



Date: 14. 10. 2021

Subject: Purchase of Stationery for APFS Training on SIRA Project

INVITATION TO QUOTE No. OSRO/SOM/912/SWI-H/21/030

CLOSING DATE: 22nd October 2021 at 5:00PM. (Hargeisa time)

FAO – Somalia hereby invites your company to urgently submit a quotation for:

Purchase of Stationery for APFS Training on SIRA Project.

In preparing your quotation, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT"), customs duties and importation restrictions.

Your quotation shall be based on the following requirements:

1. Full name, address, fax and telephone numbers of your company and contact persons.
2. Acceptance of the General Terms and Conditions Applicable to FAO Procurement Contracts, attached hereto as **Appendix 3**, including the local payment terms of FAO Representation in Somalia including payments by cheque or money vendor transfers or bank transfer within 30 days from the receipt of your invoice and a statement from the consignee(s) acknowledging receipt of the goods. Letters of credit and advance payments cannot be accepted.
3. Bidders should quote their prices as specified above using **Appendix 2**, Price Schedule, attached hereto.
4. Validity: Quotations must remain valid with firm and fixed prices **for 30 days** after the Closing Date.
5. **Submission of quotations**: Your quotation must be submitted by email to SO-Procurement-Hargeisa@fao.org.
6. **Closing date**: Quotations should be sent no later than **5:00PM, Hargeisa time on 22nd October 2021.**

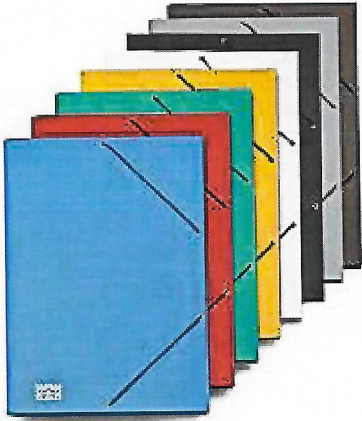
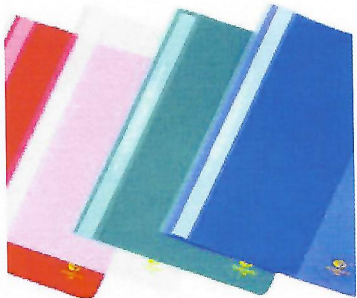
Best regards,

AbdoulKarim Bah
Head of Officer



Annex 1: Technical Specifications

Technical Specifications:			
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project :	Qty Required	Description	Qty Offered
Description: <i>Hand sanitizer</i>	15		
Technical Specifications:			
1	 hand sanitizers (500 ml)		
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:	Qty Required	Description	Qty Offered
Description: Training Cards	100 Pcs		
Technical Specifications:			
2			
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:	Qty Required	Description	Qty Offered
Description: File Folder	10 Pcs		
Technical Specifications:			

3				
REQUIRED TECHNICAL SPECIFICATIONS			OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:		Qty Required	Description	Qty Offered
Description: Office file A4		40 Pcs		
	Technical Specifications:			
4				
REQUIRED TECHNICAL SPECIFICATIONS			OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:		Qty Required	Description	Qty Offered
Description: A4 Coloured Papers (210X297 mm A4)		4 rim		
	Technical Specifications:			
5	A4 paper Size 21cmx29.7cm GSM 80 Qty per packed 500 sheets			



Technical Specifications:

REQUIRED TECHNICAL SPECIFICATIONS

**OFFERED TECHNICAL SPECIFICATIONS
(PLEASE USE THE SPACES BELOW TO SPECIFY THE
ITEMS BEING OFFERED)**

Project :

Qty Required

Description

Qty Offered

Description: Hp Laser Jet 79A (CF279A)

1 pc

Technical Specifications:

6



Technical Specifications:

REQUIRED TECHNICAL SPECIFICATIONS

**OFFERED TECHNICAL SPECIFICATIONS
(PLEASE USE THE SPACES BELOW TO SPECIFY THE
ITEMS BEING OFFERED)**

Project :

