

## REQUEST FOR QUOTATION

To: STATIONERY & OFFICE SUPPLIES  
From: Conservation International – Suriname  
Date: **October 20, 2021.**  
Subject: **Request for Quotation - RFQ #: 202110**

Dear Offerors:

Conservation International- Suriname is implementing a Preferred Vendors List for the period 2021-2022.

Within this context, we are on a regular basis procuring stationery & office supplies for our office. CI-Suriname therefore invite you to provide your best offer for this solicitation by **November 20, 2021.** Please include all cost related, terms of warranty, Post services in your price quotation submitted.

**I.** Type of Contract

The anticipated type of award resulting from this RFQ is a Fixed Price Purchase Order. The chosen vendor will agree to comply with all terms submitted in their submission.

**II.** Submission of Quotations

All quotations are due on **November 20, 2021.** Quotations should be sent by email, in PDF format, to **ci-suriname@conservation.org** with the subject line "Request for Quotation – [RFQ# 202110]"

Hard copies in a sealed envelope can be delivered to CI-Suriname at the following address: **Kromme Elleboogstraat 20, Paramaribo, Suriname** or you can send the soft copies to the following email address: [ci-suriname@conservation.org](mailto:ci-suriname@conservation.org)

Quotations submitted after the deadline will be considered "Late" and will be disqualified from further evaluation process.

**III.** Questions

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to [ci-suriname@conservation.org](mailto:ci-suriname@conservation.org) no later than November 12, 2021. All questions received may be forwarded by CI–Suriname to all participating bidders.

**IV.** Evaluation of Quotations

CI-Suriname will evaluate each submission on the scoring criteria below:

Points Criteria \_\_\_\_\_ -100 points maximum:

	<b>Scoring Criteria</b>
<b>20</b>	Price
<b>30</b>	Quality of Goods and Services
<b>20</b>	Timeliness of Delivery
<b>10</b>	Credit Terms
<b>10</b>	Creditability (References)
<b>10</b>	Established payment terms as per business registration

**V. Specifications of Stationary & Office Supplies**

CI-Suriname would like to inquire the prices for the items as specified in annex 1 attached.

**VI. Price for Stationary & Office Supplies**

Price must be quoted in **SRD or USD** with taxes/duty shown separately. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

**VII. Past performance:**

Please list two recent references that your company provided similar services for.

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone number \_\_\_\_\_
  
- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone number \_\_\_\_\_

**VIII. Reserve the Right**

CI-Suriname reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a purchase order, nor



does it commit CI to pay any costs incurred by the Offeror in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.

**Exhibit A**  
Company Profile

Name of the Company

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Address

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City/State/Zip Code

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Telephone Number

Email Address

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Printed Name/Title

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Authorized Signature

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### Office Supplies Breakdown

Description of Items	Unit Price	TAX	Price + TAX	Comments
Hilights				
Dust off				
Permanent Markers (Assorted)				
White Board Markers (Assorted)				
Steno Note Pads				
Pencils				
Eraser				
Manilla Folder (8.5x11) (1/3 cut)				
Manilla Folders (8.5x14) (1/3 cut)				
Uni Ball Roller Ball Pen (Black Gel Ink)				
Uni Ball Roller Ball Pen (Blue Gel Ink)				
Uni Ball Roller Ball Pen (Red Gel Ink)				
Pilot Easy Touch (Fine) pen (Black)				
Pilot Easy Touch (Fine) pen (Blue)				
Pilot Easy Touch (Fine) pen (Red)				
Window Envelope (9x4 White)				
No Window Envelope (9x4 White)				
Envelope ( C6 )				
Envelope (A5)				
Envelope (A4)				
Envelope (bank)				
Small Coated Paper Clip				
Sticky Pads, Neon Bold Brights Post It Note Cubes				
Masking Tape (2 inches)				
Clear Seal Tape (2 inches)				
Copy Paper (A4) Box				
Glue Sticks				
Rulers				
Sharpners				

Flip Charts				
Scissors				
Staple Machine				
Staples				