	30	PACK	43	129
113	15mm Binder Clip (quality steel)	15 mm Kağıt Kiskacı (kaliteli celik)	KRAF or equal	25	PACK	61	183
114	19mm Binder Clip (quality steel)	19 mm Kağıt Kiskacı (kaliteli celik)	KRAF or equal	25	PACK	61	183
115	25mm Binder Clip (quality steel)	25 mm Kağıt Kiskacı (kaliteli celik)	KRAF or equal	25	PACK	43	129
116	32mm Binder Clip (quality steel)	32 mm Kağıt Kiskacı (kaliteli celik)	KRAF or equal	25	PACK	50	150
117	41mm Binder Clip (quality steel)	41 mm Kağıt Kiskacı (kaliteli celik)	KRAF or equal	25	PACK	83	249
118	51mm Binder Clip (quality steel)	51 mm Kağıt Kiskacı (kaliteli celik)	KRAF or equal	25	PACK	26	78
119	Jumbo Paperclip 50 mm nickel covered	50 mm Dev Atac kaliteli nikel kaplama	MAS or equal	25	PACK	46	138
120	Jumbo Paperclip 70 mm nickel covered	70 mm Jumbo Atac kaliteli nikel kaplama	MAS or equal	25	PACK	26	78
121	Triple metal paperwork shelf 3 story	Fileli metal evrak rafı 3 katli	KRAF or equal	1	EACH	60	180
122	Mesh Metal triple office set (pencil holder, paperclip holder, cube note holder)	Fileli metal Ofis Seti 3'lü (kalemlik, ataslik, kup notluk)	KRAF or equal	3	PACK	30	90

123	Metal ruler 30 cm.	Metal 30cm Cetvel	KRAF or equal	1	EACH	35	105
124	Plastic ruler 30 cm.	Plastik 30cm Cetvel	HATAŞ or equal	1	EACH	94	282
125	Push Pins	Harita Civisi renkli karton kutu	MAS or equal	25	PACK	110	330
126	Pins 20 gr.	Toplu İğne 20 gr	MAS or equal	100	PACK	51	153
127	Masking Tape 45x100	Koli bantı 45x100	VEGE or equal	6	PACK	170	510
128	Double-Sided Tape 19x25	Çift taraflı bant 19x25	VEGE or equal	1	EACH	138	414
129	Double-Sided Tape 25x50	Çift taraflı bant 25x50	VEGE or equal	1	EACH	46	138
130	Pencil Sharpener	Küçük Plastik Kalemtraş	F.CASTELL or equal	1	EACH	120	360
131	Pencil Sharpener Heavy Duty	Masaustu Kollu Kalemtraş	KRAF or equal	1	EACH	47	141
132	Super Glue (3 gr)	Guclu Yapıştırıcı (3 gr)	PRITT or equal	1	EACH	45	135
133	Stick Glue 11gr	11 gr Stick yapıştırıcı solvent içermez yüksek kalite	PRITT or equal	12	PACK	22	66
134	Stick Glue 22gr	22 gr Stick yapıştırıcı solvent içermez yüksek kalite	PRITT or equal	12	PACK	22	66
135	Stick Glue 43gr	43 gr Stick yapıştırıcı solvent içermez yüksek kalite	PRITT or equal	12	PACK	22	66
136	no:3 liquid glue 7 gr	7 gr Sıvı Yapıştırıcı çok amaçlı	PELİGOM or equal	1	EACH	45	135
137	no:7 liquid glue 20 gr	20 gr Sıvı Yapıştırıcı çok amaçlı	PELİGOM or equal	1	EACH	54	162
138	no:11 liquid glue 90 gr	90 gr Sıvı Yapıştırıcı çok amaçlı	PELİGOM or equal	1	EACH	53	159
139	Scotch Tape 12mmx10m	Selofon Ofis bant 12mmX10m	VEGE or equal	12	PACK	60	180
140	Scotch Tape 12mmx33m	Selofon Ofis bant 12mmX33m	VEGE or equal	12	PACK	60	180
141	Rubber	Plastik beyaz silgi iz bırakmayan	F.CASTELL or equal	1	EACH	130	390
142	Plastic Board Rubber	Plastik saplı tahta silgisi	YILDIZLAR or equal	1	EACH	55	165
143	Rubber Bands 500 gr	Lastik bant 500gr (ambalaj lastiği)	MAS or equal	1	EACH	112	336
144	6" Scissors	6" Çok amaçlı makas	SCOTCH or equal	1	EACH	83	249
145	7" Scissors	7" Çok amaçlı makas	SCOTCH or equal	1	EACH	82	246
146	8" Scissors	8" Çok amaçlı makas	SCOTCH or equal	1	EACH	80	240
147	Tape Cutter	Bant kesici 12X33 uyumlu	SCOTCH810 or equal	1	EACH	81	243
148	Tape Cutter	Bant kesici 19X33 uyumlu	SCOTCH or equal	1	EACH	35	105
149	Staples 10	Zimba Teli -10	MAX or equal	1000	PACK	30	90
150	Staples 23/8	Zimba Teli -23/8	MAX or equal	1000	PACK	30	90
151	Staples 23/10	Zimba Teli -23/10	MAX or equal	1000	PACK	40	120
152	Staples 23/13	Zimba Teli -23/13	MAX or equal	1000	PACK	30	90
153	Staples 23/20	Zimba Teli -23/20	MAX or equal	1000	PACK	30	90
154	Staples 24/6	Zimba Teli -24/6	MAX or equal	1000	PACK	30	90
155	Stapler HD50	Zimba HD50	MAX or equal	1	EACH	51	153
156	Stapler HD10	Zimba HD10	MAX or equal	1	EACH	51	153
157	Staples Remover	Zimba Teli Sokucu	TEMAT or equal	1	EACH	90	270
158	Paper Hole Punch for 20 pages	Delgeç 20 sayfa için	TEMAT or equal	1	EACH	58	174
159	Paper Hole Punch for 100 pages	Delgeç 100 sayfa için	TEMAT or equal	1	EACH	55	165
160	Model Blades Small	Maket Bıçağı Küçük	OLFA or equal	1	EACH	48	144