Qty Required

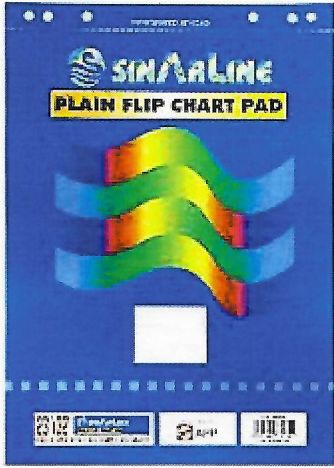
Description

Qty Offered

Description: Flipchart

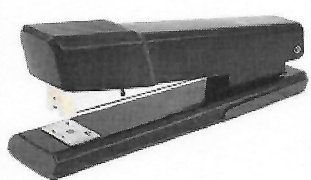
8 pcs

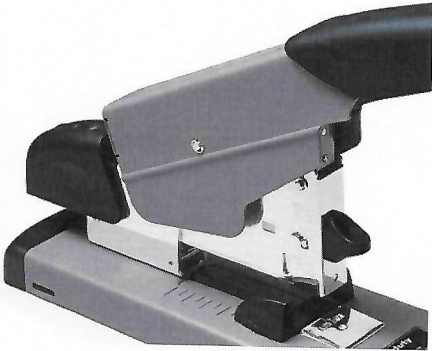
Technical Specifications:

7		
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REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project :	Qty Required	Description	Qty Offered
Description: Pens (Ball point)	10 box		
	Technical Specifications:		
8	Size: 10 pcs Color: Blue/ black 		

REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project :	Qty Required	Description	Qty Offered
Description: Envelopes A3 size (50 pcs)	2 Packets		
	Technical Specifications:		
9	A3 paper envelope		

				
REQUIRED TECHNICAL SPECIFICATIONS			OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:		Qty Required	Description	Qty Offered
Description: A4 papers		6 rim		
	Technical Specifications:			
10	A4 paper Size 21cmx29.7cm GSM 80 Qty per packed 500 sheets 			
Description: Stapler Medium Size Dp 435		2 pcs		
	Technical Specifications:			
11	Stapler Medium Size Dp 435 			
REQUIRED TECHNICAL SPECIFICATIONS			OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:		Qty Required	Description	Qty Offered
Description: Staples Pins 26/6		4 big boxes		
	Technical Specifications:			

12	Stapler pines Size 26/6-1m 		
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:		Qty Required	Description
Description: Stapler Heavy Duty Sd345		1 Pc	Qty Offered
Technical Specifications:			
13	Stapler Heavy Duty Sd345 		
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)	
Project:		Qty Required	Description
Description: Staples Pins 23/10/8		4 big boxes	Qty Offered
Technical Specifications:			

14	Staples Pins 23/10/8	
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)
Project :		Qty Required
Description: Binder Clips		Description
		Qty Offered
Technical Specifications:		
REQUIRED TECHNICAL SPECIFICATIONS		OFFERED TECHNICAL SPECIFICATIONS (PLEASE USE THE SPACES BELOW TO SPECIFY THE ITEMS BEING OFFERED)
Project :		Qty Required
Description: Paper Mask tape		Description
		Qty Offered
Technical Specifications:		
15	Paper Mask tape with medium tack rubber adhesive Thin paper ensures a clean paint line 50°C working temperature.	

In the spaces on the right-hand side of these sheets that are not shaded, you must provide the specifications of the goods being offered, in relation to the specifications being requested. Any deviations should be noted. If there is not enough space in the form then these notes should be clearly numbered and continued at the end of these tables. Quantities should also be specified where requested.

Appendix 2: Price Schedule (OSRO/SOM/912/SWI –H/21/030)

Item	Description of Goods	Total Quantity	Unit	Unit price (USD)	Total price (USD)
1	2	3	4	5	6= 3 x 5
1	Flip Charts				
2	Pens (ball point)				
3	Hp Laser Jet 79A (CF279A)				
4	Envelopes A3 size				
5	Masking tape				
6	A4 Coloured Papers (210X297 mm A4)				
7	Office File A4				
8	File folder				
9	A4 papers				
10	Stapler Heavy duty				
11	Staples Pins 26/6 (Big box)				
12	Staples Pins 23/10/8(Big box)				
13	Stapler Medium Size Dp 435				
14	Training Cards				
15	Hand Sanitizer (Hand sanitizing gel)				
Total Amount					

We hereby confirm that this bid complies with the validity required by the Invitation to Quote No. OSRO/SOM/912/SWI-H/21/030 as per article 5, namely 30 calendar days after the Closing Date. We also confirm that we accept FAO Payment terms.

Authorized signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Stamp: