



RFQ Reference: **UNDP-RFQ-2022-038– Supply of Merchandise Items for Visibility of UNDP Projects**

Date: 02 February 2022

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Supply of Merchandise Items for Visibility of UNDP Projects** as detailed in Annex 1 of this RFQ.

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: Technical and Financial Offer

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 Technical and Financial Offer, through e-Tendering System <https://etendering.partneragencies.org> on or before **Wednesday 23<sup>rd</sup> February 2022** (1230 Hrs Pakistan Standard Time) as 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.

Any requests for clarification about the contents of RFQ shall be sent to the email address at [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org). Answers to questions/inquiries will be forwarded to all the prospective bidders.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: "For"

DocuSigned by:

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Name: Knut Otsby

Title: Resident Representative, UNDP Pakistan

Date: 02-Feb-2022

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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<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>
<b>Deadline for the Submission of Quotation</b>	<p><b>23-February-2022 (12:30 Hrs Pakistan Standard Time)</b></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> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>The bidder should receive an email acknowledging E-tendering Submission receipt.</p> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>Insert BU Code and Event ID number <b>PAK-10 Event ID 0000011508</b></li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
<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 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></p>
<b>Gifts and Hospitality</b>	<p>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.</p>
<b>Conflict of Interest</b>	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

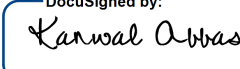
	<p>shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, 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</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 Days]</p> <p><input type="checkbox"/> Others [Special Conditions of PO/Contract will be attached Separately]</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, or through an authorized representative [amend in case of other eligibility requirements].</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Pakistani Rupee - PKR</b>
<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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>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;</p> <p>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</p> <p>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.</p>
<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, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> Offer be inclusive of VAT and other applicable indirect taxes. <b>UNDP will not provide any import duty/tax exemption to the bidder.</b></p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes [according to project and applicable country agreement]</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted Including Eligibility Requirements</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><b>Following are the Minimum Eligibility Requirement under this RFQ which will be evaluated on PASS/FAIL Basis. Bidder must submit below mentioned documents to determine their Eligibility in the RFQ.</b></p> <p><input checked="" type="checkbox"/> Bidder Company Profile. The Bidder Must have 05 Years of Experience in Printing/General Order/Merchandise items supplier.</p> <p><input checked="" type="checkbox"/> Bidder must Provide 3 Contract/PO/or Completion Certificate for Supply of Visibility/Merchandise Items to any National/International Organization in last 5 Years.</p> <p><input checked="" type="checkbox"/> Tax Registration (NTN &amp; STRN)/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Bidder must provide the <b>sample of items</b> against each lot applied for. The Samples must be labeled with RFQ Reference Number, Bidder Name and Contact Number and must be packed in Carton Box for safety and traceability. The Samples of Unsuccessful Bidders will be Returned.</p>
<b>Submission of Samples</b>	<p><b>Mandatory:</b></p> <p>Bidder must provide the <b>sample of items</b> against each lot applied for. The Samples must be labeled with RFQ Reference Number, Bidder Name and Contact Number and must be packed in Carton Box for safety and traceability. Each sample needs to be labeled separately as per the numbering mentioned in the RFQ as per the list .</p> <p>UNDP will retain the samples of winning bidder for reference to delivery of items as per Purchase Order</p> <p>The Samples of Unsuccessful Bidders will be Returned.</p> <p>Samples must be delivered as per submission deadline of Bid in E-Tendering System</p> <p><b>Sample Delivery Address:</b> Office 221, 2<sup>nd</sup> Floor, Near Meezan Bank, ISE Tower, Jinnah Avenue</p> <p>Contact Person: Saad Taalpur</p>