161	Model Blades Large	Maket Bıçağı Büyük	OLFA or equal	1	EACH	11	33
162	Model Blades - Extra Blade Small	Maket Bıçağı - Yedek Bicak Küçük	OLFA or equal	10	PACK	14	42
163	Model Blades - Extra Blade Large	Maket Bıçağı - Yedek Bicak Büyük	OLFA or equal	10	PACK	14	42
164	30x45 cork board	30x45 Mantar Pano Alüminyum çerçevesi	PANDA or equal	1	EACH	35	105
165	45x60 cork board	45x60 Mantar Pano	PANDA or equal	1	EACH	35	105
166	60x90 cork board	60x90 Mantar Pano	PANDA or equal	1	EACH	35	105
167	50x70 wall-mounted blackboard	50x70 Duvara monte beyaz yazı tahtası	PANDA or equal	1	EACH	27	81
168	120*140 wall-mounted blackboard	120x140 Duvara monte beyaz yazı tahtası	PANDA or equal	1	EACH	27	81
169	100X150 wall-mounted blackboard	100x150 Duvara monte beyaz yazı tahtası	PANDA or equal	1	EACH	22	66
170	80X120 wall-mounted blackboard	80X120 Duvara monte beyaz yazı tahtası	PANDA or equal	1	EACH	23	69
171	65X100 wall-mounted blackboard	65X100 Duvara monte beyaz yazı tahtası	PANDA or equal	1	EACH	12	36
172	Flipchart 65X100 legged	Teleskopik 65x100 Flipchart Yazı tahtası	PANDA or equal	1	EACH	18	54
173	Flipchart Paper 64X90 , 25 pages, 80 gr.	Flipchart Kagidi 64X90 25 yapraklı 80 gr	PANDA or equal	1	EACH	27	81
174	60x85 legged black board	Teleskopik 60X85 Ayaklı yazı tahtası Al çerçevesi	PANDA or equal	1	EACH	12	36
175	40x55 legged black board	40X55 Ayaklı yazı tahtası	PANDA or equal	1	EACH	12	36
176	90x120 legged black board	90X120 Ayaklı yazı tahtası	PANDA or equal	1	EACH	12	36
177	65x100 legged black board	65X100 Ayaklı yazı tahtası	PANDA or equal	1	EACH	12	36
178	Metal bin	Metal Çöp Kutusu	MAS or equal	1	EACH	105	315
179	Plastic bin	Plastik Çöp Kutusu	MAS or equal	1	EACH	60	180
180	Cardboard boxes 20h 20x30cm	Karton koli 20cm Yükseklik 20x30cm	DOUBLE or equal	1	EACH	110	330
181	Cardboard boxes 30h 30x40cm	Karton koli 30 cm Yükseklik 30x40cm	DOUBLE or equal	1	EACH	110	330
182	Cardboard boxes 40h 40x60cm	Karton koli 40 cm Yükseklik 40x60cm	DOUBLE or equal	1	EACH	110	330
183	Cardboard boxes 50h 50x80cm	Karton koli 50 cm Yükseklik 50x80cm	DOUBLE or equal	1	EACH	110	330
184	50 gr Tack-It white	50 gr.Tack-It yapıştırıcı beyaz	FABERCASTELL or equal	12	PACK	40	120
185	75 gr Tack-It white	75 gr.Tack-It yapıştırıcı beyaz	FABERCASTELL or equal	12	PACK	33	99
186	A4 Clipboard Pad	A4 Kapaklı Sekreterlik	MAS or equal	1	EACH	90	270
187	Stamp rectangular 38x14 printing area	İsim kasesi 38x14 baskı alanı	TRODAT or equal	1	EACH	33	99
188	Stamp round shape 40mm	Yuvarlak otomatik kase 40mm	TRODAT or equal	1	EACH	20	60
189	Business Card Notebook for 240 cards	Alfabetik Kartvizitlik Dosya 240 lik	SERVE or equal	1	EACH	47	141
190	Plastic File Shelf	Plastik Evrak Rafi	LEITZ or equal	1	EACH	110	330
191	Carton Box Size S (320 mm, 400 mm, 320 mm)	Karton Kutu Size S (320 mm, 400 mm, 320 mm)	UNIPACK or equal	1	EACH	95	285
192	Carton Box Size M (420 mm, 500 mm, 420 mm)	Karton Kutu Size M (420 mm, 500 mm, 420 mm)	UNIPACK or equal	1	EACH	95	285
193	Carton Box Size L (500 mm, 600 mm, 500 mm)	Karton Kutu Size L (500 mm, 600 mm, 500 mm)	UNIPACK or equal	1	EACH	90	270
194	Card Holder for 112 Cards	Kartlık 112 kart	COMIX or equal	1	EACH	41	123
195	Letter Trays - Single Layer, holds A4 size sheets, plastic	Evrak Rafi - Tek katlı, A4 boyutu ile uyumlu, plastik	TEMAT or equal	1	EACH	40	120

