



Moldova

## Invitation to Bid

Ref. no. **ITB11/00420**

Date: **25 August 2011**

Dear Sir/Madam,

**Subject: ITB for the Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis**

1. UNDP Moldova, on behalf of the UN Agencies in Moldova, hereby solicits your bid for the supply of Office Stationery on Long Term Agreement basis for an initial period of 1 (one) year with the option to extend for 2 (two) additional years, subject to a satisfactory performance evaluation, as per the Schedule of Requirements (Annex V) and Technical Specifications (Annex VI).

2. To enable you to submit a bid, please find enclosed:

Annex I. Instructions to Bidders  
Annex II. Bid Data Sheet  
Annex III. General Terms and Conditions  
Annex IV. Special Conditions  
Annex V. Schedule of Requirements  
Annex VI. Technical Specifications  
Annex VII. Bid Submission Form  
Annex VIII. Price Schedule

3. Interested Bidders may obtain further information or clarifications at the following address:

Contact Person: Marina Potyomkina, Administrative/Travel Associate  
Address: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova  
E-Mail: [marina.potyomkina@undp.org](mailto:marina.potyomkina@undp.org)

Contact Person: Tatiana Panfil, Procurement Associate  
Address: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova  
E-Mail: [tatiana.panfil@undp.org](mailto:tatiana.panfil@undp.org)

4. Bids must be delivered to UNDP Moldova office on or before **11:00 (Moldova local time) on 26 September 2011**. Late bids shall be rejected.

Bids can be submitted either in hard copy or electronically.

a) Documents/bids in hard copy need to be addressed to:

**UNDP Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova  
Attention: Registry Office/Procurement**

b) Bids sent electronically need to be addressed to the following e-mail address:

**[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)**

5. Bids will be opened in the presence of Bidders' Representatives, who chose to attend at 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova, on **26 September 2011 at 12:00 (Moldova local time)**.

6. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

  
Kaarina Immonen  
Resident Representative

*CM* *MP*

## INSTRUCTIONS TO BIDDERS

### A. Introduction

1. **General:** The Purchaser invites Sealed Bids for the supply of goods to the UN system.
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 Purchaser 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 procuring UN entity 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:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than two weeks prior to the Deadline for Submission of Bids, the procuring entity 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 procuring entity 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 procuring entity shall be written in the language indicated on the Bid Data Sheet.
8. **Documents Comprising the Bid:**

The Bid must comprise the following documents:

- (a) a Bid Submission form;
- (b) a Price Schedule completed in accordance with the Annexes V, VI and VIII and clause 11 of Instructions to Bidders;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is 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.

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 Purchaser'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 authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract.

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

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;*
- (b) *Documents demonstrating the ability of the Bidder to comply with Evaluation criteria under Clause 22 below.*

**11. Bid Currencies/Bid Prices:** All prices shall be quoted in **Moldovan Lei** or any other convertible currency. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

**12. Period of Validity of Bids:** Bids shall remain valid for 120 days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity 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 – NOT REQUIRED:**

- (a) The Bidder shall furnish as part of its Bid a Bid Security to the Purchaser in the amount of 5 % of the Offer Value.
- (b) The Bid Security is to protect the Purchaser against the risk of the Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 13(g) below.
- (c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:
  - i. bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad, and in the form provided in these Solicitation Documents, or,
  - ii. cashier's cheque, or certified cheque.
- (d) Any Bid not secured in accordance with Clauses 13 a) and 13 c) above will be rejected by the Purchaser as non-responsive pursuant to clause 20 of Instructions to Bidders.
- (e) Unsuccessful Bidder 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 Purchaser pursuant to clause 12 of Instructions to Bidders.
- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 26 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 27 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,
  - 2) In the case of a successful Bidder, if the Bidder fails:
    - i. to sign the Purchase Order in accordance with Clause 26 of Instructions to Bidders, or,
    - ii. to furnish Performance Security in accordance with Clause 27 of Instructions to Bidders.

**D. Submission of Bids**

**14. Format and Signing of Bid:** The Bidder shall prepare two 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 two 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 authorised 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 such corrections shall be initialed by the person or persons signing the bid.

**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 Purchaser at the address given in section I of these Solicitation Documents; and
- (b) make reference to the subject "**Supply of Office Stationery to the UN Agencies in Moldova on Long Term Agreement basis**" indicated in section I of these Solicitation Documents, and a statement: "**DO NOT OPEN BEFORE 12:00 on 26 September 2011**".