<b>Quotation validity period</b>	Quotations shall remain valid for <b>120 Days</b> days from the deadline for the Submission of Quotation.
<b>BID Security</b>	<p>Required –  <b>Lot 1 - PKR 150,000</b>  <b>Lot 2 – PKR 100,000</b>  <b>Lot 3 – PKR 50,000</b></p> <p>The Original Bid Security should be sent to UNDP Office through courier at the following address on or before 23rd February 2022 at 12:30 pm and a scanned copy should be submitted through the e-Tendering system.</p> <p style="text-align: center;"><b>UNDP-RFQ-2022-038</b>  UNDP Registry, Quotation/Bids/Proposals  United Nations Development Programme  Serena Business Complex, 2nd Floor,  Khayaban-e-Suharwardy,  Islamabad, Pakistan  Tel: 051-8355600 Fax: 051-2600254-5</p> <p style="text-align: center;">Acceptable forms of Bid Security:  <input checked="" type="checkbox"/> Pay Order/DD/ Certified Check In the name of UNDP Representative (Rupee) Account, UNDP Pakistan</p> <p style="text-align: center;">Validity of Bid Security: 120 days from the last day of bid submission.  Bid security of unsuccessful bidders shall be returned.</p>
<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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <b>The Bidder may apply for 1 Lot, more than one or all Lots. Evaluation of Bids will be made on Lot-wise basis. Please note that complete lot will be considered as responsive.</b>
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after Delivery & Acceptance of items by GLOF-II Project and submission of payment documentation to UNDP. <b>No Advance Payment allowed</b> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [by ] Complete Installation <input type="checkbox"/> Passing all Testing [Performance Test for Speed Governor (20 Times at least) Safety Gear (4 Times at least) and Buffer (6 Times atleast) as per EN Code Need to be insured by Contractor] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> <b>Written Acceptance of Goods as per Approved Samples, Services and Works, based on full compliance with RFQ requirements</b> <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence,</b>	E-mail address: Focal Person – <b>Ali Saeed – Procurement Analyst</b> <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a> <b>Please mention RFQ Ref number UNDP-RFQ-2022-038 in Subject Line while sending any email for clarification.</b>

<b>notifications and clarifications</b>	<b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3</b> days before the submission deadline. Responses to request for clarification will be communicated Email or E-Tendering System by <a href="#">Click or tap to enter a date.</a>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the lowest price, Eligible and Technically compliant offer.</b> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> <b>Full compliance with all requirements as specified in Annex 1 . The Technical Compliance will be determined on the Basis of Sample Approval/Rejection by UNDP</b> <input checked="" type="checkbox"/> <b>Full acceptance of the General Conditions of Contract</b> <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<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"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	15 March 2022
<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.

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**ANNEX 1:****SCHEDULE OF REQUIREMENTS - Requested Items Specification** This form must be filled, signed and submitted with Bid**Technical Specifications:**

**Available Sample for Bidder's Inspection:** Bidder can review and inspect the samples of some items mentioned in Annex 1 – Schedule of Requirement, by visiting GLOF-II Office during working hours on Feb 09, 2022 and Feb 10, 2022  
GLOF- II Focal Person – Saad Talpur.

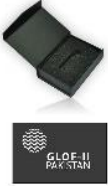


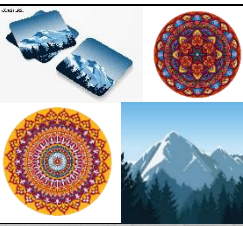

**Note:** Bidder must Provide the sample of each item to UNDP as per Specifications given below.

Bidder should quote one sample and refrain from submitting any options/variant of that item.



**Lot-1:**

S.no	Item Name	Specification	Design	Quantity	Samples Availability
1.	<b>Tote Bag</b>	Material: Canvas Size: 18 x16 inch , Handle Type: Self handle 1.5inch x 25 inch, 4-Color Printing with Logos and Design( Front and Back)		600	Sample available at GLOF Office
2.	<b>Bag Pack</b>	Material: 100% Recycled Polyester , Height: 18 inch, Length: 6 inch,Width: 14 inch, Handle: 3 cm 2 main Pockets and 1 Substitute Pocket at Back Densely woven 600 denier fabric in a contemporary square silhouette with spacious front pocket. White Logo Printing.		300	Sample Not Available
3.	<b>Caps</b>	Denim caps, Material: Cotton, Standard Size, Colors: Blue,White Adjustable BackStrap with Velcro.Front end: Round Black and White Logo Digital Printing (Front and on Strap)		400	Sample Not Available
4.	<b>Stainless Steel Water Bottles</b>	Reusable water Bottles Material: High-grade 18/8 stainless steel, BPA/BPS-free Triple-walled, Size: 600ml, Dimensions: 8" x 3" (20.32 x 7.6 cm) White logo Digital Printing		600	Sample Not Available
5.	<b>Power Bank</b>	Style: Cassette 6000mAh, Battery capacity: 6000 mAh, Input: 5V/2A, Output: 5V/2.4A, Dimension: 115 x 69 x 20mm, Weight: 152g, Port: 2 Input and 2 USBs,Stickers on the Powerbank		300	Sample Not available at GLOF Office






6.	<b>USBs Box</b>	Made of cardboard paper, Magnetic latch closure., Black foam padding to hold drive.Print Type:Silk Screen. Dimensions: 1inch(H) x 2inch(W) x 3inch (L) White Logo on Front		250	Sample Available
7.	<b>USB</b>	Metal USBs, Storage : 64GB, Design: BarPlus, Interface: USB 3.1, Waterproof. White Logo on Front.		250	Available - Sample available at GLOF Office
8.	<b>Cardboard Pens</b>	80% Lesser Plastic - Made from Recycled Cardboard, Ecological paper, press type pen. Ball Point Pen - 0.5mm Pack. Color Logo on Body.		500	Sample Not Available
9.	<b>Tea Coasters</b>	2 Square and 2 Circular, Size: 4x4 Inches Material: high grammage paperboard, Superior finish, Alluring look, Non-slippery Set of 4 Coasters, 4-Color Digital Printing		500	Sample Not Available
10.	<b>Wooden Wall Clock</b>	Size: 14 x 14 Inches (Square), Wall Mount, White logos Printing at Back, (Logos) at Back. Battery Cell Location at the Back		400	Sample Not Available
11.	<b>Stylist Pen</b>	Multi-function Mobile Phone Stylus + Ball pen + Mobile Phone Stand Holder Tip Material Rubber, White Logo Printed on it Color: Blue, Made of Good Quality Plastic, Ink : Blue. Digital White logo Printing on Body		500	Sample Not available at GLOF Office

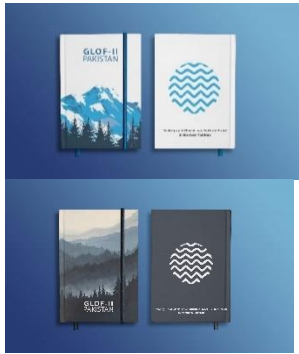
**Lot 2:**





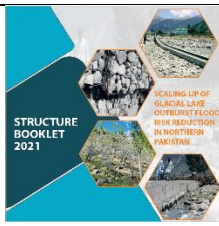

S.no	Item Name	Specification	Design	Quantity	Samples Availability
1.	<b>Reporter Jacket (M)</b>	Polyester + Cotton Synthetic material. Multi-function multi-pocket vest, zipper closure, sleeveless design, Waterproof, Style: Safari, Collar: V-Neck. 4-Color Logos Printing on the Back and Front		200 (M)	Sample Not available at GLOF Office
2.	<b>Reporter Jacket (XL)</b>			100 (XL)	
3.	<b>Reporter Jacket (L)</b>			300 (L)	
4.	<b>Hoodie (S)</b>	Colors: Dark Blue, Maroon, Dark Grey and Black Material: Cotton Fleece Summer Material, Zipper, 3		150 (S)	Sample Not Available
5.	<b>Hoodie (M)</b>			250 (M)	
6.	<b>Hoodie (L)</b>			300 (L)	




7.	<b>Hoodie (XL)</b>	Panel Hood fleece lined for extra comfort. 100% cotton face. Side-seamed. Dyed-to-match drawcords with tipped ends and metal eyelets. Kangaroo pocket. Ribbed cuffs and waistband. Fabrication: 80% ringspun cotton, 20% polyester, 30 singles 100% Cotton Face Yarn, 8.25 oz. (280 gsm) White Logos/ Front and Back Side.		300 (XL)	
8.	<b>Face Mask</b>	KN 95 Protective Mask, Logo Printed on Side.		500	Sample Not Available
9.	<b>T-Shirts (S)</b>	Material: Cotton , Colors: Blue,White. Printing Methods: Digital Printing (4- Color),Collar: O- Neck Design Design: Black & White Logos (Front and Back) Style: Short Sleeve . 4- Color Digital Printng on Front and Back.		150 (S)	Sample Not Available
10.	<b>T-Shirts (M)</b>			200 (M)	
11.	<b>T-Shirts (L)</b>			300 (L)	
12.	<b>T-Shirts (XL)</b>			300 (XL)	

**Lot 3:**

S.no	Item Name	Specification	Design	Quantity	Samples Availability
1.	<b>Diary</b>	4-Color Printing Cover Type with Double Art Card (Matt Lamination) First, Second and Last Page also with Art Card. Size: Width 5.3 inch x Height 7.8 inch Refined Paper Quality off white. No of Pages 150. Inside Pages Should have Logo of GLOF-II Pakistan on top left Corner Inside Pages should have line spacing of 8mm		1000  (600 Design 1) (400 Design 2)	Sample available at GLOF Office

