



REQUEST FOR QUOTATION (RFQ) (Supplies)

NAME & ADDRESS OF FIRM	DATE: May 12, 2022
	REFERENCE: Q-031/22

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of Assorted Cartridges for UNDP Juba South Sudan** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

If you are interested in submitting a Bid in response to this RFQ, please prepare your Bid in accordance with the requirements and procedure as set out in this RFQ and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this RFQ directly online in the e-tendering system () through the following link: <https://etendering.partneragencies.org> using your username and password.

You may also utilize the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this RFQ.

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Username: event.guest

Password: why2change

Should you require further clarifications email; procurement.info.ss@undp.org , kindly communicate with the contact person/s identified in the Bid Data Sheet as the focal point for queries on this RFQ.

In the course of preparing and submitting your bid, it shall remain your responsibility to ensure that it is submitted into the system by the deadline appearing on e-Tendering portal. The system will automatically block and not accept any bid after the deadline. Kindly ensure that **supporting documents required are signed and in pdf format**, and **free from any virus or corrupted files**.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by: DocuSigned by:

Taban Simon
Procurement Associate

Approved by: DocuSigned by:

Yona Samo
Head, Procurement Unit

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

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP-UNDP Office Compound -Juba, South Sudan	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Office P.O. Box 410 Juba, South Sudan	
UNDP Preferred Freight Forwarder, if any ²	NA	
Distribution of shipping documents (<i>if using freight forwarder</i>)	Required	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 2 weeks from issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Required	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on equipment -1 year <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair	
Deadline for the Submission of Quotation	20th May 2022	
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

operating manuals, shall be in this language	
Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input checked="" type="checkbox"/> ISO certificate <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% within 30 days upon delivery and confirmation that the items are in good condition for use
Liquidated Damages	<input checked="" type="checkbox"/> UNDP may cancel the contract on the following grounds <ul style="list-style-type: none"> a) If delivery is delayed beyond the period stated in this RFQ b) If items supplied are not in conformity with specification stated in Annex 1 of this RFQ
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Evidence of having supplied similar items in the past 2 years. This shall include copies of Purchase Orders, recommendation letters etc <input checked="" type="checkbox"/> Certificates of business registration <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸ <input checked="" type="checkbox"/> Product brochure/picture will should be provided for reference
UNDP will award to:	<input checked="" type="checkbox"/> One vendor only
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

⁵ First 2 items in this list are mandatory for the supply of imported goods

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

	<input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed beyond delivery period sated in this RFQ
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁹	<input checked="" type="checkbox"/> Specifications of Required Equipment (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions Civil Works: (Annex 3) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ¹⁰	Taban Simon: taban.simon@undp.org cc yonah.samo@undp.org 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.

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Annex 1**Technical Specifications and quantities**

A	LOT 1: Ministry of Finance & Planning				
S/no	Printer name	Model	Cartridges Number	Uo M	Quantity
1	HP	Color laserJet pro MFP M479 fdw	415 A	Pic	3
2	Konica Minolta	Bizhub c224c	TN 321M	Pic	3
3	HP	MFP-M428dn	59A	Pic	2
4	HP	MFPm426dw	CF226A	Pic	2
5	HP	MFPm521dn	CE255A	Pic	1
6	HP	Color LaserJet Pro m477 PCL6	410 (4pcs)	Set	5 sets
7	HP	Color LaserJet Pro810	950X	Set	5 sets
8	HP	LaserJet m470	32A	Set	4pcs
9	HP	LaserJet HP 26A (CF226A)	26A	Set	4pcs
10	HP	Boisb-1313-01	312A/cf383A	Pic	3
11	HP	SHNGC-1100-00	280A	Pic	3
12	Canon	Image Runner 2525	PC1317	Pic	3
13	HP	LaserJet M4555 MFP	90X	Pic	2pcs
14	HP	LaserJet HP 26A (CF226A)	26 A	Pic	3pcs
B	LOT 2: Ministry of Finance & Planning PFM				
1	KYOCERA	TASKALFA 3511i	TK-7205	Pic	4
2	HP LASERJET	M4555MFP	90X	Pic	4
3	HP LASERJET PRO MFP	M130FW	17A	Pic	4
4	HP LASERJET	P1102	85A	Pic	4
5	HP LASERJET PRO	M102A	85A	Pic	4
6	HP LASERJET	P2035	05A	Pic	4
7	HP LASERJET	P2035	05A	Pic	4
8	HP COLOR LASERJET PRO	MFP M277N	201A	Pic	4
9	HP LASERJET PRO 200 COLOR	MFP 276N	131A	Pic	4
10	HP LASERJET	P2035	05A	Pic	4
11	HP LASERJET PRO	M402 DNE	26A	Pic	4
12	HP XXXXXXXX	LH435/436A	278A/285A	Pic	4