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 Purchaser will assume no responsibility for the Bid's misplacement or premature opening.

**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 section I of these Solicitation Documents.

16.2 The Purchaser 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 Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the Purchaser 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 the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

**E. Opening and Evaluation of Bids**

**18. Opening of Bids:**

18.1 The Purchaser 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 I of this Solicitation Document. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

18.2 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 purchaser, 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 20 of Instructions to Bidders.

18.3 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.

18.4 The Purchaser will prepare minutes of the Bid Opening.

- 19. Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids the procuring UN entity 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.

**20. Preliminary Examination:**

20.1 Prior to the detailed evaluation, the Purchaser 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.

20.2 The Purchaser 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.

20.3 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.

20.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

21. **Conversion to Single Currency:** To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.
22. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Evaluation Criteria	
1.	Compliance with pricing conditions set in the ITB.
2.	Compliance of offered goods with the technical specifications.
3.	Compliance with Special and General Conditions specified by these Solicitation Documents.
4.	Compliance with delivery deadline of maximum 2 calendar days.
5.	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honoring the tax-free status of the UN.
6.	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB regarding warranty conditions.

#### F. Award of Contract

23. **Award Criteria:** UNDP Moldova will issue the Long Term Agreement to two or three top-ranked offerors, i.e. which obtained the highest cumulative score, identified in accordance with the procedures stipulated in Annex VIII. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.
24. **Purchaser's Right to Vary Requirements at Time of Award:** The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of goods specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
25. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the Purchaser will offer the successful Bidder(s) the Long Term Agreement. The Long Term Agreement may only be accepted by the Supplier's signing and returning an acknowledgement copy of it, as herein specified. Acceptance of this Long Term Agreement 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 agreement.
26. **Signing of the Purchase Order:** Within 30 days of receipt of the Long Term Agreement the successful Bidder(s) shall sign, date and return it to the purchaser.

Failure of the successful Bidder(s) to comply with the requirement of clause 26 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Purchaser may make the award to the next ranked Bidder or call for new Bids.

## BID DATA SHEET

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

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders		
Language of the Bid	<input checked="" type="checkbox"/> <b>English</b> <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other:		
Bid Price	The prices quoted shall be as per following INCOTERMS 2010 and place: <input type="checkbox"/> FOB <input type="checkbox"/> FCA <input checked="" type="checkbox"/> <b>CPT</b> <input type="checkbox"/> DDU Place: <b>Chisinau, Republic of Moldova</b>		
Documents Establishing Bidder's Eligibility & Qualifications	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not required		
Bid Validity Period	<input checked="" type="checkbox"/> <b>120 days</b> <input type="checkbox"/> Other:		
Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> <b>Not required</b>		
Preliminary Examination – completeness of bid	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> <b>Partial bids not permitted</b>		
Purchaser's Right to Vary Requirements at Time of Award	<input checked="" type="checkbox"/> <b>15 percent, increase or decrease remain unchanged</b>	<input type="checkbox"/> Condition waived	<input type="checkbox"/> Condition applies but change limit to ..... percent
Bid Submission	<b>Bids can be submitted either in hard copy or electronically. Bids sent electronically need to be addressed to the following e-mail address: <a href="mailto:tenders-Moldova@undp.org">tenders-Moldova@undp.org</a> with the same mark. Bids submitted by fax will be rejected. <u>Late bids shall be rejected.</u></b>		
Requests for additional information	Request for additional information must be received at least two weeks before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.		

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

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

### 2. PAYMENT

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

### 3. TAX EXEMPTION

3.1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2. Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### 4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### 5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### 6. FITNESS OF GOODS/PACKAGING

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

## **7. INSPECTION**

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

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

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, 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.

