



<p>United Nations Development Programme</p> <p><i>UNDP- Afghanistan</i></p> <p>Procurement Section</p>	<div style="text-align: right;"><i>INVITATION TO BID</i></div>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="text-align: left;"> <p>Number: UNDPAFG/2010/0081 - for the Supply and Delivery of Office Stationery for UNDP Afghanistan</p> <p>Page 1 of 39</p> <p>All Correspondence, Each Case and Parcel must show the ITB Number</p> </div> </div>
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UNDP- Afghanistan

Procurement Section




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for the Supply and Delivery of Office
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PLEASE READ CAREFULLY

	CHECK LIST FOR COMPLETE BID SUBMISSION*	Provided	
		Yes	No
	Bid is properly sealed		
	Language of Bid is as requested (English)		
	HARDCOPY ONE (1) ORIGINAL AND TWO (2) COPIES		
	DOCUMENTS AND ENVELOPES SHALL BE MARKED "ORIGINAL" AND "COPY" AS APPLICABLE		
	EACH ENVELOPE SHALL BE MARDED WITH "ITB No: UNDPAFG/2010/0081 - for the Supply and Delivery of Office Stationery for UNDP Afghanistan " "COPY"OR ORIGINAL AS APPLICABLE		
A	Bid submission Form		
B	Contact details of Bidder		
C	Completion for Section 6: Technical Requirements		
D	Section 5: Detailed Price Schedule		
E	Company Profile with description of similar experience.		
F	Reference List- with details of previous contracts in the same business field with description and amounts.		
G	Financial Details and information- to demonstrate a sound financial standing.		

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INVITATION LETTER

31 May 2010

Subject: ITB No: UNDPAFG/2010/0081 - for the Supply and Delivery of Office Stationery for UNDP Afghanistan.

- 1) We hereby solicit your bid for supply and delivery of Office Stationery for UNDP Country Office, and UNDP Projects based on a long term agreement for an initial period of one year, with the possibility of extension for another year, subject to performance assessment of the selected supplier.
- 2) To enable you to submit a bid, please find enclosed:

[Section 1: Instructions to Bidders](#)

[Section 2: Bid Data Sheet](#)

[Section 3: Special Terms and Conditions](#)

[Section 4: General Terms and Conditions](#)

[Section 5: Bid Submission Sheet](#)

[Section 6: Technical Requirements](#)

[Section 7: Price Schedule](#)

[Section 8: Model Long Term Agreement for the Provision of Goods and Services](#)



[Section 9: Acknowledgement Letter](#)

- 3) Bids in sealed envelopes must be delivered in **sealed HARDCOPY envelopes ONLY and should reach the following address no later than 15 June 2010 at 15:00 hours Kabul time.**

Late bids shall be rejected. Please take into sufficient consideration for shipping the documents.

Procurement Unit
United Nations Development Programme (UNDP).
Shah Mahmood Ghazi Watt, Kabul, Afghanistan
+93 20 2101682-91 / +873 763 468 863

- 4) Your submission will be considered upon the provision with this ITB the following, failure in providing the requested documents may grounds for disqualification of the bidder.
 - Company Profile with description of similar experience.
 - Reference List- with details of previous contracts in the same business field with description and amounts.
 - Financial Details and information- to demonstrate a sound financial standing.

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- Offerors must have a valid trade license and produce evidence of stock availability, warehouse facility and well defined business address.



Failure to adhere to the requirements of the ITB may be grounds for disqualification of the Bidder or, subsequently, the termination of an ensuing contract with prejudice to the supplier.

- 5) This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between your company and UNDP Afghanistan. Bidders are encouraged to acknowledge receipt of this ITB by E-mail to the UNDP Afghanistan contact person specified.

The recipients of this ITB are requested to acknowledge receipt of this solicitation document and any amendments thereto to UNDP Country Office Afghanistan by completing the Section XI acknowledgement letter. The acknowledgement letter must be signed stamped and should be sent via email to [procurement.af@undp.org] within five days after receipt of this ITB.

Failure to submit the acknowledgement letter may result in the bid being rejected

- 6) After receipt of bids, UNDP reserves the right to request any additional information or seek clarifications from the bidder to ascertain responsiveness of offers received.
- 7) UNDP reserves the right to award the contract to more than one than one responsive bidder.

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SECTION 1: INSTRUCTIONS TO BIDDERS

A. Introduction

1. **General:** The UNDP invites Sealed Bids for the supply and delivery of Office Stationery based on Long Term Agreement arrangements.
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bid.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** From the date of receipt of this ITB until instructed otherwise, all written or verbal communications by the Bidder with UNDP or any party connected with this procurement activity must be directed exclusively to the UNDP officer identified in Section 2: Bid Data Sheet of this ITB as the contact person. Any information regarding the interpretation of this ITB must be requested in writing and received by UNDP by the date indicated in Section 2: Bid Data Sheet. **(No clarification requests will be accepted after this time).** Written copies of the response (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective Bidders that received the Solicitation Documents by the date indicated in Section 2, Bid Data Sheet.
6. **Amendments of Solicitation Documents:** No later than ten (10) days prior to the Deadline for Submission of Bids, the UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the UNDP may, at its discretion, extend the Deadline for the Submission of Bids.

C. Preparation of Bids



7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the UNDP shall be written in the language indicated on the Section 2, Bid Data Sheet.

8. **Documents Comprising the Bid:**

The Bidder or the Bidder's authorised agent shall sign the Bid as indicated on the Bid Submission Sheet of this ITB.

The Bid must comprise the following documents:

- (a) A Bid Submission form;
- (b) a Price Schedule completed in accordance with Section 5, Price Schedule Sheet;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible and qualified to perform the contract if its Bid is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;
- (e) a detailed description of the essential technical and performance characteristics of the offered goods must be submitted in the format provided in the Technical Data Schedules included with the ITB, and as may be required in Section 2, Bid Data Sheet.
- (f) bid Security, if required, under clause 13 of Instructions to Bidders, and
- (g) other documents as maybe specified in Section 2, Bid Data Sheet.


Each continuation sheet or attachment shall bear the bidder's name and the person signing the bid must initial any erasures or other changes.

9. **Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the UNDP's satisfaction:

- (a) That, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorised by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) That the Bidder and the manufacturer, in the case of an agent, has the financial, technical, and production capability necessary to perform the contract.

10. **Documents Establishing Goods' Conformity to Bidding Documents:**

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The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services, which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods; including catalogues and photographs of the goods.
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in Section 2: Bid Data Sheet, following commencement of the use of the goods.



11. **Bid Currency/Bid Prices:** All prices must be quoted in Afghani. The Bidder shall indicate on the appropriate Price Schedule Sheet the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

UNDP is a tax-exempt entity. All Bids must be submitted net of any direct taxes or customs duties.

12. **Period of Validity of Bids:** Bids shall remain valid for a period after the date of Bid Submission as indicated in Section 2: Bid Data sheet. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 23 of Instructions to Bidders. In exceptional circumstances, the UNDP may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

13. **Bid Security:**

- (a) The Bidder may be requested to furnish, as part of its Bid, a Bid Security to the UNDP in the amount as indicated in Section 2, Bid Data Sheet.
- (b) The Bid Security is to be sealed in a separate envelope within the main sealed bid
- (c) The Bid Security is to protect the UNDP against the risk of the Bidder's conduct, which would warrant the security's forfeiture, pursuant to clause 13(g) below;
- (d) The Bid Security shall be denominated in US Dollars and shall be in the form of a bank guarantee, issued by a reputable bank located in Afghanistan or abroad, and in the form provided in these Solicitation Documents.
- (d) Any Bid not secured in accordance with clauses 13 a) and 13 c) above will be rejected by the UNDP as non-responsive pursuant to clause 23 of Instructions to Bidders;
- (e) Unsuccessful Bidder's Bid Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the UNDP pursuant to clause 12 of Instructions to Bidders;

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- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 28 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 29 of Instructions to Bidders;
- (g) The Bid Security may be forfeited:
1. If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or, refuses to accept the correction of errors in its Bid, or,
 2. In the case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Purchase Order in accordance with clause 28 of Instructions to Bidders, or,
 - (ii) To furnish Performance Security in accordance with clause 29 of Instructions to Bidders.

D. Submission of Bids

14. **Format and Signing of Bid:** The Bidder shall prepare one original and three copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The original and copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections.

15. Sealing and Marking of Bids:

- 15.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.
- 15.2 The inner and outer envelopes shall:
- (a) Be addressed to the UNDP at the address given in Section 2, Bid Data Sheet, of these Solicitation Documents; and
 - (b) Make reference to the "subject" indicated in the Letter of Invitation of these Solicitation Documents, and a statement: "DO NOT OPEN BEFORE", to be completed with the time and the date specified in Section 2, Bid Data Sheet for Bid Opening pursuant to clause 16 of Instructions to Bidders.
- 15.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
- 15.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, the UNDP will assume no responsibility for the Bid's misplacement or premature opening.

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15.5 The Bid Security is to be sealed in a separate envelope within the main sealed bid.

16. Deadline for Submission of Bids/Late Bids:

16.1 Bids must be delivered to the office on or before the date and time specified in the Letter of Invitation of these Solicitation Documents.

16.2 The UNDP may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the UNDP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the UNDP after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. Modification and Withdrawal of Bids: The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNDP prior to the deadline for submission. No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid Validity.

18. No Bid: If no Bid is to be submitted, the documents should not be returned to UNDP unless so requested. Written advice should be sent to UNDP with reasons for not submitting a bid and as to whether future invitations for the type of goods covered by this request are desired. Failure to comply with the above may result in removal of the name of such recipient from the Supplier list for the type of goods covered by this ITB.


19. Confidentiality of Bid: If the Bidder wishes to restrict disclosure and/or use of the data included in a Bid for any purpose other than evaluation, a statement to that effect must be included in the Bid. However, no such restrictions shall apply if the Purchase Order is issued to the Bidder.

20. Samples: Samples of items, when required, must be provided within the time specified and, unless otherwise specified by UNDP, at no expense to UNDP. Samples will not be returned.

E. Opening and Evaluation of Bids

21. Opening of Bids:

21.1 The UNDP will open all bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in Section 2, Bid Data Sheet, of this Solicitation Document. The bidders' Representatives who are present shall sign a register evidencing their attendance.

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- 21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the UNDP, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to clause 16.3 of Instructions to Bidders.
- 21.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.
1. **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids, the UNDP may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

22. Preliminary Examination:

- 23.1 Prior to the detailed evaluation, the UNDP will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one, which conforms to all the terms and conditions of the ITB without material deviations.
- 23.2 The UNDP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order as specified in Section 2, Bid Data Sheet.
- 23.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
- 23.4 A Bid determined as not substantially responsive will be rejected by the UNDP and may not subsequently be made responsive by the Bidder by correction of the non-conformity. UNDP shall use the criteria as detailed in Section 2, Bid Data Sheet to establish responsiveness.

23. **Evaluation of Bids:** UNDP will evaluate and compare the bids, which have been determined to be substantially responsive pursuant to clause 23 of Instructions to Bidders. Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

The evaluation will take into account the following criteria:

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB



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1.2	Compliance with requirements relating to technical features or the products ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents
1.4	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honouring the tax-free status of the UN.
1.5	Demonstrated ability to honour important responsibilities and liabilities allocated to supplier in this ITB (e.g. performance guarantee, warranties, or insurance coverage, etc).
1.6	Proof of after sales service capacity and appropriateness of service network.
1.7	Compliance with international health, safety and environmental standards

F. Award of Contract

24. **Award Criteria:** The UNDP will Issue the Purchase Order to the lowest priced technically qualified Bidder. The UNDP reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the UNDP's action.
25. **UNDP's Right to Vary Requirements at Time of Award:** The UNDP reserves the right at the time of making the award of contract to increase or decrease the quantity of goods specified in the Schedule of Requirements, without any change in unit price or other terms and conditions, by the amount indicated in Section 2, Bid Data Sheet.
26. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the UNDP will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Suppliers 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.
27. **Signing of the Purchase Order:** Within 30 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the UNDP.
28. **Performance Security:** When applicable, the successful Bidder shall provide the Performance Security in the form of Performance Security provided for in these Solicitation Documents, within 30 days of receipt of the Purchase Order from the UNDP.

G. Other Requirements:

29. **Delivery:** In addition to delivery data requirements specified in Section 10, Supply Requirements, the Bidder shall give a firm delivery date, as specified in Section 2, Bid Data Sheet, for the transportation



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mode selected by the UNDP. Actual delivery of the goods and performance of any related services shall be made by the Supplier, in accordance with the terms of any resulting Purchase Order as may be issued by UNDP.

30. **Start-up & Commissioning:** When applicable, the Bidder shall include in the Bid complete detailed plan for the start-up and commissioning of the equipment at the project site(s).
31. **Service Facilities:** When applicable, the Bidder must provide the name, address and a description of the local representative responsible for providing after-sales service on the products.
32. **Training:** When applicable, the Bidder must describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to UNDP. Unless otherwise agreed, such training as well as training material should be provided in the language of the Bid as specified in Section 2, Bid Data Sheet.
33. **Spare Parts Availability:** When applicable, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB or in any Purchase Order as may be issued by UNDP.
34. **Products from Developing Countries:** Bidders are encouraged to offer products from Developing Countries.
35. **Country of Origin:** Must be stated and certificate of origin must be provided with the goods.
36. **Errors and Omissions:** The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify UNDP accordingly.
37. **Material, Labour and Facilities:** No material, labour or facilities will be furnished by UNDP or its clients unless specified in the ITB.

H. Payment:

38. **Time of Payment:** Unless otherwise indicated in Section 7 (Special Terms and Conditions) of this ITB, UNDP will normally effect payment within 30 days after receipt of commercial invoice, proof of dispatch and other supporting documents.
39. **Letter of Credit:** UNDP does not accept Letter of Credit terms.
40. **Advance Payment:** It is not the policy of UNDP to approve advance payments.
41. **Discounts:** Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of commercial invoice, proof of dispatch and other supporting documents at UNDP. Payment discounts will not be considered in the financial Bid evaluation.

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42. Currency of Payment: Payment will be made in the currency in which the Purchase Order is issued.

I. Long Term Agreement

UNDP at its own discretion may wish to enter into a non-binding Long Term Agreement (LTA) as a result of this procurement process under the following conditions:

1. The Supplier/Contractor shall provide the types of services, goods and/or deliverables, quoted in this bidding process as and when negotiated by UNDP which shall be reflected in a non-binding Long Term Agreement in the form attached hereto as the "Model Long Term Long Term Agreement for the Provision of Goods and/or Services to The United Nations Development Programme".
2. Such Services and/or goods shall be at negotiated prices listed the Price Schedule and/or Bill of Quantities as applicable. The prices shall remain in effect for a period of one/two years from entry into effect of the Long Term Agreement
3. UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement, which shall be for two years.
4. In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the duration of this Agreement, the Supplier/Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Long Term Agreement."



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SECTION 2: BID DATA SHEET

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

Requests for additional \ Information (clause 5)	8 June 2010
Language of the Bid: (clause 7)	English, including supporting documents.
Documents Comprising the Bid:: (clause 8)	<p>The following must be included in the Bid submission: Bid (submitted in 1 original and 2 copies of the Bid and two copies of any descriptive literature and supporting documentation)</p> <p>The original and copies of the bid shall include the following documentation, contained in a binder, each part separated by dividers and following the order specified. For items A, B, C, D, E ,F and H you are required to use the dedicated schedules contained in this ITB.</p> <p>The Bid submission shall Contain items A, B, C, D, E and F below:</p> <ul style="list-style-type: none"> A. Cover letter (optional); B. Bid Submission Form: Fully completed and duly authorised; C. Contact details of Bidder (address, tel./fax, e-mail, contact person), and manufacturer; D. Section 6: Technical Requirements (Technical Compliant Sheets) fully completed, one Schedule per offered item including non-compliance describing deviations from the specifications or the international standards listed therein: fully completed one schedule per offered item, with individual references to relevant sections of technical specifications. Only deviations approved in writing before award of contract shall be accepted. For every individual item offered, there shall be specific mention of every Standard that applies; in the case of no deviations, the Bidder should state “NO DEVIATIONS “ and sign the schedule E. Section 5: Detailed Price Schedule sheets: Fully completed and duly authorised. F. Reference List: with details of previous contracts in the same business field with description and amounts. G. Financial Details: to demonstrate a sound financial standing H. Valid Trade License. Offerors must have a valid trade license and produce evidence of stock availability, warehouse facility and well defined business address <p>All submittals shall bear seal/markings/signature of Bidder</p> <p>N.B. Incomplete Bids may be deemed non-responsive at the discretion of UNDP.</p>



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Bid Validity Period: (clause 12)	120 days.		
Bid security: (clause 13)	Not Required		
Sealed Bids to be received at / Bids to be marked: (clause 15)	<table border="1"> <tr> <td>UNDP-Afghanistan Shah Mahmood Ghazi Watt Kabul, Afghanistan</td> <td> “ATTENTION: “ PROCUREMENT UNIT SEALED BID NO.AFG/02/2009 DEADLINE: 15 June 2010 AT 15.00 Kabul Time NOT TO BE OPENED BY REGISTRY </td> </tr> </table>	UNDP-Afghanistan Shah Mahmood Ghazi Watt Kabul, Afghanistan	“ATTENTION: “ PROCUREMENT UNIT SEALED BID NO.AFG/02/2009 DEADLINE: 15 June 2010 AT 15.00 Kabul Time NOT TO BE OPENED BY REGISTRY
UNDP-Afghanistan Shah Mahmood Ghazi Watt Kabul, Afghanistan	“ATTENTION: “ PROCUREMENT UNIT SEALED BID NO.AFG/02/2009 DEADLINE: 15 June 2010 AT 15.00 Kabul Time NOT TO BE OPENED BY REGISTRY		
Deadline for Submission of Bids: (clause 16)	15 June 2010 at 15.00 hours (Kabul time).		
Samples (clause 20)	Not applicable.		
Bid Opening (clause 21)	Public bid Opening is not required, as UNDP Country Office will assign a committee to open the bids.		
Preliminary Examination (clause 23)	<p>Bidders must satisfy ALL Criteria below to be admitted to Evaluation.</p> <p>Bid Submission Shall include:</p> <ul style="list-style-type: none"> A Bid submission Form B Contact details of Bidder C Completion for Section 6: Technical Requirements D Section 5: Detailed Price Schedule E Company Profile F Reference List G Financial Details 		



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	<p>Bids will be evaluated on the following basis:</p> <ol style="list-style-type: none"> 1. Compliance with terms and conditions of the ITB including required submissions 2. Compliance with technical specifications. 3. Price evaluation criteria. <p>Each bidder must complete the attached Technical Data Schedule conformity sheets for Technical Evaluation. (See Technical Data Schedule sheets)</p> <p>The acceptable delivery times are 2-3 days to UNDP CO and UNDP Projects (DDU). Longer delivery may be considered, if in interest of UNDP.</p> <p style="text-align: center;">Technical Evaluation Criteria</p> <p>The basis for technical evaluation is the submission of satisfactory samples of the items under this ITB. Samples will be scored from 0 to 2.</p> <p>0 No sample submitted 1 Poor Sample 2 Good sample(accepted)</p> <p style="text-align: center;">Financial Evaluation Criteria</p> <p>Contract will be awarded to the lowest technically responsive bidder.</p> <p>UNDP envisages entering into contract for two years with the option to renew for one additional year. Prices submitted in this bid shall be valid for the duration of two years.</p>
<p>Final quantities required: (clause 26)</p>	<p>UNDP does not warrant that any quantity of goods or services stipulated in Section seven (7) will be purchased.</p>
<p>Delivery terms: (clause 30)</p>	<p>DDU- Kabul (Incoterms 2000)</p>
<p>Goods for use in:</p>	<p>Afghanistan</p>
<p>Alternative Bids:</p>	<p>Alternative bids are not acceptable.</p>
<p>Deviations from Specifications</p>	<p>Minor deviations from relevant specifications may be considered. Any deviations must be submitted in writing using the non-compliance schedules provided in the specification documents.</p>

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Completeness of Bids:	UNDP expects bidders to complete and provide prices for all items in the Price Schedule. UNDP reserves the right to accept partial bidding if it sees this to in its interest and achieve value for money.
All communication must be directed to UNDP/Afghanistan officer:	Name: Procurement Unit e-mail: procurement.af@undp.org Fax: +873 763 468 836
Company Information:	Bidders not registered in the United Nations Global Marketplace are encouraged to do so. For information on registration procedures, please see http:// www.ungm.org

<p>United Nations Development Programme</p> <p><i>UNDP- Afghanistan</i></p> <p>Procurement Section</p>	<div style="text-align: center;">  </div> <div style="text-align: right; font-weight: bold; font-style: italic;"> INVITATION TO BID </div> <hr/> <div style="text-align: right;"> <p>Number: UNDPAFG/2010/0081 - for the Supply and Delivery of Office Stationery for UNDP Afghanistan</p> <p>Page 18 of 39</p> </div> <hr/> <p>All Correspondence, Each Case and Parcel must show the ITB Number</p>
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SECTION 3: SPECIAL TERMS AND CONDITIONS

The following Special Terms and Conditions shall supplement the General Terms and Conditions (GTC) of UNDP Purchase Orders (Section 3). Whenever there is a conflict, the provisions herein shall prevail over those in the General Terms and Conditions.

<p>Performance Security (clause 29 of ITB)</p>	<p>Within 14 days of signature of the Contract, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Contract Value. Depending on the total value of the Contract, UNDP may at its own discretion choose to set a fixed amount for the Performance Security.</p> <p>The Performance Security shall be valid until a date 30 days after the expiry of the contract period.</p> <p>The proceeds of the Performance Security shall be payable to UNDP as compensation for any loss resulting from the Supplier's/Contractor's failure to complete its obligations under the contract.</p> <p>The Performance Security shall be in US dollars and shall be in form and manner set in Section IX.</p>
<p>Export Licences: (Supplements clause 5 of GTC)</p>	<p>Not Applicable</p>
<p>Other Special Terms Of Payment (amends Clause 6 of GTC)</p>	<p>The Purchase Order value will be paid within 30 days against presentation of conforming invoice together with satisfactory pre-shipment inspection report and clean and original shipping documents.</p> <p>UNDP does not accept Letter of Credit terms; payment shall be made by direct bank transfer to supplier's nominated Bank account.</p> <p>It is not the policy of UNDP to approve advance payments.</p>
<p>Related Services Required (Supplements Clause 7 of GTC)</p>	<p>As stipulated in the General Terms and Conditions, the supporting documents shall include standard shipping documents, as well as satisfactory inspection report, if applicable, issued by a neutral inspection agency to be appointed by UNDP.</p>
<p>Special Transport, Insurance, Packaging or Warranty Requirements (Supplements Clause 8 of GTC)</p>	<p>Warranty: Supplier must provide warranty for items listed in Section 6</p> <p>Shipping marks, Packing List and other markings. Suppliers are informed that UNDP requires detailed and shipping marks, packing lists and other markings for goods purchased for UNDP in order to enable receipt and inspections.</p>



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Insurance	The Supplier shall cover insurance costs when and if required
Health Safety and Environment	The Supplier must ensure that all products comply with international and/or health, safety and environmental standards
Validity of Prices	<ol style="list-style-type: none"> 1. Prices for the supply of office stationery shall be reviewed every six (6) months to make sure the competitive process is maintained throughout the life of the LTA. The new prices shall be based on the lowest cost. 2. UNDP may wish to prior to the expiry date of the validity period; to extend and agree on new prices for ordering office stationery with the Supplier for an additional period.
Liquidated Damages	If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order



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SECTION 4: GENERAL TERMS AND CONDITIONS

