

ITB/001/2014
Invitation to Bidding

Long-Term Supply Contract for Stationeries and Office Supplies for UNDP in Uzbekistan

CLARIFICATIONS FOR BIDDERS

#	QUESTION	ANSWER
1	Can we provide our product catalogue instead of some product samples?	- Samples of the goods offered must be provided to assess the physical quality of the goods.
2	Can we substitute the goods, initially offered at the bidding, with other goods of the same level and class but produced by a different manufacturer if the bidding results are positive and the contract is signed?	- Bidder shall supply goods of exactly those brands and manufacturers that were declared at the bidding and on the basis of the samples provided. No substitution of the goods shall be made during contract signing or execution, except for force-majeure cases which shall be subject to consideration in line with contractual terms.
3	As the contract is to be made for long-term, can we fix the price in USD now and do the settlements using UZS exchanges rates for a specific day?	- The contractual payment shall be made in the currency specified in the bid, i.e. if the price is fixed in USD, the payments shall be made in USD. Prices shall be fixed only for 6 months following the date on which the contract is made. Additionally, a rebidding shall be organized among winning bidders during order placement.
4	We organize audits only before routine checks by tax authorities, and we are expecting the next check to be held only in the second half of 2015. Which document can substitute an audited financial statement, or is it possible to use year-end balance sheet instead?	- Year-end balance sheet with profit-and-loss report can substitute an audited financial statement.
5	<p>Item #11. Organizer with stationery. Colour: black. Revolving plastic base stock (360°). Minimum making up the set:</p> <ul style="list-style-type: none"> - Clam clip dispenser, with clamps, staple remover; - Scissors, stationery knife; - Two pens, two pencils with elastic; - Glue; - Yellow highlighter; - Eraser; - Ruler 15cm; - Clinch; - Pins and binder clips; <p>Pencil sharpener.</p> <p>Is it mandatory that the standard set include Yellow highlighter, or can this item be indicated separately in specifications? Manufacturer's set does not include markers of any type.</p>	- Please, exclude 'Yellow highlighter'

6	<p>Item #20. Staples for stapler #26/6, made from steel. Size of staples 10, 1000 staples in pack. This parameter is not correct regarding the staples specified. Please, indicate correct parameters for this staple size.</p>	<p>- Please, read "Size of staples 10" as "Size of staples #26/6"</p>
7	<p>Item #30. Vertical, metal tray, black colour.</p> <p>Please specify the number of sections for the vertical tray.</p>	<p>Number of vertical tray sections: 1. Approximate sizes: height: 31; width: 7; width: 26.</p>
8	<p>Items #36, 37, 38. Blue Ball point pen, general purpose, 1mm ball, 3 coloured pens in one pack, 12 pens per pack, capped Red Ball point pen, general purpose, 1mm ball, 3 coloured pens in one pack, 12 pens per pack, capped Black Ball point pen, general purpose, 1mm ball, 3 coloured pens in one pack, 12 pens per pack, capped</p> <p>This is incorrect specification. Please provide clearer parameters for ballpoint pens.</p>	<p>Please neglect "3 coloured pens in one pack" in all specifications for ballpoint pens.</p>
9	<p>Item #47. A4, File folder with elastic band, PP/plastic</p> <p>Please specify the volume of plastic file folder in mm or cm, and translucency and color of its material.</p>	<p>File folder volume: not less than 20 mm, opaque, dark colors (blue, black etc.)</p>
10	<p>Item #51, 52, 53. Capacity: 700MB Speed: 12x CDs envelopes made from plastic OEM 4.7GB 8 x / 16 x DVD + / - R High Capacity And Data Transfer Rate Dvd R Blank Disc</p> <p>Please provide more detailed specifications for CDs and DVDs and envelopes.</p>	<p>Please consider the measurement unit to be not "коробки (box)", but "шт. (each)". CD - R and DVD - RW.</p>