## **9. RIGHTS OF UNDP**

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

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

## **10. LATE DELIVERY**

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

## **11. ASSIGNMENT AND INSOLVENCY**

11.1 The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2 Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

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

## **13. PROHIBITION ON ADVERTISING**

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

## **14. CHILD LABOUR**

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



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

## **15. MINES**

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

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

## **16. SETTLEMENT OF DISPUTES**

### **16.1 Amicable Settlement**

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

### **16.2 Arbitration**

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

## **17. PRIVILEGES AND IMMUNITIES**

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

## Special Conditions

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

<b>General requirements</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	a. The Bidder guarantees that the goods offered are new and have never been used before; b. When shipping, storing and delivering the goods, the Bidder must conform with all laws, conventions and regulations pertaining to health and safety matters applicable to this type of goods; c. Descriptive literature, including User Guide(s) should be in Romanian or Russian language.
<b>Warranty/Guarantee</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	If, within 15 days after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.
<b>Liquidated damages</b>	
<input type="checkbox"/> Applies <input checked="" type="checkbox"/> <b>Does not apply</b>	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.
<b>Performance security</b>	
<input type="checkbox"/> Applies <input checked="" type="checkbox"/> <b>Does not apply</b>	a. Within 30 days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value. b. The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity. c. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract. d. The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents. e. The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.
<b>Compliance with any other condition(s) required</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	Additional conditions are described in the Schedule of Requirements (Annex V).

## SCHEDULE OF REQUIREMENTS

### Background:

In order to support their needs, as well as the needs of their projects and partners operations, the UN Agencies in the Republic of Moldova are procuring fairly large quantities of office stationery, and have decided to join efforts for entering into Long Term Agreement with qualified supplier of the various types of office supplies described in Annex VI (Technical Specifications).

UNDP Moldova has been selected as the Lead Agency to organize and conduct the bidding process for identifying one qualified supplier of office stationery on behalf of the following UN Agencies in Moldova: UNODC, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women. UNDP Moldova envisages entering into Long Term Agreement with one qualified supplier of office stationery for an initial period of one year with the option to extend for two additional years, subject to a satisfactory performance evaluation.

The volume of office supplies purchases, envisaged by the UN Agencies in Moldova yearly, amounts to approximately 70,000.00 USD. The UN Agencies in Moldova do not guarantee that similar yearly volumes would be ordered during the contract period.

### Purpose:

Timely supply of office stationery to UN Agencies in Moldova and projects on a Long Term Agreement basis.

### Scope:

#### *Minimum Requirements:*

UNDP Moldova, on behalf of the UN Agencies listed above, is inviting bids for the supply of various types of office stationery as per Technical Specifications presented in Annex VI. All parameters in the Technical Specifications indicate the minimum or allowable range of functional requirements. Offered goods that do not comply with the minimum requirements shall be disqualified. Offerors are requested to bid for all items in Annex VI; failure to do so shall be grounds to disqualify the Offeror.

#### *Supplier Qualifications:*

Profile of the company: Offerors shall give a brief description of the company including copy of company registration documents;

Details of years in business: a minimum of three years experience in supply of office stationery is required;

Financial capacity of company: Offerors shall provide copy of the company's financial balance sheet for the last three fiscal years (companies from Moldova shall provide copy of financial balance sheet endorsed by the National Bureau of Statistics of the Republic of Moldova; companies from abroad shall provide audited financial report by a reputable specialised agency), in order to prove its financial health and provide reasonable assurance whether it can pay off its financial obligations. Based on provided documents, the quick ratio (ratio between the company's liquid assets and its current liabilities) shall be calculated in order to evaluate the financial health of the Offeror. A quick ratio lower than 1 shall be grounds to disqualify the Offeror.

#### *Delivery and Shipping:*

UNDP Moldova is looking for a maximum delivery time of 2 calendar days for common orders. Delivery of urgent orders shall be done on the same day the order is made. The winner company shall make deliveries to the specified location in Chisinau, Moldova. Deliveries outside Chisinau shall be negotiated separately.

#### *Delivery Terms:*

CPT Chisinau, Moldova (INCOTERMS 2010)

#### *Stocks of Goods:*

Offerors shall describe how stocks of goods are maintained and managed. It is mandatory that the winner company keeps a reasonable stock of main office supplies described in Annex VI in order to be able to supply these Items for a period of two months (the exact volumes are listed in Annex VIII, Sample Order 2).

*Packaging:*

Offerors shall refer to Annex III General Terms and Conditions (clause 6) for the minimum packaging requirements.

*Environmental Considerations:*

Offerors shall describe, as applicable, how environmental protection issues are taken into account throughout the manufacturing and/or delivery process. Eco-labels applied, if any, shall also be described.

*Warranty:*

Offerors shall describe the warranty conditions provided and service/trade customs and procedures applied. In case of repair and/or replacement of parts, UNDP Moldova is looking for a lead-time of maximum 1 calendar day.

Offerors shall propose 15 (fifteen) days of warranty period for the Items listed in the Annex VI, Technical Specifications, to commence following the acceptance of the delivered goods by UN Agencies.