2.	<b>Mugs</b>	Diameter: 3 inch, Circumference : 10 inches , Height: 4 inches Ceramic Mug, Heat Printing, Logos at the Base.4-Color Printing.		600	Sample Not Available
3.	<b>Postcards</b>	4-Color Digital Printing on front and back side . Size: 4.5 inch Height x 6 Inch Width. Artcard with Matt Lamination		1,000	Sample available at GLOF Office
4.	<b>Calendar</b>	Size of rotating sheet: 5 inch height, 8 inches width Size of Stand with logo strip at bottom: 6.5 inch height, 8 inches width (Logos Printed at the Base) Cardboard Paper : 300 gms, Glossy sheet 4-Color Printing		600	Sample available at GLOF Office
5	<b>Annual Project Report</b>	Size: <b>11" height 8.5 width</b> , 300gram Glossy Paper Cover, 150gram Glossy inner pages, Estimated No. of Pages 60- 80, CMYK printing		100	Sample Not Available (Bidder needs to provide the samples of paper and printing as per specification)
6	<b>Project Intervention Booklet/Structure Booklet</b>	Size : <b>9" Height 9" Width</b> , 300gram(Art Card) Glossy Paper Cover, 150gram Glossy inner pages, Estimated No. of Pages 170- 200 , CMYK printing		100	Sample Not Available (Bidder needs to provide the samples of paper and printing as per specification)
7	<b>Ice Stupas Booklet</b>	Standard A5 Size, 300gram(Art Card) Glossy Paper Cover, 150gram Glossy inner pages, No. of Pages 14 , CMYK printing		150	Sample available at GLOF Office

8	<b>Project Brochures</b>	Standard A4 size, Trifold,300gram Paper, CMYK Printng		150	Sample available at GLOF Office
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### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall complete Delivery of the goods within 90 Days after Issuance of PO/ Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP - Islamabad
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	GLOF-II Office, ISE Tower, Islamabad
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	N/a
<b>After-sales service and local service support requirements</b>	N/a
<b>Preferred Mode of Transport</b>	Choose an item.

**ANNEX 2: QUOTATION SUBMISSION FORM - This form must be filled, signed and submitted with Bid**

*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: Technical and Financial Offer. 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:	<b>UNDP-RFQ-2022-038 – Supply of Merchandise and Visibility items</b>	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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input checked="" 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>Previous relevant experience: 3 contracts</b> Bidder must Provide 3 Contract/PO/or Completion Certificate for supply of Similar items to National/International Organization in last 5 Years.				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**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, 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.

Yes	No	
<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: TECHNICAL AND FINANCIAL OFFER – GOODS** This form must be filled, signed and submitted with Bid

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. 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:	<b>UNDP-RFQ-2022-038 – Supply of Merchandise and Visibility Items</b>	Date: Click or tap to enter a date.

**Lot 1**

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price (PKR)	Total price (PKR)
1.	Tote Bag	EA	600		
2.	Bag Pack	EA	300		
3.	Caps	EA	400		
4.	Stainless Steel Water Bottles	EA	600		
5.	Power Bank	EA	300		
6.	USBs Box	EA	250		
7.	USB	EA	250		
8.	Cardboard Pens	EA	500		
9.	Tea Coasters	EA	500		
10.	Wooden Wall Clock	EA	400		
11.	Stylist Pen	EA	500		
Lot- 1 : Grand Total and All-inclusive Price (PKR)					

**Lot 2**

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price (PKR)	Total price (PKR)
1.	Reporter Jacket (M)	EA	200		
2.	Reporter Jacket (XL)	EA	100		
3.	Reporter Jacket (L)	EA	300		
4.	Hoodie (S)	EA	150		
5.	Hoodie (M)	EA	250		
6.	Hoodie (L)	EA	300		
7.	Hoodie (XL)	EA	300		
8.	Face Mask	EA	500		
9.	T-Shirts (S)	EA	150		
10.	T-Shirts (M)	EA	200		
11.	T-Shirts (L)	EA	300		
12.	T-Shirts (XL)	EA	300		
<b>Lot- 2 : Grand Total and All-inclusive Price (PKR)</b>					

**Lot 3**

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price (PKR)	Total price (PKR)
1.	Diary	EA	800		
2.	Mugs	EA	600		
3.	PostCards	EA	1,000		
4.	<u>Calendar</u>	EA	600		
5.	<u>Annual Project Report</u>	EA	100		

6.	<b><u>Project Intervention</u></b> <b><u>Booklet/Structure Booklet</u></b>	EA	100		
7.	<b>Ice Stupas Booklet</b>	EA	150		
8.	<b>Project Brochures</b>	EA	150		
<b>Lot- 3 : Grand Total and All-inclusive Price (PKR)</b>					

**Note: The Total Bid Price must be inclusive of all applicable tax(s). UNDP will not provide any Tax or Import Exemption to vendors.**

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Technical Specifications (As per Annex 1)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time Delivery must be completed within 90 Days upon Issuance of Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (90 Days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

#### Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

