# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |
| * Form A: Bid Submission Form
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form C: Joint Venture/Consortium/ Association Information Form
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Bid/Bill of Quantities
 | [ ]  |
| * From G: Form of Bid Security
 |  |
| * [Add other forms as necessary]
 | [ ]  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form
 | [ ]  |

## Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB19-01933 |

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. ITB19-01933 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact**  | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
* Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
* Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
* Environmental Compliance Certificates, Accreditations, Markings/Labels/Ecolabel and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., **ISO 14001, 2470:1999 or equivalent, European EMAS, US EPA Performance Track or equivalent**, **ECOLABEL Type 2,** etc.), either in its business practices or in the goods it sells/manufactures
* Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer
* Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 2 years
* Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 2 years
* All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
 |

## Form C: Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB19-01933 |

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed**  |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner** (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

[ ]  Letter of intent to form a joint venture ***OR*** [ ]  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Form D: Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB19-01933 |

If JV/Consortium/Association, to be completed by each partner.

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] Non-performing contracts did not occur during the last 3 years  |
| [ ]  Contract(s) not performed in the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

[ ]  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD      Year       USD      Year       USD       |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |
| --- | --- |
| **Financial information**(in US$ equivalent) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio |  |  |  |

[ ]  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB19-01933 |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
	2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	3. Quality assurance procedures and risk mitigation measures.
	4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
	2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
	3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
	4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

|  |  |
| --- | --- |
| **Goods and services to be Supplied and** **Technical Specifications**  | **Your response** |
| **Compliance with technical specifications** | **Delivery Date** *(confirm that you comply or indicate your delivery date)* | **Quality Certificate/Export Licenses, etc.** *(indicate all that apply and attach)* | **Comments** |
|  **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| A3, White Photocopy Paper, 80g/m2, pack/500 sheets |  |  |  |  |  |
| A4, White Photocopy Paper, 80g/m2, pack/500 sheets |  |  |  |  |  |
| Flip Chart Paper, 80g/m2, white both sides, 58x83cm/30 pack |  |  |  |  |  |
| Spiral Notebook, A4, 70g/m2, hardcover, min. 40 sheets |  |  |  |  |  |
| Spiral Notebook, A5, 70g/m2, hardcover, min. 36 sheets |  |  |  |  |  |
| Agenda for daily records, A5, 70g/m2, hardcover, min. 360 pages, black/blue |  |  |  |  |  |
| Self-stick Notes, 51 x 38 mm, blister of 100 |  |  |  |  |  |
| Self-stick Notes, 127 x 75 mm, blister of 100 |  |  |  |  |  |
| Sign Here stickers, transparent, 12x44mm, 5 colors |  |  |  |  |  |
| Cardboard A4, 250g/m2, white, 100 pack |  |  |  |  |  |
| Paper envelope, 80g/m2, 250x353mm/4cm bottom |  |  |  |  |  |
| A4, Plastic Transparent File, upper opening, 40mk, 100/pack |  |  |  |  |  |
| A4 Plastic Transparent File, L file, thick, 180mk, 12/pack |  |  |  |  |  |
| A4, Folder, plastic, with transparent cover |  |  |  |  |  |
| A4, Folder, paper, with elastic band |  |  |  |  |  |
| Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 7.5cm with RADO  |  |  |  |  |  |
| Binder 2 rings, opening and closing triggers, 50.8mm embossed carton, linen finish, 28.5 x 32 x 5cm with RADO  |  |  |  |  |  |
| Two Hole Puncher, heavy duty, 8cm spacing, capacity 2mm punches 25 sheets, removable chip tray, calibrating center guide mid |  |  |  |  |  |
| Gel pen, plastic, thickness of the lines - max. 0.7mm, refillable |  |  |  |  |  |
| Ballpoint pen, thickness of the lines - max. 0.7mm, refillable |  |  |  |  |  |
| Pencil with rubber, slate hardness HB, thickness 0,5 mm  |  |  |  |  |  |
| Marker erasable for white board, black/blue/green/red, large  |  |  |  |  |  |
| Marker permanent, black/blue/green/red, medium |  |  |  |  |  |
| Marker highlighter, max. 5 mm, different colors |  |  |  |  |  |
| Calculator, 15.5x20, Battery & Solar, 12-digital |  |  |  |  |  |
| USB, minimum 8 GB  |  |  |  |  |  |
| Badge with textil lace, plastic, transparent, 60x90mm, horisontal/ vertical |  |  |  |  |  |
| Binder Clip, metal, 19mm, 12/pack |  |  |  |  |  |
| Binder Clip, metal, 32mm, 12/pack |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other Related services and requirements** *(based on the information provided in Section 5b)* | **Compliance with requirements**  | **Details or comments** **on the related requirements** |
|  **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| Delivery Term |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
	2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency**  | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## FORM F: Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB19-01933 |

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to category prices. Separate figures must be provided for each functional grouping or category, if any.

Offerors shall provide current prices, for each item under Section 5a: Schedule of Requirements and Technical Specifications. The price shall be based on DAP Chisinau (INCOTERMS 2010) delivery terms and **shall be exclusive of customs duties, VAT and other taxes**. The price for each item must provide a detailed cost breakdown, including for shipping and handling charges. Partials bids are not permitted.

Technical descriptions for each proposed item must provide sufficient detail to allow UN Agencies to determine compliance of Bid with specifications as per Section 5a: Schedule of Requirements and Technical Specifications of this ITB.