**Organisational Settings:**

The Offeror shall provide the name and contact information of a Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed by the UN Agencies in Moldova.

**Payment terms:**

Goods purchased will be paid through bank transfer to the bank account of the LTA holder, within 30 days upon delivery and submission of supply invoice. Please note that all purchases shall be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

## Annex VI

## TECHNICAL SPECIFICATIONS

Item No.	Description of minimum technical requirements	Unit
<b>Paper and paper products</b>		
1	A3, White Photocopy Paper, 80 gr, pack/500 sheets	pack
2	A4, Colored Photocopy Paper, 80 gr, pack/50 sheets	pack
3	A4, White Photocopy Paper, 80 gr, pack/500 sheets	pack
4	Flip Chart Paper, 80gr/sq. paper, white both sides, 65x100 cm, 4 holes for mounting, pack/20 sheets	pack
5	Paper for notes, white, 90x90mm, 1000/pack	pack
6	Spiral Notebook, A4, 60 sheets	pcs
7	Spiral Notebook, A5, 40 sheets	pcs
8	Spiral Notebook, A5, 60 sheets	pcs
9	Spiral Notebook, A6, 160 sheets	pcs
10	Spiral Notebook, A6, 90 sheets	pcs
11	Self-stick Notes, 105 x 75 mm, blister of 50	pcs
12	Self-stick Notes, 125x75mm, 100 sheets per block	pcs
13	Self-stick Notes, 51 x 38 mm, blister of 50	pcs
14	Self-stick Notes, 75 x 75 mm, blister of 50	pcs
15	Self-stick Notes, assorted colors, 75x75mm, 100 sheets per block	pcs
16	Sign Here stickers, transparent, 4x20x50 mm, 40x4/pack	pack
17	Clasp Envelope, C4, 229 mm x 324 mm, golden	pcs
18	Clasp Envelope, C5, 162 mm x 229 mm, golden	pcs
19	Clasp Envelope, DL, 110 mm x 220 mm, golden	pcs
20	Cardboard Box (large), 15.5x35x25cm	pcs
21	Cardboard Box (small), 10.5x35x25cm	pcs
<b>Folders and accessories for folders</b>		
22	A4 Plastic File, Transparent, L file, thick, multicolored	pcs
23	A4 Plastic File, Transparent, upper opening, 40mk, 100/pack	pack
24	Folder, paper, with elastic band, A4	pcs
25	Folder, plastic, with elastic band, A4, multicolored	pcs
26	Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO	pcs
27	Binder 4 rings, opening and closing triggers, 50.8mm embossed carton, with linen finish, 28.5 x 32 x 7.5cm with RADO	pcs
28	Index dividers (partitions), plastic - Alphabetic	pack
29	Index dividers (partitions), plastic - Colored, set of 10	pack
<b>Office equipment</b>		
30	Calculator, 15.5x20, Battery & Solar, 12-digital	pcs
31	Flip Chart Stand, 100x80 cm, adjustable height setting	pcs
32	Cork Pin board, 60 x 90 cm	pcs
33	Clear acrylic 3 letter trays, front load, self-stacking, A4	pcs
34	Metal mesh 3-tier document tray, 35x27.5x29.5cm, black	pcs
35	Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid	pcs
36	Two Hole Puncher, heavy duty, 8cm spacing, capacity 5.5mm punches 60 sheets, removable chip tray, calibrating center guide mid	pcs
37	White board 120 x 180 cm	pcs