13	HP LASERJET	P2035	05A	Pic	4
14	HP LASERJET PRO	M203DW	30A	Pic	4
15	CANON IMAGE RUNNER	2206	C-EXV 42	Pic	4
16	HP LASERJET PRO	M130NW	17A	Pic	4
17	HP COLOR LASERJET PRO MFP	M476DN	312A	Pic	4
18	CANON IMAGE RUNNER 2204	Canon C-EXV42 Black, Yellow and Magma Toner Cartridge (10,200 Pages)	C-EXV42	Pic	4
19	HP COLOR LASERJET PRO MFP	M181FW	205A	Pic	4
20	HP COLOR LASERJET MFP	M476DN	312A	Pic	4
21	HP LASERJET PRO MFP	M521DN	CE255A, CE255X, CE255XD	Pic	4
22	HP LASERJET PRO MFP	M426 DW	26X	Pic	4
23	KONICA MONILTA BIZHUB	C224E	A33K150, A33K450, A33K350, A33K250	Pic	4
24	KONICA MONILTA BIZHUB	C220	Black (TN-216K),cyan (TN-216C),magenta (TN-216M), and yellow (TN-216Y).	Set	4
25	KYOCERA ECOSY FS	1035MFP	TK-1140	Pic	4
26	HP OFFICEJET PRO	8610	951XL,950XL	Pic	4
27	HP LASERJET	M4555 MFP	90X	Pic	4
28	HP LASERJET PRO	8610	951XL,950XL	Pic	4
29	HP COLOR LASEJET PRO	MFP M477FDN	410A	Pic	4
30	HP LASERJET PRO	MFP M227 SDN	32A	Pic	4
31	HP LASERJET PRO	MFP M127 FN	83A	Pic	4
32	HP LASERJET PRO	MFP M127 FN	83A	Pic	4
33	HP COLOR LASERJET PRO	MFP M274N	201A	Pic	4
34	HP DESKJET	1510	61XL ink	Pic	4
35	HP LASERJET	P1102	85A	Pic	4
36	HP LASERJET	1018	12A	Pic	4
37	HP LASERJET	P2035-ERUM	05A	Pic	4
38	SHARP	MX-M464	MX-560FT	Pic	4
39	HP LASERJET PRO 200 COLOR	M251N	131A	Pic	4
40	HP COLOR LASERJET PRO	MFP M477 FNW	410A	Pic	4

41	HP LASERJET	M1132 MFP	85A	Pic	4
42	HP LASERJET PRO	MFP M426 FDW	26A	Pic	4
43	HP LASERJET	3050	12A	Pic	4
44	HP LASERJET	P2035N	05A	Pic	4
45	HP LASERJET PRO	MFP M130A	19A	Pic	4
46	CANON IMAGE RUNNER	2204	C-EXV 42	Pic	4
47	HP COLOR LASERJET PRO	MFP M177FW	130A	Pic	4
48	KYOCERA		TK-1140	Pic	4
49	HP LASERJET PRO	M130A	19A	Pic	4
50	HP LASERJET PRO	M521DN	55A	Pic	4
51	HP LASERJET	P2055	05A	Pic	4
52	HP COLOR LASERJET PRO	MFP M176N	130/A/B/C/D	Pic	4
53	HP LASERJET PRO	MFP M130A	19A	Pic	4
54	SHARP	MX-M464	MX-560FT	Pic	4
55	HP LASERJET	P2055D	05A	Pic	4
56	HP LASERJET	3052	Q2612A/FX9/FX10	Pic	4
57	HP LASERJET	P2055	05A	Pic	4
58	HP LASERJET	P2035	05A	Pic	4
59	HP LASERJET	P2055D	05A	Pic	4
60	CANON IMAGE RUNNER	2525	C-EXV 33	Pic	4
61	HP LASERJET		26A	Pic	4
62	HP LASERJET		85A	Pic	4
63	HP LASERJET		12A	Pic	4
64	TASKALFA	3511i	TK-7205	Pic	4
65	KYOCERA	TK590K,590C,590M	COLOR	Pic	4
66	CANON	2520	C-EXV 33	Pic	4
67	HP Pagewide Pro	MFP 477 dw	MFP 477 dw YMCK 913A/973X	Set	24
C	LOT 3: Ministry of Interior				
1	HP LaserJet Pro MFP M127fm	M127fw	83 A	Pic	2
2	HP LaserJet M1	212NF	85 A	Pic	2

3	HP LaserJet Pro	M130fn	17 A	Pic	3
4	HP LaserJet Pro MFP M127fm	M127fw	83 A	Pic	2
5	HP LaserJet Enterprise MFP	M527	87 A	Pic	2
6	HP LaserJet Pro MFP	M180n	205 A	Pic	2
7	HP LaserJet Pro MFP	426fdn	226 A	Pic	2
8	HP LaserJet	P2015N	Q7553 A	Pic	1
9	HP LaserJet	M1212 MFP	CE285 A	Pic	1
10	HP LaserJet	P1102	CE285 A	Pic	1
11	HP Color LaserJet Pro MFP	M477fdn	Four in One (CF410 Black (2), CF 410 Green, CF 413 Magenta Pink)	Set	24
12	HP Page Wide Enterprise Color	MFP780	Four in One (982 Yellow, 982 Pink, 982 Green, 982 Double Black)	Set	10
D	LOT 4: Vice President for Economic Cluster				
1	HP Laser Jet pro 400	M401d	CF350A	Pic	24
2	HP Laserjet	M1132 MFP	CE285A	Pic	24
3	HP LASERJET pro 400	M401 series	CF280 A	Pic	24
4	HP LASERJET PRO MFP	M13FN	CF217A	Pic	24
5	HP LASERJET Pro M203	M203	32A	Pic	24
6	Hp COLOR LASERJET PRO MFP	M477FDW	410A	Pic	24
7	Hp ASERJET 100 color mfp	M175NW	CF310A	Pic	24
E	LOT 5: Ministry of Public Service and Human Resource Development				
1	HP Laser Jet	P2055dn	A34	Pic	8
2	HP LaserJet	P1102	CE 85A	Pic	8
3	LaserJet pro	400	CE 05A	Pic	8
4	HP LaserJet	p2055	LH 05A	Pic	8
5	HP LaserJet	p2055A	CE05A	Pic	8
6	HP LaserJet	4250	Ce42A	Pic	8
7	HP LaserJet	p3005	CE51A	Pic	8
8	ECOSYS	M2035	TK-1140	Pic	8
9	HP LaserJet	1020	12A	Pic	8
10	HP LaserJet	P1102	85A	Pic	8
11	LaserJet	M1132	85A	Pic	8
12	HP DeskJet	2130	123/123 colored	Pic	8
13	Color LaserJet pro	MFP M479	415AY-415AM-415AC-415AK	Pic	8
14	HP LaserJet	M2727	53A	Pic	8
15	LaserJet pro	400	CF280A	Pic	8

16	HP LaserJet	p2055	CE505A	Pic	8
17	HP LaserJet	4250	42A	Pic	8
18	HP LaserJet	1102	85A	Pic	8
19	Kyocera	180	T350	Pic	8
20	Kyocera Taskalfa	3050ci	TK-8309K	Pic	8
21	LaserJet pro MFP	M227	CF230A	Pic	8
22	LaserJet pro MFP	M227	217A	Pic	8
23	LaserJet MFP	M1132	85A	Pic	8
24	LaserJet pro MFP	M227	CF230A	Pic	8
25	LaserJet MFP	M1132	85A	Pic	8
26	HP LaserJet 1020	1020	12A	Pic	8
27	HP LaserJet p2055	P2055	05A	Pic	8
28	HP Laser Jet	MFP M477Fdn	410A	Set	20
29	HP LaserJet 5200dfn	5200dfn	16A	Pic	8
30	HP page wide Pro MFP 477dw	MFP 477dw	YMCK 913A/973X	set	36
F	GEMS OFFICE				
1	HP LaserJet Enterprise MFP	M528	CF289A/89A	Pic	24 Pices
2	HP Pagewide pr MFP	477dw	YMCK 913A/973X	Set	40Set
G	LOT 6: National Revenue Authority				
1	Ino+	287	TN221Y, TN221M, TN221C, TN221K	Set	1
2	HP Color LaserJet pro	MFP M477 FNW	HP Original toner (CF410A/11A/12A/13A)	Pic	7
3	HP Color LaserJet pro	MFP M479 FNW	HP 415A (W2030A/31A/32A/33A)	Pic	1
4	HP Color LaserJet pro	MFP M479 FDN	HP (W2030X/31X/32X/33X)	Pic	1
5	HP LaserJet Pro Color	MFP M175A	CE310A, CE311A, CE312A, 313A	Pic	1
6	TA Triumph-Adler	P-4026lw MFP	1T02S50UT0/PK1012	Pic	2
7	HP color LaserJet Pro	MFP M283 FDW	HP 207A & 207X Toner Cartridges in BCMY	Pic	3
8	HP color LaserJet Pro	MFP M181FW	HP 205A series. {CF530A, CF531A}, CF532A, CF533A} {BCYM}	Pic	1
9	HP color LaserJet Pro	MFP M477 FDN	HP 410A & HP 410X toner cartridges		1
10	HP page wide Pro MFP 477dw	MFP 477dw	YMCK 913A/973X	set	4