PROCEDURES FOR IDENTIFYING WINNER 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 A. Cost Breakdown per Deliverable Items Table presented below. The maximum obtainable scores, noted in Table 1 below, are based on UNDP Moldova previous experience in placing orders for office stationary and indicate the relative importance and frequency of similar orders. The lowest price among the technically qualified offerors for each category in Cost Breakdown per Deliverable Items Table shall obtain the maximum obtainable score. The other offerors shall be scored based on the following formula:

Total Amount no. = (Lowest Price / Offered Price) x Maximum Obtainable Score

For example, for Company A offered a price of 90 MDL, Company B – a price of 95 MDL and Company C – a price of 85 MDL. Company C shall obtain a score of 30.00 points under Paper Category, as it offered the lowest price among all technically qualified offerors. The score for Company B shall be calculated according to the above formula: Score for Company B = (85 MDL/ 95 MDL) x 30.00 points = 26.84 points. Similarly, for Company A the Score under shall be 28.33 points.

A total score for each technically qualified offeror shall be calculated and offerors shall be ranked based on the accumulated total score – from highest to lowest (highest total score shall be ranked first, lowest – last). Long Term Agreement shall be signed with the top-ranked offeror, i.e. which obtained the highest cumulative score.

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Category** | **Maximum Obtainable Score** | **Company / Other Entity** |
| **A** | **B** | **C** | **D** | **E** |
| **Amount** | **Score** | **Amount** | **Score** | **Amount** | **Score** | **Amount** | **Score** | **Amount** | **Score** |
| **Paper** | 30.00 |  |  |  |  |  |  |  |  |  |  |
| **Paper products** | 25.00 |  |  |  |  |  |  |  |  |  |  |
| **Folders and accessories** | 20.00 |  |  |  |  |  |  |  |  |  |  |
| **Writing tools** | 15.00 |  |  |  |  |  |  |  |  |  |  |
| **Office supplies** | 10.00 |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | **100.00** |  |  |  |  |  |  |  |  |  |  |

1. **Cost Breakdown per Deliverable Items\***

**Currency of the Bid:** MDL

**Price Schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Technical Description (please provide detailed specifications of offered goods and brand name) | Unit | Quantity | Catalogue price,MDL | Discount\* | Unit Price incl. discount, MDL |
| Paper – ECOLABEL, ISO 14001, 2470:1999 or equivalent |  |
| 1 | A3, Photocopy Paper | pack | 1 |  |  |  |
| 2 | A4, Photocopy Paper | pack | 1 |  |  |  |
| **Total per Paper category** |  |
| Paper products – ECOLABEL, ISO 14001, 2470:1999 or equivalent |  |
| 3 | Flip Chart Paper | pack | 1 |  |  |  |
| 4 | Spiral Notebook, A4 | pcs | 1 |  |  |  |
| 5 | Spiral Notebook, A5 | pcs | 1 |  |  |  |
| 6 | Agenda for daily records, A5 | pcs | 1 |  |  |  |
| 7 | Self-stick Notes | pcs | 1 |  |  |  |
| 8 | Self-stick Notes | pcs | 1 |  |  |  |
| 9 | Sign Here stickers | pcs | 1 |  |  |  |
| 10 | Cardboard A4 | pack | 1 |  |  |  |
| 11 | Paper envelope | pcs | 1 |  |  |  |
| **Total per Paper products category** |  |
| Folders and accessories for folders |  |
| 12 | A4, Plastic Transparent File | pack | 1 |  |  |  |
| 13 | A4 Plastic Transparent File, L file | pack | 1 |  |  |  |
| 14 | A4, Folder, plastic | pcs | 1 |  |  |  |
| 15 | A4, Folder, paper | pcs | 1 |  |  |  |
| 16 | Binder 2 rings, type 1 (as per tech. specs) | pcs | 1 |  |  |  |
| 17 | Binder 2 rings, type 2 (as per tech. specs) | pcs | 1 |  |  |  |
| 18 | Two Hole Puncher | pcs | 1 |  |  |  |
| **Total per Folders and accessories for folders category** |  |
| Writing tools – ECOLABEL, ISO 14001, 2470:1999 or equivalent |  |
| 19 | Gel pen | pcs | 1 |  |  |  |
| 20 | Ballpoint pen | pcs | 1 |  |  |  |
| 21 | Pencil with rubber | pcs | 1 |  |  |  |
| 22 | Marker erasable for white board | pcs | 1 |  |  |  |
| 23 | Marker permanent | pcs | 1 |  |  |  |
| 24 | Marker highlighter | pcs | 1 |  |  |  |
| **Total per Writing tools category** |  |
| Office supplies - other |  |
| 25 | Calculator | pcs | 1 |  |  |  |
| 26 | USB | pcs | 1 |  |  |  |
| 27 | Badge with textil lace | pcs | 1 |  |  |  |
| 28 | Binder Clip, type 1 (as per tech. specs) | pack | 1 |  |  |  |
| 29 | Binder Clip, type 2 (as per tech. specs) | pack | 1 |  |  |  |
| **Total per other Office supplies category** |  |
| **Grand Total, MDL** |  |

\*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.

*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 in percentage (not amount value). The discounts offered in percentage shall be valid for the entire period of the LTA.***

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_