- 1. GOODS AND SERVICES DEFINED:** Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Supplier is required to supply under this Purchase Order. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Purchase Order.
- 2. 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 authorised official of UNDP.
- 3. TAX EXEMPTION:** 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 recognise UNDP exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure. Accordingly, the Supplier authorises 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 authorised 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 authorised.
- 4. TRADE TERMS:** Whenever an INCOTERM is used in this Order it shall be interpreted in accordance with the INCOTERMS 2000.
- 5. EXPORT LICENSES:** Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export license(s) required for the goods.
- 6. PAYMENT:** Payment by UNDP does not imply acceptance of goods nor of any related work or services under this Order. UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of commercial invoice, proof of dispatch and other supporting documents specified in this Purchase Order. 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. Unless authorised 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. The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.
- 7. INSPECTION AND ACCEPTANCE:** All goods shall be subject to inspection and testing by UNDP or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNDP. If any inspection or test is made on the premises of the Supplier or its supplier, the Supplier, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Supplier or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve the Supplier from responsibility for non-conforming goods nor impose liabilities on UNDP therefor. The Supplier shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNDP. Records of all inspection work by the Supplier shall be kept complete and made available to be specified in this Order. Copies of all material certifications and test results are to be submitted to UNDP upon request.
- 8. FITNESS OF GOODS INCLUDING PACKAGING:** Supplier warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for purposes, in locations and under circumstances made known to the Supplier by UNDP. Supplier warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Supplier also warrants that the goods are securely contained, packaged and marked, taking into consideration the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate destination. Unless specified otherwise in this Order, the Supplier warrants and certifies that it will repair or replace without expense to UNDP or its clients any goods or components which prove to be defective in design, material, or workmanship within a period of twelve (12) months from the date such goods are delivered to and accepted at the final destination indicated in the Purchase Order, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier.
- 9. AFTER SALES SERVICE:** The Supplier shall maintain or provide a service organization reasonably constituted to handle requests from UNDP or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.
- 10. INDEMNIFICATION:** The Supplier shall indemnify, hold and save harmless and defend at its own expense UNDP, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Supplier or its personnel or others responsible to the Supplier in the performance pursuant to this Order.
- 11. INTELLECTUAL PROPERTY INFRINGEMENT:** The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.
- 12. FIRE AND EXTENDED COVERAGE INSURANCE:** At all times prior to delivery, the Supplier shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Order in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Supplier and UNDP as their interests may appear.
- 13. VARIATION IN QUANTITIES:** The quantities specified in this Order must not be exceeded or decreased without the prior written authorization of UNDP.
- 14. CHANGES:** UNDP may at any time by written instruction make changes within the general scope of this Order. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Order, an equitable adjustment shall be made in the order price, or delivery schedule, or both and the Order shall either be amended or terminated or reissued accordingly. Any claim for adjustment under this paragraph must be asserted within thirty (30) days

from the date of receipt by the Supplier of the notification of change; providing, however, that UNDP may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Order. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 23. However, nothing in this Clause shall excuse the Supplier from proceeding with the Order as changed. No modification of or change in the terms of this Order shall be valid or enforceable against UNDP unless it is in writing and signed by a duly authorised representative of UNDP.

15. TERMINATION FOR CONVENIENCE: UNDP may terminate this Order, in whole or in part, upon notice to the Supplier. Upon receipt of notice of termination, the Supplier shall take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNDP to the Supplier except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNDP may request the Supplier to complete. To the extent that the computation of such payment due from UNDP may not make the Supplier whole in respect of termination under this provision, the Supplier may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 13 above.

16. REMEDIES FOR DEFAULT: In case of failure by the Supplier to perform according to this Order, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, 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: (1) procure all or part of the goods from other sources, in which event UNDP may hold Supplier responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Order; (4) require Supplier to ship via premium means, at Supplier's expense, to meet the delivery schedule; (5) impose liquidated damages.

17. LIQUIDATED DAMAGES FOR DELAY: Subject to Clause 18, if the Supplier fails to deliver any or all of the goods or perform any of the services within the time period specified in the Order, UNDP may, without prejudice to any other rights and remedies deduct from the total price stipulated in this Order an amount of five-tenths percent (0.5) percent per week of delay up to a maximum of ten (10) percent of the value of this Purchase Order.

18. FORCE MAJEURE: Notwithstanding the provisions of Clauses 16 and 17, the Supplier shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this Order is the result of and event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Supplier, not involving the Supplier's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

19. SOURCE OF INSTRUCTION: The Supplier shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance pursuant to this Order. The Supplier shall refrain from any action which may adversely affect UNDP.

20. OFFICIALS NOT TO BENEFIT: The Supplier warrants that no official of UNDP has received or will be offered by the Supplier any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Order or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Order.

21. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP: Unless authorised in writing, the Supplier shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNDP or use the name (or any abbreviation thereof), emblem or official seal of UNDP for advertising or for any other purpose.

22. ASSIGNMENT AND INSOLVENCY: The Supplier shall not, except after obtaining the prior written approval of UNDP, assign, transfer, pledge or make other disposition of this Order or any part hereof or any of the Supplier's rights or obligations under this Order. Should the Supplier become insolvent or should control of the Supplier change by the virtue of insolvency, UNDP may, without prejudice to any other right or remedy, terminate this Order by giving the Supplier written notice of such termination.

23. SETTLEMENT OF DISPUTES:

- 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.
- 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.

24. PRIVILEGES AND IMMUNITIES: Nothing in or relating to this Order shall be deemed a waiver of any of the privileges and immunities of UNDP.

25. CHILD LABOUR: The Supplier represents and warrants that neither it nor any of its affiliates is engaged in an 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.

26. 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 utilised 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.



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SECTION 5: BID SUBMISSION SHEET

Must be duly completed by the Bidder and returned with the Bid

To: UNDP/Afghanistan
Shah Mahmood Ghazi Watt
Kabul, Afghanistan

Dear Sir/Madam,

Having examined the above referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods as described in Section 6 (Supply Requirements) of this ITB in conformity with the said Bidding documents as may be ascertained in accordance with the Price Schedule Sheet attached herewith and made part of this Bid.

If our Bid is accepted, we declare that we have the stock of goods available to fulfil this contract¹, and we undertake to deliver the goods in accordance with the requested delivery terms and schedule specified in the Bidding Documents.

We understand that if our bid is successful, it does not oblige UNDP to spend any monies whatsoever. Provided that a purchase order is issued by UNDP within the two years or three years period of the Contract as applicable, the undersigned hereby offers, subject to the terms of such purchase order, to furnish any or all items at the prices offered and to deliver same to the designated point(s) within the delivery time stated in the price schedule attached to this form.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder

Address of Bidder

Authorised Signature

Date:

Name of Authorised
Signature (type or print)

Functional Title of
Signatory



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SECTION 6: TECHNICAL REQUIREMENTS

Technical Compliance Sheet (TCS) to be completed by Bidders

Bidders are required to provide all the data as per the following requirements. Failure to provide any or part of the items thereof may result in the Bid being rejected

- All Prices shall be in Afghani
- Offerors must have a valid trade license and produce evidence of stock availability, warehouse facility and well defined business address.
- Technical Compliance will be based on sample submission. Sample will be scored on a scale of 0 -2. Samples that score 2 will be considered technically responsive.
- **Samples for all items MUST be submitted.**
- **Each sample submitted MUST BE CLEARLY MARKED WITH THE COMPANY NAME**

***0 - No Sample, 1- Poor Sample, 2 – Good (accepted)**

No.	Descriptions	Compliant (Y/N)	Unit	Submit Sample	UNDP Use Only
LOT 1: Stationary Items without UNDP Logo					
1	A-4 size Paper, Lucky Boss, 80 gm (Ream of 500 Sheets)	Ream	2500	√	
2	A-3 size Paper, Lucky Boss, 80 gm (Ream of 500 Sheets)	Ream	500	√	
3	A-4 Color Paper, 80 gm (Ream of 100 Sheets)	Ream	500	√	
4	Plotter paper A0, 36 inch, 45.7 mtr, HP Brand	Roll	500	√	
5	Plotter paper A1, 24 inch, 45.7 mtr, HP Brand	Roll	500	√	
6	Flip Chart Stand, Metalen	Pcs	300	√	
7	Flip Chart Paper, 60 X 90 cm, 80 gm, 12 sheets Notebook Type	Pcs	3000	√	
8	Drafting pad A4 Size, 80 - 100 pages, Plastic Cover, (No. 4)	Pcs	2500	√	
9	Drafting pad, small size, 60 pages, Plastic Cover (No. 3)	Pcs	2500	√	
10	Note Book Diary (2010), 100 pages minimum, Leather Cover	Pcs	1000	√	
11	Note Book for meeting, A4 size, 100 pages minimum, (Leather Cover)	Pcs	1000	√	
12	Registration Book, 200 Pages, Hard Cover	Pcs	500	√	
13	Sign in Posts (with Sign Here Mark)	Pcs	3000	√	
14	Carbon Paper A4 size, SAILING BOAT, Box of 100 sheets	box	100	√	
15	Carton File, A4 Blue with plastic label, large size (No. 556)	Pcs	1500	√	



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No.	Descriptions	Compliant (Y/N)	Unit	Submit Sample	UNDP Use Only
16	Copy Holder A4 size, (LIA GBA, LB. 616)	Pcs	500	√	
17	Plastic File A4 size (with Pocket & Fastner) , Good Quality	Pcs	2500	√	
18	Plastic Folder (2 opened & 2 closed sides) L Shape, A4 size , Good Quality	Pcs	3000	√	
19	Plastic Cover with hole for Filing, (Thick & Transparent)	Pcs	3000	√	
20	Plastic Cover without hole for Filing (Thick & Transparent)	Pcs	3000	√	
21	Ring File A4 size, (2-Ring File, Thick Cover, 12mm)	Pcs	1500	√	
22	Box File, 2 holes, A4, 1.5"	pcs	1000	√	
23	Box File, 2 holes, A4, 2"	pcs	1000	√	
24	Box File, 2 holes, A4, 2.5 "	pcs	1000	√	
25	Box File, 2 holes, A4, 3"	pcs	1000	√	
26	Rotating slips (Book for Signature, Big Size)	pcs	200	√	
27	Manila Folder	pcs	5000	√	
28	Folder with pocket inside	pcs	3000	√	
29	Hanging Folder	pcs	2500	√	
30	Hanging file (ALPHA Company)	pcs	2500	√	
31	UNDP Printed Folders, large size A4	pcs	10000	√	
32	UNDP logo Folder	Pcs	5000	√	
33	UN Logo Envelope A4 size	Pcs	10000	√	
34	UN Logo Envelope Medium size	Pcs	10000	√	
35	UN Logo Envelope , small size	Pcs	10000	√	
36	Removable self stick notes pad 2" x 2"	Pcs	3000	√	
37	Removable self stick notes pad 2" x 3"	Pcs	4000	√	
38	Removable self stick notes pad 3" x 3"	Pcs	4000	√	
39	Removable self stick notes pad 3" x 4"	Pcs	4000	√	
40	Removable self stick notes pad 3" x 5"	Pcs	4500	√	
41	Visitor Card folder 100-180 capacity, plastic	Pcs	500	√	
42	Visitor Card folder 400 capacity, plastic	Pcs	500	√	
43	Table Calendar, Year 2010	Pcs	500	√	
44	Bags - Hand type, plastic handbags carrying (Accodian Type)	Pcs	2000	√	
45	Ball point pen, different colors, (STAEDTLER, 430 M, Metal Point)	Dozen	1000	√	
46	Pen, Water-resistant ink, fiber tip, 135mm length with cap, blue and red (12 pcs each dozen)	Dozen	200	√	
47	Fine pen, best quality different colors, (Sign Ball 07, Orange Company),	Dozen	200	√	



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No.	Descriptions	Compliant (Y/N)	Unit	Submit Sample	UNDP Use Only
48	Signpen, fibre tip, 160 mm length with cap, blue, black and red (12 pcs each dozen)	Dozen	200	√	
49	Board Marker, different colors, (Snowman)	Dozen	200	√	
50	Permanent Marker, different colors, (Snowman)	Dozen	200	√	
51	Highlighter pen different colors , felt type disposable , slanted tip with cap,	Pcs	3000	√	
52	Pencil (Babei)	Dozen	200	√	
53	Fluid Correction roller pen 7ml (UNI)	Pcs	200	√	
54	File Divider, 10 color set , paper	dozen	3000	√	
55	File Divider, 10 color set, plastic	dozen	3000	√	
56	Push pin (50 pieces per box)	Box	1000	√	
57	Stamp pad (HORSE No. 3)	Pcs	500	√	
58	Stamp ink (HORSE)	Pcs	500	√	
59	Binder Clip, 51mm (12 pieces per box)	Box	500	√	
60	Binder Clip, 41mm (12 pieces per box)	Box	800	√	
61	Binder Clip, 32mm (12 pieces per box)	Box	1000	√	
62	Binder Clip, 25mm (12 pieces per box)	Box	1200	√	
63	Binder Clip, 19mm (12 pieces per box)	Box	1500	√	
64	Paper Cutter (No. 0423, SDI)	Pcs	1000	√	
65	Pencil Eraser (Pelikan, AL 30)	Pcs	1000	√	
66	Glue Stick UHU, 21gm	Pcs	100	√	
67	Paper clip, 36 mm(Three Flower) (100 pieces per box)	Box	1000	√	
68	Paper clip, triangular or other shapes, 32 mm	Box	1000	√	
69	Paper tray blue 2 floor , blue	Pcs	500	√	
70	Paper tray blue 3 floor , blue	Pcs	500	√	
71	Pen Holder, large size	Pcs	300	√	
72	Dust Bin Blue, Medium Size	Pcs	300	√	
73	Punch Big 50-100 papers capacity (KW Brand)	Pcs	100	√	
74	Punch Small 20-40 papers capacity (KW Brand)	Pcs	600	√	
75	Scotch Tape, small size (1 inch, Johnson Brand)	Roll	1000	√	
76	Scotch tape big size (2 inch, Shield Tape)	Roll	400	√	
77	Scotch tape holder (Easy Cut JK 500)	Pcs	300	√	
78	Staplers machine Big Size (KW 50 SA, up to 140 page capacity)	Pcs	600	√	
79	Staplers machine Small Size (LOTUS HD-45), capacity to staple 30 sheets	Pcs	600	√	
80	Staples pin small (Deli No. 0012)	Box	1000	√	
81	Staples pin Big	Box	1000	√	



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No.	Descriptions	Compliant (Y/N)	Unit	Submit Sample	UNDP Use Only
82	Staplers Remover	Pcs	1000	√	
83	Scissors, 180mm long over all, stainless steel , for general purpose	Pcs	600	√	
84	Table sharpener (KW 316 A)	Pcs	300	√	
85	Eraser (Duster)	Pcs	500	√	
86	Pencil Sharpener, small size, Metalen	Pcs	500	√	
87	Tape for Packing large size, 2 inch (CROWN)	Pcs	1000	√	
88	Correction Fluid (Pelikan, 2 Bottles)	Box	500		
89	Masking Tape 2.5 inch (DENKO), yellow, brown, transparent plastic	Pcs	500	√	
90	Masking Tape 3 inch (DENKO), yellow, brown, transparent plastic	Pcs	500	√	
91	Ruler 50cm (Plastic)	Pcs	500	√	
92	Ruler 100 cm (Metalen)	Pcs	500	√	
93	Calculator- Solar/light powered , 12 digits capacity, performs roots, powers, reciprocals, common and natural logarithms, trigonometry (in degrees and radians or grads)	Pcs	300	√	
94	Desk Calculator – 10-12 digits capacity, large digits, four basic functions, percentage, add on and discount calculation,	pcs	600	√	
95	White Board, 120 X 80 cm or large size	Pcs	500	√	
96	Computer Cleaner-generally for Keyboards, Gas Ecologic spray (CLEANETTE PAF, 400 ml)	Pcs	1500	√	
97	Computer Cleaner- Generally for Laptops & desktop screen cleaning (Insta Clean, 260 ml)	Pcs	1500	√	
98	Disk Lamp, Medium Size	Pcs	500	√	
99	CD-RW, 700 MB, SONY Original	Pcs	3000	√	
100	DVD-RW, 4.7 GB, SONY Original	Pcs	2000	√	
101	CD-Recordable, 700 MB, SONY Original	Pcs	2000	√	
102	Notice Board Medium size, 90 X 60cm	Pcs	500	√	
103	Batteries AA Size, SONY Original	Pair	2000	√	
104	Batteries Small AAA Size, SONY Original	Pair	2000	√	




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No.	Descriptions	Compliant (Y/N)	Unit	Submit Sample	UNDP Use Only
LOT 2: Stationeries with UNDP Afghanistan Logo in English and Dari/Pashtoo					
					
1	Drafting pad A4 Size, 80 - 100 pages, Plastic Cover, (No. 4),	Pcs	2500	√	
2	Drafting pad, small size, 60 pages, Plastic Cover (No. 3),	Pcs	3000	√	
3	Diary (2011), Leather Cover, good quality with ring, UNDP Afghanistan on each page	Pcs	3000	√	
4	Note Book for meeting, A4 size, 100 pages minimum, (Leather Cover)	Pcs	1500	√	
5	Registration Book, 200 Pages, Hard Cover	Pcs	1000	√	
6	Carton File, A4 Blue with plastic label, large size (No. 556) , With UNDP Logo	Pcs	500	√	
7	Ring File A4 size, (2-Ring File, Thick Cover, 12mm)	Pcs	2000	√	
8	Box File, 2 holes, A4, 1.5"	Pcs	1500	√	
9	Box File, 2 holes, A4, 2"	pcs	1000	√	
10	Box File, 2 holes, A4, 2.5 "	pcs	1000	√	
11	Box File, 2 holes, A4, 3"	pcs	1000	√	
12	Rotating slips (Book for Signature, Big Size)	pcs	1000	√	
13	Manila Folder	pcs	200	√	
14	Hanging Folder	pcs	5000	√	
15	Hanging file (ALPHA Company)	pcs	1000	√	
16	UNDP Printed Folders, large size A4	pcs	1000	√	
17	UN Logo Envelope A4 size	pcs	3000	√	
18	UN Logo Envelope Medium size	Pcs	10000	√	
19	UN Logo Envelope , small size	Pcs	10000	√	
20	Visitor Card folder 100-180 capacity, plastic	Pcs	10000	√	
21	Visitor Card folder 400 capacity, plastic	Pcs	500	√	
22	Bags - Hand type, plastic handbags carrying (Accodian Type)	Pcs	500	√	
23	Ball point pen, different colors, (STAEDTLER, 430 M, Metal Point) each dozen having 10 pcs	Pcs	500	√	
24	Pen, Water-resistant ink, fiber tip, 135mm length with	Dozen	1000	√	



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No.	Descriptions	Compliant (Y/N)	Unit	Submit Sample	UNDP Use Only
	cap, blue and red (12 pcs each dozen)				
25	Fine pen, best quality , 400 - blue, 60-black and 40- red, (Sign Ball 07, Orange Company),	Dozen	200	√	
26	Signpen, fibre tip, 160 mm length with cap, blue, (12 pcs each dozen)	Dozen	500	√	
27	Board Marker, different colors,	Dozen	200	√	
28	Permanent Marker, different colors,	Dozen	200	√	
29	Highlighter pen different colors , felt type disposable , slanted tip with cap,	Dozen	200	√	
30	Paper tray blue 2 floor , blue	Pcs	3000	√	
31	Paper tray blue 3 floor , blue	Pcs	500	√	
32	Pen Holder, large size	Pcs	500	√	
33	Punch Big 50-100 papers capacity (KW Brand)	Pcs	300	√	
34	Punch Small 20-40 papers capacity (KW Brand)	Pcs	100	√	
35	Scotch tape holder (Easy Cut JK 500)	Pcs	600	√	
36	Staplers machine Big Size (KW 50 SA, up to 140 page capacity)	Pcs	300	√	
37	Staplers machine Small Size (LOTUS HD-45), capacity to staple 30 sheets	Pcs	600	√	
38	Correction Fluid (Pelikan, 2 Bottles)	Pcs	600	√	
39	Masking Tape 2.5 inch (DENKO), yellow, brown, transparent plastic	Box	500	√	
40	Masking Tape 3 inch (DENKO), yellow, brown, transparent plastic	Pcs	500	√	
41	Calculator- Solar/light powered , 12 digits capacity, performs roots, powers, reciprocals, common and natural logarithms, trigonometry (in degrees and radians or grads)	Pcs	500	√	
42	Desk Calculator – 10-12 digits capacity, large digits, four basic functions, percentage, add on and discount calculation,	Pcs	300	√	

Please provide a separate list of any additional stationary items that you can provide that are not listed here.



SECTION 7: PRICE SCHEDULE

VALIDITY OF PRICES:

1. Prices shall remain valid for a period of one (1) year from the Effective Date of this Contract. UNDP shall have the right to order goods at any time during this validity period. If requested by UNDP.
2. Prices for the supply of office stationery shall be reviewed every six (6) months to make sure the competitive process is maintained throughout the life of the LTA. The new prices shall be based on the lowest cost.
3. UNDP may wish to prior to the expiry date of the validity period; to extend and agree on new prices for ordering supplies for an additional period. The Supplier shall provide prices that are competitive.
4. If market prices under this contract should decrease such decrease will be reflected in the prices from the Supplier to UNDP.
5. All costs/unit prices must be exclusive of customs, taxes and duties.
6. UNDP has the right opt out for any suitable freight and insurance charges related thereto, and if deems necessary reimburse the Supplier of these items at actual substantiated costs.
7. UNDP does not warrant that any quantity will be purchased during the term of this Agreement.

ADVANCE PAYMENT:

The Financial Regulations and Rules of UNDP preclude advance payments or payments by Letters of Credit. Such provisions will be prejudicial to its evaluation by UNDP. The normal payment terms of UNDP are 30 days upon satisfactory completion of goods or services and acceptance thereof by UNDP.

Must be duly completed by the Bidder and returned with the Bid. Supplementary information shall be Must be duly completed by the Bidder and returned with the Bid. Supplementary information shall be attached according to the requirements herein.



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Price Schedule

- All Prices shall be in Afghani
- Offerors must have a valid trade license and produce evidence of stock availability, warehouse facility and well defined business address.
- UNDP reserves the right to award the contract to more than one than one responsive bidder.

No.	Description	Unit	Quantity	Discounted Unit Price AFN	Discounted total price/AFN
LOT 1: Stationary Items without UNDP Logo					
1	A-4 size Paper, Lucky Boss, 80 gm (Ream of 500 Sheets)	Ream	2500		
2	A-3 size Paper, Lucky Boss, 80 gm (Ream of 500 Sheets)	Ream	500		
3	A-4 Color Paper, 80 gm (Ream of 100 Sheets)	Ream	500		
4	Plotter paper A0, 36 inch, 45.7 mtr, HP Brand	Roll	500		
5	Plotter paper A1, 24 inch, 45.7 mtr, HP Brand	Roll	500		
6	Flip Chart Stand, Metalen	Pcs	300		
7	Flip Chart Paper, 60 X 90 cm, 80 gm, 12 sheets Notebook Type	Pcs	3000		
8	Drafting pad A4 Size, 80 - 100 pages, Plastic Cover, (No. 4)	Pcs	2500		
9	Drafting pad, small size, 60 pages, Plastic Cover (No. 3)	Pcs	2500		
10	Note Book Diary (2010), 100 pages minimum, Leather Cover	Pcs	1000		
11	Note Book for meeting, A4 size, 100 pages minimum, (Leather Cover)	Pcs	1000		
12	Registration Book, 200 Pages, Hard Cover	Pcs	500		
13	Sign in Posts (with Sign Here Mark)	Pcs	3000		
14	Carbon Paper A4 size, SAILING BOAT, Box of 100 sheets	box	100		
15	Carton File, A4 Blue with plastic label, large size (No. 556)	Pcs	1500		
16	Copy Holder A4 size, (LIA GBA, LB. 616)	Pcs	500		
17	Plastic File A4 size (with Pocket & Fastner) , Good Quality	Pcs	2500		
18	Plastic Folder (2 opened & 2 closed sides) L Shape, A4 size , Good Quality	Pcs	3000		
19	Plastic Cover with hole for Filing, (Thick & Transparent)	Pcs	3000		
20	Plastic Cover without hole for Filing (Thick & Transparent)	Pcs	3000		
21	Ring File A4 size, (2-Ring File, Thick Cover, 12mm)	Pcs	1500		
22	Box File, 2 holes, A4, 1.5"	pcs	1000		