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹¹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹²)***

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. Q-031/22

TABLE 1 : Offer to Supply Goods/works Compliant with specification Requirements

A	LOT 1: Ministry of Finance & Planning					Unit price (US\$)	Total price (US\$)
S/no	Printer name	Model	Cartridges Number	UoM	Quantity		
1	HP	Color laserJet pro MFP M479 fdw	415 A	Pic	3		
2	Konica Minolta	Bizhub c224c	TN 321M	Pic	3		
3	HP	MFP-M428dn	59A	Pic	2		
4	HP	MFPm426dw	CF226A	Pic	2		
5	HP	MFPm521dn	CE255A	Pic	1		
6	HP	Color LaserJet Pro m477 PCL6	410 (4pcs)	Set	5		
7	HP	Color LaserJet Pro810	950X	Set	5		
8	HP	LaserJet m470	32A	Set	4		
9	HP	LaserJet HP 26A (CF226A)	26A	Set	4		
10	HP	Boisb-1313-01	312A/cf383A	Pic	3		
11	HP	SHNGC-1100-00	280A	Pic	3		
12	Canon	Image Runner 2525	PC1317	Pic	3		
13	HP	LaserJet M4555 MFP	90X	Pic			
14	HP	LaserJet HP 26A (CF226A)	26 A	Pic	3		
B	LOT 2: Ministry of Finance & Planning PFM						
1	KYOCERA	TASKALFA 3511i	TK-7205	Pic	4		
2	HP LASERJET	M4555MFP	90X	Pic	4		
3	HP LASERJET PRO MFP	M130FW	17A	Pic	4		
4	HP LASERJET	P1102	85A	Pic	4		

5	HP LASERJET PRO	M102A	85A	Pic	4		
6	HP LASERJET	P2035	05A	Pic	4		
7	HP LASERJET	P2035	05A	Pic	4		
8	HP COLOR LASERJET PRO	MFP M277N	201A	Pic	4		
9	HP LASERJET PRO 200 COLOR	MFP 276N	131A	Pic	4		
10	HP LASERJET	P2035	05A	Pic	4		
11	HP LASERJET PRO	M402 DNE	26A	Pic	4		
12	HP XXXXXX	LH435/436A	278A/285A	Pic	4		
13	HP LASERJET	P2035	05A	Pic	4		
14	HP LASERJET PRO	M203DW	30A	Pic	4		
15	CANON IMAGE RUNNER	2206	C-EXV 42	Pic	4		
16	HP LASERJET PRO	M130NW	17A	Pic	4		
17	HP COLOR LASERJET PRO MFP	M476DN	312A	Pic	4		
18	CANON IMAGE RUNNER 2204	Canon C-EXV42 Black, Yellow and Magma Toner Cartridge (10,200 Pages)	C-EXV42	Pic	4		
19	HP COLOR LASERJET PRO MFP	M181FW	205A	Pic	4		
20	HP COLOR LASERJET MFP	M476DN	312A	Pic	4		
21	HP LASERJET PRO MFP	M521DN	CE255A, CE255X, CE255XD	Pic	4		
22	HP LASERJET PRO MFP	M426 DW	26X	Pic	4		
23	KONICA MONILTA BIZHUB	C224E	A33K150, A33K450, A33K350, A33K250	Pic	4		
24	KONICA MONILTA BIZHUB	C220	Black (TN-216K),cyan (TN-216C),magenta (TN-216M), and yellow (TN-216Y).	Set	4		
25	KYOCERA ECOSY FS	1035MFP	TK-1140	Pic	4		
26	HP OFFICEJET PRO	8610	951XL,950XL	Pic	4		
27	HP LASERJET	M4555 MFP	90X	Pic	4		
28	HP LASERJET PRO	8610	951XL,950XL	Pic	4		
29	HP COLOR LASEJET PRO	MFP M477FDN	410A	Pic	4		
30	HP LASERJET PRO	MFP M227 SDN	32A	Pic	4		
31	HP LASERJET PRO	MFP M127 FN	83A	Pic	4		
32	HP LASERJET PRO	MFP M127 FN	83A	Pic	4		

33	HP COLOR LASERJET PRO	MFP M274N	201A	Pic	4		
34	HP DESKJET	1510	61XL ink	Pic	4		
35	HP LASERJET	P1102	85A	Pic	4		
36	HP LASERJET	1018	12A	Pic	4		
37	HP LASERJET	P2035-ERUM	05A	Pic	4		
38	SHARP	MX-M464	MX-560FT	Pic	4		
39	HP LASERJET PRO 200 COLOR	M251N	131A	Pic	4		
40	HP COLOR LASERJET PRO	MFP M477 FNW	410A	Pic	4		
41	HP LASERJET	M1132 MFP	85A	Pic	4		
42	HP LASERJET PRO	MFP M426 FDW	26A	Pic	4		
43	HP LASERJET	3050	12A	Pic	4		
44	HP LASERJET	P2035N	05A	Pic	4		
45	HP LASERJET PRO	MFP M130A	19A	Pic	4		
46	CANON IMAGE RUNNER	2204	C-EXV 42	Pic	4		
47	HP COLOR LASERJET PRO	MFP M177FW	130A	Pic	4		
48	KYOCERA		TK-1140	Pic	4		
49	HP LASERJET PRO	M130A	19A	Pic	4		
50	HP LASERJET PRO	M521DN	55A	Pic	4		
51	HP LASERJET	P2055	05A	Pic	4		
52	HP COLOR LASERJET PRO	MFP M176N	130/A/B/C/D	Pic	4		
53	HP LASERJET PRO	MFP M130A	19A	Pic	4		
54	SHARP	MX-M464	MX-560FT	Pic	4		
55	HP LASERJET	P2055D	05A	Pic	4		
56	HP LASERJET	3052	Q2612A/FX9/FX10	Pic	4		
57	HP LASERJET	P2055	05A	Pic	4		
58	HP LASERJET	P2035	05A	Pic	4		
59	HP LASERJET	P2055D	05A	Pic	4		
60	CANON IMAGE RUNNER	2525	C-EXV 33	Pic	4		
61	HP LASERJET		26A	Pic	4		
62	HP LASERJET		85A	Pic	4		

63	HP LASERJET		12A	Pic	4		
64	TASKALFA	3511i	TK-7205	Pic	4		
65	KYOCERA	TK590K,590C,590M	COLOR	Pic	4		
66	CANON	2520	C-EXV 33	Pic	4		
67	HP Pagewide Pro	MFP 477 dw	MFP 477 dw YMCK 913A/973X	Set	24		
C	LOT 3: Ministry of Interior						
1	HP LaserJet Pro MFP M127fm	M127fw	83 A	Pic	2		
2	HP LaserJet M1	212NF	85 A	Pic	2		
3	HP LaserJet Pro	M130fn	17 A	Pic	3		
4	HP LaserJet Pro MFP M127fm	M127fw	83 A	Pic	2		
5	HP LaserJet Enterprise MFP	M527	87 A	Pic	2		
6	HP LaserJet Pro MFP	M180n	205 A	Pic	2		
7	HP LaserJet Pro MFP	426fdn	226 A	Pic	2		
8	HP LaserJet	P2015N	Q7553 A	Pic	1		
9	HP LaserJet	M1212 MFP	CE285 A	Pic	1		
10	HP LaserJet	P1102	CE285 A	Pic	1		
11	HP Color LaserJet Pro MFP	M477fdn	Four in One (CF410 Black (2), CF 410 Green, CF 413 Magenta Pink)	Set	24		
12	HP Page Wide Enterprise Color	MFP780	Four in One (982 Yellow, 982 Pink, 982 Green, 982 Double Black)	Set	10		
D	LOT 4: Vice President for Economic Cluster						
1	HP Laser Jet pro 400	M401d	CF350A	Pic	24		
2	HP Laserjet	M1132 MFP	CE285A	Pic	24		
3	HP LASERJET pro 400	M401 series	CF280 A	Pic	24		
4	HP LASERJET PRO MFP	M13FN	CF217A	Pic	24		
5	HP LASERJET Pro M203	M203	32A	Pic	24		
6	HP COLOR LASERJET PRO MFP	M477FDW	410A	Pic	24		
7	HP LASERJET 100 color mfp	M175NW	CF310A	Pic	24		
E	LOT 5: Ministry of Public Service and Human Resource Development						
1	HP Laser Jet	P2055dn	A34	Pic	8		
2	HP LaserJet	P1102	CE 85A	Pic	8		
3	LaserJet pro	400	CE 05A	Pic	8		
4	HP LaserJet	p2055	LH 05A	Pic	8		

5	HP LaserJet	p2055A	CE05A	Pic	8		
6	HP LaserJet	4250	Ce42A	Pic	8		
7	HP LaserJet	p3005	CE51A	Pic	8		
8	ECOSYS	M2035	TK-1140	Pic	8		
9	HP LaserJet	1020	12A	Pic	8		
10	HP LaserJet	P1102	85A	Pic	8		
11	LaserJet	M1132	85A	Pic	8		
12	HP DeskJet	2130	123/123 colored	Pic	8		
13	Color LaserJet pro	MFP M479	415AY-415AM-415AC-415AK	Pic	8		
14	HP LaserJet	M2727	53A	Pic	8		
15	LaserJet pro	400	CF280A	Pic	8		
16	HP LaserJet	p2055	CE505A	Pic	8		
17	HP LaserJet	4250	42A	Pic	8		
18	HP LaserJet	1102	85A	Pic	8		
19	Kyocera	180	T350	Pic	8		
20	Kyocera Taskalfa	3050ci	TK-8309K	Pic	8		
21	LaserJet pro MFP	M227	CF230A	Pic	8		
22	LaserJet pro MFP	M227	217A	Pic	8		
23	LaserJet MFP	M1132	85A	Pic	8		
24	LaserJet pro MFP	M227	CF230A	Pic	8		
25	LaserJet MFP	M1132	85A	Pic	8		
26	HP LaserJet 1020	1020	12A	Pic	8		
27	HP LaserJet p2055	P2055	05A	Pic	8		
28	HP Laser Jet	MFP M477Fdn	410A	Set	20		
29	HP LaserJet 5200dfn	5200dfn	16A	Pic	8		
30	HP page wide Pro MFP 477dw	MFP 477dw	YMCK 913A/973X	set	36		
F	GEMS OFFICE						
1	HP LaserJet Enterprise MFP	M528	CF289A/89A	Pic	24 Pices		
2	HP Pagewide pr MFP	477dw	YMCK 913A/973X	Set	40Set		
G	LOT 6: National Revenue Authority						
1	Ino+	287	TN221Y, TN221M, TN221C, TN221K	Set	1		
2	HP Color LaserJet pro	MFP M477 FNW	HP Original toner (CF410A/11A/12A/13A)	Pic	7		
3	HP Color LaserJet pro	MFP M479 FNW	HP 415A (W2030A/31A/32A/33A)	Pic	1		
4	HP Color LaserJet pro	MFP M479 FDN	HP (W2030X/31X/32X/33X)	Pic	1		
5	HP LaserJet Pro Color	MFP M175A	CE310A, CE311A, CE312A, 313A	Pic	1		
6	TA Triumph-Adler	P-4026lw MFP	1T02S50UT0/PK1012	Pic	2		

7	HP color LaserJet Pro	MFP M283 FDW	HP 207A & 207X Toner Cartridges in BCMY	Pic	3		
8	HP color LaserJet Pro	MFP M181FW	HP 205A series. {CF530A, CF531A}, CF532A, CF533A} {BCYM}	Pic	1		
9	HP color LaserJet Pro	MFP M477 FDN	HP 410A & HP 410X toner cartridges		1		
10	HP page wide Pro MFP 477dw	MFP 477dw	YMCK 913A/973X	set	4		

	Total Price of goods¹³	
	Cost of transport (if any)	
	Cost of insurance	
	Total Final and All-Inclusive Price Quotation (USD)	

¹³ 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: Within 2 weeks from PO issuance			
Delivery location: DAP UNDP Office compound in Juba, South Sudan			
Validity of Quotation (60 DAYS)			
Warranty period (1year)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements			

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

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

Annex 3**General Terms and Conditions****1. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier

shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, tradename or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP

to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.