Writing tools and accessories		
39	Correction pen, rolling ball, metal tip, 7 ml	pcs
40	Eraser for pencil, white, 2x1x4cm	pcs
41	Gel Pens, plastic, thickness of the lines - 0.5mm, black/blue/red	pcs
42	Glue stick, nontoxic, no solvents, for use on paper, card board and photos, dries clear, wrinkle free, 20g	pcs
43	Highlighters, different colors, 4/pack	pack
44	Marker erasable for white board, black/blue/green/red, large	pcs
45	Marker permanent, black/blue/green/red, large	pcs
46	Marker permanent, black/blue/green/red, medium	pcs
47	Pencil lead refills (HB 0.5), Box of 12	pack
48	Pencil Sharpener, easy grip, wedge-shaped, aluminum for pencils and crayons, one hole, chisel hole shape	pcs
49	Pencil, mechanical, slate hardness HB, thickness 0,5 mm	pcs
50	Pencils, slate hardness HB	pcs
51	Ruler, plastic, 30 cm	pcs
Small office supplies		
52	Adhesive Paper Tape, Natural color, 24 mm x 55 m	pcs
53	Adhesive Paper Tape, Natural color, 48 mm x 55 m	pcs
54	Adhesive Tape (Transparent), 20mm x 50mm	pcs
55	Adhesive Transparent Scotch Tape 12mm x 10m	pcs
56	Adhesive Transparent Scotch Tape 19mm x 33m	pcs
57	Adhesive Transparent Scotch Tape 48mm x 66m	pcs
58	Double side scotch, 18mm x 20m	pcs
59	Self-Adhesive Labels on A4 sheets, address labels, in matt paper, all sizes 100/pack	pack
60	Binder Clip, metal, 19mm, 12/pack	pack
61	Binder Clip, metal, 32mm, 12/pack	pack
62	Binder Clip, metal, 51mm, 12/pack	pack
63	Low-Profile Card Book 96 card capacity 4-3/4 x 9-3/5 , transparent pages	pcs
64	Microfiber Cleaning Cloth Soft Optical Quality for Screens Cameras and CDs White	pcs
65	Office Name Badges with Plastic Clip 60x90mm (Pack 50), horizontal/vertical	pack
66	P.P Ring Binder Arch+Clip+File, A4, multicolored	pcs
67	Paper Clips, metal, 28 mm, 100/box	pack
68	Paper Clips, metal, 33 mm, 100/box	pack
69	Push pin easy grip, 1/2 inch plastic head steel pin, 50/box	pack
70	Scissors, standard, 20 cm long (including blade: 11 cm +/- 2mm), right-handed, plastic handle, stainless steel blade	pcs
71	Staple remover, steel jaws for extra strength, wide finger tabs, with textured non-slip surface	pcs
72	Stapler, metallic, load capacity 30 pages, 24/6, 26/6 staples	pcs
73	Staples No.16, Heavy duty, 23/10, 1000/box	pack
74	Staples, No 24/6, 1000/box	pack
75	Staples, No.10, 1000/box	pack
76	Staples, zinc plated antirust size No.8 for 6mm staplers, 2000/box	pack

**BID/PROPOSAL SUBMISSION FORM**

To: **UNDP Moldova,**  
**131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova**  
**Attention: Registry Office/Procurement**

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *of Office Stationery* in conformity with the said bidding documents at the prices and conditions indicated in the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of **120** days from the date fixed for opening of Bids in the Invitation to Bid, 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 . . . . .day of . . . . . [month] [year].

.....  
Signature

.....  
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of .....

## PRICE SCHEDULE

1. Based on volumes indicated above offerors shall provide current prices for each item under Annex VI Technical Specifications. The price shall be based on CPT Chisinau (INCOTERMS 2010) delivery terms and shall be exclusive of customs duties, VAT and other taxes. **Partials bids are not permitted.**
2. For any future order placed by the UN Agencies in Moldova, **the invoiced prices will be defined based on the unit prices on the date of placement of the order and the discount offered (if any) in percentage (not amount value). The discounts offered in percentage shall be valid for the entire period of the LTA.**
3. Technical descriptions for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.
4. The format shown in Table 1 below should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as an example.

Table 1.

Name of Bidder:				
Item	Technical Description (please provide detailed specifications of offered goods and brand name)	Unit	Discount offered (if any)	Unit Price (incl. discount), MDL
Item 1.				
Item 2.				
Item 3.				
.....				
Item 76.				

## PROCEDURES FOR IDENTIFYING WINNERS OF THE COMPETITION

Following are the procedures which will be applied in order to identify the winner of the competition, which will subsequently be offered to sign a Long Term Agreement for the supply of office stationary to UN Agencies in Moldova.

Offerors are requested to provide quotations as per Sample Orders described below (three sample orders). One sample order refers to the organization of a conference with 100 participants. The second one is based on the two months needs of the stationary for UNDP Moldova and, the third one is for the organization of one training event for 25 persons.

**The GRAND TOTAL PRICE FOR ALL ORDERS will be used as price proposal for evaluation purposes. Long Term Agreement shall be signed with technically qualified offeror which proposed the lowest price for all three Sample Orders.**

## SAMPLE ORDER FORMS

Offerors are requested to submit quotations for each of the following sample orders. Item numbers refer to the items described in the Technical Specifications (Annex VI) of this ITB. The quantities indicated under each Item are based on previous experience in placing orders for Office Stationery and are a good representation of UN Agencies in Moldova tendencies.

