

RLS Southeast Asia

1st Floor, No. 72 Xuan Dieu Street, Hanoi

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Date 29 November, 2016

Invitation to submit a tender for providing stationery

The Rosa-Luxemburg-Stiftung-Southeast Asia (hereinafter called RLS SEA) intends to contract with an service provider for stationery for which this Tender is issued.

RLS SEA now invites service providers to provide Technical and Financial Proposal for stationery. More details on the service are provided in the attached Terms of Reference (TOR).

The service provider will be selected under Quality-Cost based selection procedures described in this Tender.

This Tender is included of three sections:

Section I. Term of Reference

Section II: Evaluation Criteria- Technical Proposal

Section III: Evaluation Criteria- Financial Proposal

The Tender must be delivered via email: nguyen.lehang@rosalux.org

on or before 15 December, 2016. No late proposals shall be accepted.

We look forward to receiving your offer.

Kind regards,

RLS SEA

Section I: Terms of Reference

1. Scope of work

RLS SEA is seeking a reputable supplier providing stationery as required. Under the supervision of RLS SEA, providers will supply stationery at our office (*Address: 1st floor, No. 72 Xuan Dieu Street, Tay Ho District, Hanoi, Vietnam*).

The table below lists items that are common used by RLS SEA. During the execution of the contract, should RLS SEA require items not contained in the list, the supplier will provide a quotation for the item only. Only the RLS SEA confirms agreement with the price proposed can the supplier deliver the items. The new items at agreed price will then be added to this contract by the way of a mutual signed contract agreement.

Item Description	Unit	Unit Price
Paper Plus A4/70		
Paper Plus A4/80		
Paper One A4/80		
Paper One A4/80		
Paper Supreme A3/70		
Paper Supreme A3/80		
5-color mixed paper A4/160		
Plastic A4 color index divider		
White board marker Thien Long		
Hightlighter (1-5 mm)		
Ball point pen LINC Retract		

Pencil Staedtler (2B)		
Eraser Staedtler HF30		
Memo note Stick-On-Ilt TD 654 CN (Neon color, 4 colors)		
Memo note Stictk-On-Ilt 7.6 cm x 7.6 cm		
Memo note Neon Flag 1.9 x 7.6 cm		
Memo nite Pronoti (size: 7.6 x 7.6 cm)		
Glue Stick		
Binder Clips (15mm)		
Paper Clip (5 colors)		
Tape 16 mm		
Correction tape		
2-hole punch		
Stapler Plus 10		
Stainless scissors		
Plus system filing		
A4 Clear bag		
Energizer battery		
File 5cm		
File 7 cm		

2. Duration and cancellation of the framework contract

2.1 Duration of the framework contract

The framework contract duration is 1 year. Therefore, the price offered should be valid and fixed for the duration of 1 year. After 1 year, any change related to price of offer should be informed in written to RLS and RLS keeps the rights to extend for 2 years or terminate the contract afterward.

2.2 Cancellation of the framework contract

- The contract will automatically terminate if one of parties ceases operations.
- Nevertheless, both sides are able to mutually agree on terminating this agreement at any time. A valid termination shall be approved and signed by both parties.
- The RLS SEA remains the right to cancel this framework contract at any time if the performance of the provider does not meet the expectations of the RLS SEA. The RLS SEA shall inform the provider about the cancellation in written.

3. Final provisions

The placing of an order by the employer to the contractor shall constitute a binding contract. The beginning of the contract shall be the beginning of the term of the general contract.

- Modifications and supplements to this framework contract shall be made in writing; should individual provisions of this contract be or become invalid, this shall not invalidate the other provisions of the framework contract.
- The RLS SEA remains the right to purchase stationeries from another providers at any time.
- The provider shall be responsible for declaring any taxes with the fiscal authorities in accordance with relevant Vietnamese laws;
- Hanoi is agreed as the place of jurisdiction for any disputes arising in connection with this agreement.

Section II. Technical Proposal

Technical Proposal Submission form

Hanoi, dated

To: Ms. Nguyen Le Hang, Office Manager of RLS SEA

Dear Ladies/Gentlemen:

We, the undersigned, offer to provide stationery in accordance with your Call of tender dated 29 November, 2016. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized signature

Technical Evaluation

Technical Evaluation Matrix

Criteria	Maximum points
Profile	2
Payment Terms	2
Providing Tax Invoice	1