



## REQUEST FOR QUOTATION (RFQ)

REFERENCE: <b>RFQ/KRT/ESP/09/042</b>	DATE: 23 September 2009
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Dear Sir / Madam:

You are kindly requested to submit your quotation for **Warehouse/Office Supplies** in accordance with the minimum technical specifications enclosed by 30 September 2009 at 16:00 hours. Original offers shall be received by email or hand delivery marked **RFQ/KRT/ESP/09/042** **Provision of Warehouse/Office Supplies** at the following address before the indicated deadline:

Attention: Mr. Marco Moreno, Procurement Specialist  
 United Nations Development Programme  
 House No. 28, Block 10  
 Riyadh  
 Khartoum, Sudan  
 Email: [martin.boben@undp.org](mailto:martin.boben@undp.org); [marco.moreno@undp.org](mailto:marco.moreno@undp.org)

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	Warehouse/Office Supplies, <b>see Annex 1 for Minimum Specifications.</b>	See Annex 1

TERM AND CONDITIONS	
Delivery Term, Place	CIF Khartoum
Payment Terms	Goods and Services will be paid in USD and/or SDG upon delivery, submission of suppliers invoice according to UN General Conditions of Contract for Goods.  Note: in cases where works and services are contracted, different payment terms may apply.
Validity of Quotation	<b>60</b> days from deadline for submission of offers
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>
Delivery Date	Please indicate earliest date of availability for requested Goods/Services: _____ Number of days/weeks from notification of award of contract.  NOTE: Only offers stating availability date of <b>3 Weeks or</b> shorter will be considered for evaluation purposes

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Currency of quotations/offers	Offers submitted by national suppliers shall be nominated in Sudanese pounds (SDG)
Request for clarification	Bidders requesting clarification of any of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP office. Only requests for clarification received at least 96 hours prior to the deadline for submission of offers will be entertained. Replies to any requests for clarification will be transmitted to all bidders at <a href="http://www.sd.undp.org/bids.htm">www.sd.undp.org/bids.htm</a> .
General Terms and Conditions	This RFQ is subject to UN General Conditions of Contract for Goods available at <a href="http://www.sd.undp.org/bids.htm">www.sd.undp.org/bids.htm</a> , which can also be provided upon request.
Evaluation Criteria	Evaluation of offers will be base on the following: <ul style="list-style-type: none"><li>• Complete submission of the offer including:<ol style="list-style-type: none"><li>1. Delivery Time and terms</li><li>2. Validity of offer</li><li>3. Acceptance of general terms and conditions of the RFQ</li><li>4. Conformity to technical specifications</li></ol></li><li>• Cost of the quotation</li></ul>

### IMPORTANT:

**In order to be considered for evaluation purposes, your offer shall include the following information:**

- Bidders are requested to clearly indicate the technical characteristics or the description of goods, and services offered.

**NOTA BENE: Sudan is under a special commercial restrictions, therefore some brands/makes are not allowed to be imported into the country. Your company must be aware of this restriction and therefore be aware and able to obtain the necessary permits to export/import items into Sudan.**

**Supporting technical documentation:** Bidders are requested to include in their offers all-necessary supporting documentation (i.e. company profile, technical brochures, maintenance program, warranty, etc.) to allow the evaluating committee to identify the quality of the goods/services offered.

NAME: Guillaume Chartres

FUNCTIONAL TITLE: Project Manager (SEP)

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### Annex 1 (RFQ/KRT/ESP/09/042)

No.	ITEM	DESCRIPTION	SPECIFICATIONS	UNIT	QTY
1	Tape Guns	Tape Dispenser	For 5cm rolls of packing tape	ea	68
2	Black Marker	box X 10 units	Indelible/Permanent	box	64
3	Blue Marker	box X 10 units	Indelible/Permanent	box	64
4	Red Marker	box X 10 units	Indelible/Permanent	box	64
5	Green Marker	box X 10 units	Indelible/Permanent	box	64
6	A4 paper 80gr	4 rems x box	White Paper	box	64
7	Self Seal Envelopes		A4 Size	ea	15000
8	Peel back labels (A4)	Printable	1 label per sheet - A4 Size	sheet	27000
9	Peel back labels (A4)	Printable	2 labels per sheet - A5 size	sheet	13000
10	Peel back labels (A4)	Printable	20-4 labels per sheet	sheet	7375
11	Knife	Retractable	15cm classic metal heavy-duty utility knife, retractable blade, blade storage in handle, handle holds min 5 spare blades. Also called Stanley knife.	ea	165
12	Scissors		Medium Size	ea	92
13	Packing Tape	5cm	Brown packaging tape, adhesive back, rolls of 5 cm x 66 meter	ea	4460
14	Cardboard boxes	Flat packed	Brown, 50 x 50 x 50 cm, single wall	ea	2150
15	Cardboard boxes	Flat packed	Brown, 70 x 50 x 50 cm, single wall	ea	2100
16	Cardboard boxes		The box should hold 1000 sheets 80g <b>A4</b> copy paper. Single wall. L30cm x W21cm x H12cm	ea	6700
17	Cardboard boxes		The box should hold 1000 sheets 80g <b>A3</b> copy paper. Single wall. L42cm x W30cm x H12cm	ea	3050
18	Calculator, small		Small, dual power	ea	57
19	Calculator, large		Large, dual power	ea	4
20	Blue pen	box X 10 units	Ballpoint	box	64
21	Black pen	box X 10 units	Ballpoint	box	64
22	Red pen	box X 10 units	Ballpoint	box	64
23	Rubber bands	bag X 500 units	Cca. 4 x 1.6 inch	bag x 500	145
24	Rubber bands	bag x 500 units	Cca. 7.8 x 2.7 inch	bag x 500	145
25	Rubbish Sack	roll X 50	Light plastic (50 ltrs)	roll x 50	88
26	Power Extension Cables	min 4 conection Points	Heavy Duty at least 20m	ea	39
27	Flipchart Stands		Adjustable display holder, antiskid feet, lightweight steel, supports board, placards up to 10 lbs.	ea	33
28	Flipchart Pads		Pads of 70 gram paper for use with flipchart stand	ea	68

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- Annex 2 (RFQ/KRT/ESP/09/042)

**BID/PROPOSAL SUBMISSION FORM**

To: The procuring entity

Dear Sir / Madam,

Having examined the RFQ Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer of **Warehouse/Office Supplies**, in conformity with the said bidding documents for the sum of as may be ascertained in accordance with the Quotation attached herewith and made part of this Bid.

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the RFQ documents

We agree to abide by this Bid for period of [60] days from the RFQ closing date, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Dated this     /     / 2009  
Day   Month   Year

.....  
Signature

.....  
[in the capacity of ]

Duly authorized to sign the Bid for and on behalf of [Company] .....