



REQUEST FOR QUOTATION (RFQ)

REFERENCE: RFQ/KRT/ESP/09/052	DATE: 09 November 2009
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Dear Sir / Madam:

You are kindly requested to submit your quotation for **Stationeries for UNPOL-UNAMID** in accordance with the minimum technical specifications enclosed by 19 November 2009 at 16:00 hours. Original offers shall be delivered in sealed envelopes marked **RFQ/KRT/ESP/09/052**. **Stationeries for UNPOL-UNAMID** 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: marco.moreno@undp.org

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity (units)
1	Notebook A5-40 pages, lined	15,000
2	Ball Point Pens-blue colored ink	15,000
3	Blank CDRW, min. 700MB	15,000
4	Certificate paper-texture paper 170g/m ² -A4, white	15,000
5	Flip chart paper pads of 20 pages	69
6	Photocopying paper 80g/m ² in boxes of 2000 sheets	300

TERM AND CONDITIONS

Delivery Term, Place	FCA or CIF NEC Warehouse in 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	60 days from deadline for submission of offers
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted

United Nations Development Programme

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 delivery date of 3 Weeks or shorter will be considered for evaluation purposes
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 www.sd.undp.org/bids.htm .
General Terms and Conditions	This RFQ is subject to UN General Conditions of Contract for Goods available at www.sd.undp.org/bids.htm , which can also be provided upon request.
Evaluation Criteria	Evaluation of offers will be based on the following: <ul style="list-style-type: none"> • Complete submission of the offer including: <ol style="list-style-type: none"> 1. Delivery Time and terms 2. Validity of offer 3. Acceptance of general terms and conditions of the RFQ 4. Conformity to technical specifications • Cost of the quotation

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)