Offerors which fail to submit their quotations for all sample orders or submit partial quotations shall be disqualified. Partial bids are not permitted.



<b>Name of Bidder:</b>					
<b>SAMPLE ORDER 1 - Organization of a conference for 100 participants</b>					
<b>Item No.</b>	<b>Short Description (Brand name)</b>	<b>Unit Price, MDL</b>	<b>Discount* (if any)</b>	<b>Quantity</b>	<b>Total Price per Item (incl. discount), MDL</b>
A4, White Photocopy Paper (Item 3)				4 (four)	
Spiral Notebook (Item 6)				100 (one hundred)	
Folder with elastic band (Item 25)				100 (one hundred)	
Gel Pens, blue (Item 41)				100 (one hundred)	
Marker permanent (Item 45)				16 (sixteen)	
Self-Adhesive Labels (Item 59)				2 (two)	
Badges with Plastic Clip (Item 65)				2 (two)	
<b>TOTAL FOR SAMPLE ORDER 1, MDL</b>					
<b>SAMPLE ORDER 2 – Needs for two months of office stationary for UNDP Moldova</b>					
<b>Item No.</b>	<b>Short Description (Brand name)</b>	<b>Unit Price, MDL</b>	<b>Discount* (if any)</b>	<b>Quantity</b>	<b>Total Price per Item (incl. discount), MDL</b>
A3, White Photocopy Paper (Item 1)				5 (five)	
A4, White Photocopy Paper (Item 3)				20 (ten)	
Flip Chart Paper (Item 4)				5 (five)	
Paper for notes (Item 5)				10 (ten)	
Self-stick Notes (Item 11)				10 (ten)	
Self-stick Notes, assorted colors (Item 15)				10 (ten)	
Sign Here stickers (Item 16)				15 (fifteen)	
Clasp Envelope, DL (Item 19)				20 (twenty)	
A4 Plastic File (Item 23)				10 (ten)	
Binder 2 rings (Item 26)				10 (ten)	
Binder 4 rings (Item 27)				10 (ten)	
Two Hole Puncher (Item 36)				4 (four)	
Correction pen (Item 39)				5 (five)	
Gel Pens (Item 41)				20 (twenty)	
Glue stick (Item 42)				5 (five)	
Highlighters (Item 43)				20 (twenty)	
Pencil lead refills (Item 47)				10 (ten)	
Pencil, mechanical (Item 49)				10 (ten)	
Pencils (Item 50)				10 (ten)	
Adhesive Transparent Scotch (item 56)				10 (ten)	

Binder Clip (Item 60)				10 (ten)	
Binder Clip (Item 61)				10 (ten)	
Binder Clip (Item 62)				10 (ten)	
Paper Clips (Item 67)				10 (ten)	
Paper Clips (Item 67)				10 (ten)	
Stapler, metallic (Item 72)				5 (five)	
Staples (Item 73)				10 (ten)	
Staples (Item 74)				10 (ten)	
Staples (Item 75)				10 (ten)	
Staples (Item 76)				10 (ten)	
<b>TOTAL FOR SAMPLE ORDER 2, MDL</b>					
<b>SAMPLE ORDER 3 – Organization of a training for 25 persons</b>					
Item No.	Short Description (Brand name)	Unit Price, MDL	Discount* (if any)	Quantity	Total Price per Item (incl. discount), MDL
A4, Colored Photocopy Paper (Item 2)				4 (four)	
A4, White Photocopy Paper (Item 3)				2 (two)	
Flip Chart Paper (Item 4)				2 (two)	
Spiral Notebook (Item 8)				30 (thirty)	
Self-stick Notes (Item 15)				2 (two)	
A4 Plastic File (Item 22)				30 (thirty)	
Flip Chart Stand (Item 30)				1 (one)	
Marker erasable (Item 44)				4 (four)	
Marker permanent (Item 46)				8 (eight)	
Adhesive Paper Tape (Item 53)				2 (two)	
Scissors (Item 70)				4 (four)	
<b>TOTAL FOR SAMPLE ORDER 3, MDL</b>					
<b>GRAND TOTAL ALL ORDERS (1+2+3), MDL</b>					

- *\*Offered discount shall be valid for the entire period of the LTA.*
- *Note: In case of discrepancy between unit and final price, the unit price shall prevail.*

.....  
Signature

.....  
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of .....