196	Letter Trays - Triple Layer, holds A4 size sheets, plastic	Evrak Rafi - Uc katli, A4 boyutu ile uyumlu, plastik	TEMAT or equal	1	EACH	40	120
197	USB Flash Drive - 8 GB	USB Flash Disk - 8 GB	SANDICS or equal	1	EACH	100	300
198	USB Flash Drive - 16 GB	USB Flash Disk - 16 GB	SANDICS or equal	1	EACH	60	180
199	USB Flash Drive - 32 GB	USB Flash Disk - 32 GB	SANDICS or equal	1	EACH	60	180
200	USB Flash Drive - 64 GB	USB Flash Disk - 64 GB	SANDICS or equal	1	EACH	63	189
201	Lazer Pointer, Metal	Lazer Isaretcisi, Metal	SKYGO or equal	1	EACH	28	84
202	Paper Cutter - Guillotine - Metal Base Size A3	Kagit Kesme Makinesi - Metal - A3	BIGPOINT or equal	1	EACH	23	69

### **Other Requirements**

<b>Delivery date and time</b>	Contractor shall deliver the goods within maximum 3 days after receipt of each purchase order within the scope of the Contract.
<b>Exact Address(es) of Delivery Location(s)</b>	Contractor shall deliver the goods to multiple UN Agencies based in Ankara as required basis.
<b>Packing Requirements</b>	All the goods shall be delivered in their original packaging.
<b>Warranty Period</b>	Faulty and damaged items shall be replaced without any additional cost to UNDP and other UN Agencies during the term of the LTA. Items which are not compliant with the requested brand name or equal, shall be replaced with the compliant ones during the term of the LTA.

**ANNEX 2: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Price Schedule. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(LTA)-2021/025	Date: Click or tap to enter a date.

**Company Profile**

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.	
<b>List of clients and previous relevant experience:</b> Bidders shall provide the list of clients and their contact details who can provide information regarding the performance of the Bidder in terms of similar assignments conducted in the past. UNDP reserves the right to conduct reference check(s) for the purpose of verification of capacity and performance of the vendor.		
Client & Reference Contact Details including Name/Last Name, telephone number, e-mail address	Period of activity	Types of activities undertaken for the Client



**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract for UNDP and other UN Agencies and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### **ANNEX 3: PRICE SCHEDULE**

*Annex 3 Price Schedule is attached as a separate excel form. No alterations to the excel form shall be permitted and no substitutions shall be accepted. Offerors shall return the signed and scanned copy of the excel form as part of their bid. In addition to the scanned copy, Bidders shall also submit the excel version of the document.*

In addition to Annex 2 and Annex 3, Bidders shall also submit following documents as part of their bids:

- Valid Trade Registry Certificate
- Signature Circular/Power of Attorney demonstrating the authority of the signatory