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No.	Description	Unit	Quantity	Discounted Unit Price AFN	Discounted total price/AFN
23	Box File, 2 holes, A4, 2"	pcs	1000		
24	Box File, 2 holes, A4, 2.5 "	pcs	1000		
25	Box File, 2 holes, A4, 3"	pcs	1000		
26	Rotating slips (Book for Signature, Big Size)	pcs	200		
27	Manila Folder	pcs	5000		
28	Folder with pocket inside	pcs	3000		
29	Hanging Folder	pcs	2500		
30	Hanging file (ALPHA Company)	pcs	2500		
31	UNDP Printed Folders, large size A4	pcs	10000		
32	UNDP logo Folder	Pcs	5000		
33	UN Logo Envelope A4 size	Pcs	10000		
34	UN Logo Envelope Medium size	Pcs	10000		
35	UN Logo Envelope , small size	Pcs	10000		
36	Removable self stick notes pad 2" x 2"	Pcs	3000		
37	Removable self stick notes pad 2" x 3"	Pcs	4000		
38	Removable self stick notes pad 3" x 3"	Pcs	4000		
39	Removable self stick notes pad 3" x 4"	Pcs	4000		
40	Removable self stick notes pad 3" x 5"	Pcs	4500		
41	Visitor Card folder 100-180 capacity, plastic	Pcs	500		
42	Visitor Card folder 400 capacity, plastic	Pcs	500		
43	Table Calendar, Year 2010	Pcs	500		
44	Bags - Hand type, plastic handbags carrying (Accodian Type)	Pcs	2000		
45	Ball point pen, different colors, (STAEDTLER, 430 M, Metal Point)	Dozen	1000		
46	Pen, Water-resistant ink, fiber tip, 135mm length with cap, blue and red (12 pcs each dozen)	Dozen	200		
47	Fine pen, best quality different colors, (Sign Ball 07, Orange Company),	Dozen	200		
48	Signpen, fibre tip, 160 mm length with cap, blue, black and red (12 pcs each dozen)	Dozen	200		
49	Board Marker, different colors, (Snowman)	Dozen	200		
50	Permanent Marker, different colors, (Snowman)	Dozen	200		
51	Highlighter pen different colors , felt type disposable , slanted tip with cap,	Pcs	3000		
52	Pencil (Babei)	Dozen	200		
53	Fluid Correction roller pen 7ml (UNI)	Pcs	200		
54	File Divider, 10 color set , paper	dozen	3000		



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No.	Description	Unit	Quantity	Discounted Unit Price AFN	Discounted total price/AFN
55	File Divider, 10 color set, plastic	dozen	3000		
56	Push pin (50 pieces per box)	Box	1000		
57	Stamp pad (HORSE No. 3)	Pcs	500		
58	Stamp ink (HORSE)	Pcs	500		
59	Binder Clip, 51mm (12 pieces per box)	Box	500		
60	Binder Clip, 41mm (12 pieces per box)	Box	800		
61	Binder Clip, 32mm (12 pieces per box)	Box	1000		
62	Binder Clip, 25mm (12 pieces per box)	Box	1200		
63	Binder Clip, 19mm (12 pieces per box)	Box	1500		
64	Paper Cutter (No. 0423, SDI)	Pcs	1000		
65	Pencil Eraser (Pelikan, AL 30)	Pcs	1000		
66	Glue Stick UHU, 21gm	Pcs	100		
67	Paper clip, 36 mm(Three Flower) (100 pieces per box)	Box	1000		
68	Paper clip, triangular or other shapes, 32 mm	Box	1000		
69	Paper tray blue 2 floor , blue	Pcs	500		
70	Paper tray blue 3 floor , blue	Pcs	500		
71	Pen Holder, large size	Pcs	300		
72	Dust Bin Blue, Medium Size	Pcs	300		
73	Punch Big 50-100 papers capacity (KW Brand)	Pcs	100		
74	Punch Small 20-40 papers capacity (KW Brand)	Pcs	600		
75	Scotch Tape, small size (1 inch, Johnson Brand)	Roll	1000		
76	Scotch tape big size (2 inch, Shield Tape)	Roll	400		
77	Scotch tape holder (Easy Cut JK 500)	Pcs	300		
78	Staplers machine Big Size (KW 50 SA, up to 140 page capacity)	Pcs	600		
79	Staplers machine Small Size (LOTUS HD-45), capacity to staple 30 sheets	Pcs	600		
80	Staples pin small (Deli No. 0012)	Box	1000		
81	Staples pin Big	Box	1000		
82	Staplers Remover	Pcs	1000		
83	Scissors, 180mm long over all, stainless steel , for general purpose	Pcs	600		
84	Table sharpener (KW 316 A)	Pcs	300		
85	Eraser (Duster)	Pcs	500		
86	Pencil Sharpener, small size, Metalen	Pcs	500		
87	Tape for Packing large size, 2 inch (CROWN)	Pcs	1000		
88	Correction Fluid (Pelikan, 2 Bottles)	Box	500		



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No.	Description	Unit	Quantity	Discounted Unit Price AFN	Discounted total price/AFN
89	Masking Tape 2.5 inch (DENKO), yellow, brown, transparent plastic	Pcs	500		
90	Masking Tape 3 inch (DENKO), yellow, brown, transparent plastic	Pcs	500		
91	Ruler 50cm (Plastic)	Pcs	500		
92	Ruler 100 cm (Metalen)	Pcs	500		
93	Calculator- Solar/light powered , 12 digits capacity, performs roots, powers, reciprocals, common and natural logarithms, trigonometry (in degrees and radians or grads)	Pcs	300		
94	Desk Calculator – 10-12 digits capacity, large digits, four basic functions, percentage, add on and discount calculation,	pcs	600		
95	White Board, 120 X 80 cm or large size	Pcs	500		
96	Computer Cleaner-generally for Keyboards, Gas Ecologic spray (CLEANETTE PAF, 400 ml)	Pcs	1500		
97	Computer Cleaner- Generally for Laptops & desktop screen cleaning (Insta Clean, 260 ml)	Pcs	1500		
98	Disk Lamp, Medium Size	Pcs	500		
99	CD-RW, 700 MB, SONY Original	Pcs	3000		
100	DVD-RW, 4.7 GB, SONY Original	Pcs	2000		
101	CD-Recordable, 700 MB, SONY Original	Pcs	2000		
102	Notice Board Medium size, 90 X 60cm	Pcs	500		
103	Batteries AA Size, SONY Original	Pair	2000		
104	Batteries Small AAA Size, SONY Original	Pair	2000		
Total Unit Price					



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No.	Description	Unit	Quantity	Discounted Unit Price AFN	Discounted total price/AFN
LOT 2: Stationeries with UNDP Afghanistan Logo in English and Dari/Pashtoo					
1	Drafting pad A4 Size, 80 - 100 pages, Plastic Cover, (No. 4),	Pcs	2500		
2	Drafting pad, small size, 60 pages, Plastic Cover (No. 3),	Pcs	3000		
3	Diary (2011), Leather Cover, good quality with ring, UNDP Afghanistan on each page	Pcs	3000		
4	Note Book for meeting, A4 size, 100 pages minimum, (Leather Cover)	Pcs	1500		
5	Registration Book, 200 Pages, Hard Cover	Pcs	1000		
6	Carton File, A4 Blue with plastic label, large size (No. 556) , With UNDP Logo	Pcs	500		
7	Ring File A4 size, (2-Ring File, Thick Cover, 12mm)	Pcs	2000		
8	Box File, 2 holes, A4, 1.5"	Pcs	1500		
9	Box File, 2 holes, A4, 2"	pcs	1000		
10	Box File, 2 holes, A4, 2.5 "	pcs	1000		
11	Box File, 2 holes, A4, 3"	pcs	1000		
12	Rotating slips (Book for Signature, Big Size)	pcs	1000		
13	Manila Folder	pcs	200		
14	Hanging Folder	pcs	5000		
15	Hanging file (ALPHA Company)	pcs	1000		
16	UNDP Printed Folders, large size A4	pcs	1000		
17	UN Logo Envelope A4 size	pcs	3000		
18	UN Logo Envelope Medium size	Pcs	10000		
19	UN Logo Envelope , small size	Pcs	10000		
20	Visitor Card folder 100-180 capacity, plastic	Pcs	10000		
21	Visitor Card folder 400 capacity, plastic	Pcs	500		
22	Bags - Hand type, plastic handbags carrying (Accodian Type)	Pcs	500		
23	Ball point pen, different colors, (STAEDTLER, 430 M, Metal Point) each dozen having 10 pcs	Pcs	500		



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No.	Description	Unit	Quantity	Discounted Unit Price AFN	Discounted total price/AFN
24	Pen, Water-resistant ink, fiber tip, 135mm length with cap, blue and red (12 pcs each dozen)	Dozen	1000		
25	Fine pen, best quality , 400 - blue, 60-black and 40- red, (Sign Ball 07, Orange Company),	Dozen	200		
26	Signpen, fibre tip, 160 mm length with cap, blue, (12 pcs each dozen)	Dozen	500		
27	Board Marker, different colors,	Dozen	200		
28	Permanent Marker, different colors,	Dozen	200		
29	Highlighter pen different colors , felt type disposable , slanted tip with cap,	Dozen	200		
30	Paper tray blue 2 floor , blue	Pcs	3000		
31	Paper tray blue 3 floor , blue	Pcs	500		
32	Pen Holder, large size	Pcs	500		
33	Punch Big 50-100 papers capacity (KW Brand)	Pcs	300		
34	Punch Small 20-40 papers capacity (KW Brand)	Pcs	100		
35	Scotch tape holder (Easy Cut JK 500)	Pcs	600		
36	Staplers machine Big Size (KW 50 SA, up to 140 page capacity)	Pcs	300		
37	Staplers machine Small Size (LOTUS HD-45), capacity to staple 30 sheets	Pcs	600		
38	Correction Fluid (Pelikan, 2 Bottles)	Pcs	600		
39	Masking Tape 2.5 inch (DENKO), yellow, brown, transparent plastic	Box	500		
40	Masking Tape 3 inch (DENKO), yellow, brown, transparent plastic	Pcs	500		
41	Calculator- Solar/light powered , 12 digits capacity, performs roots, powers, reciprocals, common and natural logarithms, trigonometry (in degrees and radians or grads)	Pcs	500		
42	Desk Calculator – 10-12 digits capacity, large digits, four basic functions, percentage, add on and discount calculation,	Pcs	300		
Total Unit Price					

Please provide a separate Price list of any additional stationary items that you can provide that are not listed here.

UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement, which shall be for two years.



SECTION 8: MODEL LONG TERM AGREEMENT FOR THE PROVISION OF GOODS AND SERVICES

TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its UNDP Country Office at Shah Mahmood Ghazi Watt, Kabul, Afghanistan (hereinafter “UNDP”) and _____ (hereinafter called “Contractor”) with its headquarters at _____.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of goods/services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Invitation to Bid[to complete] the offer of the Contractor was accepted;



NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of goods/services and deliverables, which are specified in Section VI, as and when negotiated by UNDP and reflected in this contract in accordance with Section VII: Price Schedule..
2. UNDP does not warrant that any quantity of goods or services will be purchased during the term of this Agreement, which shall be for two years.

Article 2: CHANGES IN CONDITION

In the event of any advantageous technical changes and/or downward pricing of the goods or services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

<p>United Nations Development Programme</p> <p><i>UNDP- Afghanistan</i></p> <p>Procurement Section</p>	<div style="text-align: right;"><i>INVITATION TO BID</i></div>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="text-align: left;"> <p>Number: UNDPAFG/2010/0081 - for the Supply and Delivery of Office Stationery for UNDP Afghanistan Page 36 of 39</p> <p>All Correspondence, Each Case and Parcel must show the ITB Number</p> </div> </div>
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Article 3: CONTRACTOR'S REPORTING

5. The Contractor will report quarterly to UNDP on the goods/services provided to UNDP Country Office and its projects.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6. The standard UNDP General Terms and Conditions for goods, attached as Section V, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

Article 6: THIS ARRANGEMENT IS NOT A BINDING COMMITMENT

9. The Supplier understands that this contract represents an offer on the part of the Supplier to provide UNDP with the items at the prices and under the terms and conditions detailed therein for the duration of this contract and does not represent a contract in and of itself or oblige UNDP to spend any monies whatsoever.
10. The values or volumes contained in this contract are estimate only, and in no way represent UNDP's total obligation to the Supplier. UNDP is not obliged to purchase any minimum quantity of equipment or services.

Article 7: A PURCHASE ORDER IS A BINDING COMMITMENT

11. Purchase Order (s) issued by UNDP pursuant to this Contract will form the only binding contract (s) between UNDP and the Supplier.
12. By reference to this contract, the Purchase Order(s) will incorporate all of the terms and conditions contained in this contract. UNDP's liability will be limited to the purchase of the

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items stipulated in this contract and no increase in the total liability of UNDP or in the price of items will be authorized or paid to the Supplier unless such increases have been pre-approved by UNDP, in writing, prior to shipment.

13. In case of ambiguities, discrepancies or inconsistencies between this contract and a Purchase Order issued by UNDP, this contract shall have precedence over any Purchase Order.

IN WITNESS WHEREOF, the duly authorized representatives of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS
DEVELOPMENT PROGRAMME

Date: _____

Date: _____



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Section 9: Acknowledgement Letter

PLEASE TYPE OR PRINT ELEGIBLY & RETURN BY EMAIL TO: procurement.af@undp.org

Date

Dear Mr.,

Subject: “ITB No: UNDPAFG/2010/0081 - for the Supply and Delivery of Office Stationery for UNDP Afghanistan

We the undersigned acknowledge receipt of your Request for Proposal dated _____ for **the Supply and Delivery of Office Stationery for UNDP Afghanistan on long term basis.**
and here by confirm that

- a) we intend
- b) we do not intend

To submit a bi to the United Nations Development Programme by the deadline of _____.

Name of our representative (s) designated for this engagement				 , and 2.....	
Firm/Company's name (Proposer)						
Address:						
City		State		Zip		
Signature of Authorized Representative:						
Name		Title				
Telephone No.		Ext.		Fax No.		
Email address						



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Section 10 - Performance Security/ Bank GUARANTEE (form of)

We [Bank name] have been informed that the United Nations Development Programme (hereinafter called "the UNDP") which has its Headquarter in New York concluded on date _____ a contract [contract title and No.] with [Name of the company] hereinafter refereed to as "the Contractor" whom has its headquarter in _____ at a total price of _____ US dollars (\$ _____), to execute [Insert title of contract and brief description of works].

Whereas it has been stipulated in the Contract that the Contractor shall furnish the UNDP with a Bank Guarantee by a recognized Bank for the sum specified thereafter as security for compliance with his obligations in accordance with the Contract,

Whereas we have agreed to give the UNDP such a Bank Guarantee

And according to this contract, UNDP is required to make an advance payment to the Contractor of _____ US\$, being ____ % of the total price.

Now therefore, this being stated, we, [BANK NAME] [BANK BRANCH], irrespective of the validity and the legal effect of the above mentioned contract and waiving all rights of objection and defense arising therefrom, hereby irrevocably affirm we are the Guarantor and responsible to you, and on behalf of the Contractor undertake to pay you, upon your first written demand and without cavil or argument any sum or sums within the limits of [INSERT AMOUNT OF GUARANTEE IN FIGURES AND IN WORDS] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed therunder or of any of the Contract Documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of issue of the Taking-Over Certificate

This guarantee is revocable only with the written consent of the UNDP.

Parties hereby agree on the terms of this bank's guarantee letter.

SIGNATURE AND SEAL: _____ Name of Bank/ Financial

Institution: _____
Adresse: _____
Sate: _____