



Tender Specifications

Framework contract for the supply and
delivery of Office Stationery

Direct Negotiated Procedure with Prior
Publication

Reference number: 2800UGA-10093

Navision code: 2800UGA

Table of contents

1	Technical Specifications	6
1.1	Requirements for the goods	6
1.1.1	Technical requirements and quantities	6
1.2	Requirements for the ancillary services	12
1.2.1	Place of delivery	12
1.2.2	Time of delivery	12
2	General provisions	13
2.1	Contracting authority	13
2.2	Institutional framework of Enabel	13
2.3	Rules governing the public contract	14
2.4	Definitions	15
2.5	Confidentiality	16
2.5.1	Processing of personal data	16
2.5.2	Confidentiality	17
2.6	Deontological obligations	17
2.7	Applicable law and competent courts	18
3	Modalities of the contract	19
3.1	Type of contract	19
3.2	Scope of contract	19
3.2.1	Subject-matter	19
3.2.2	Items	19
3.2.3	Variants	19
3.3	Duration of the contract	19
3.4	Quantities of the contract	19
4	Special contractual provisions	20
4.1	Managing official (Art. 11)	20
4.2	Subcontractors (Art. 12 to 15)	20
4.3	Confidentiality (Art. 18)	21
4.4	Personal data protection	22
4.5	Intellectual property (Art. 19 to 23)	22
4.6	Performance bond (Art. 25 to 33)	23
4.7	Conformity of performance (Art. 34)	23
4.8	Changes to the public contract (Art. 37 to 38/19)	23
4.8.1	Replacement of the contractor (Art. 38/3)	23

4.8.2	Revision of prices (Art. 38/7)	23
4.8.3	Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)	24
4.8.4	Unforeseeable circumstances	25
4.9	Preliminary technical acceptance (Art. 42)	25
4.10	Performance modalities (Art. 115 et seq.)	25
4.10.1	4.10.1 Award of contracts (Art. 115)	25
4.10.2	Deadlines and terms (Art. 116)	26
4.10.3	Quantities to be supplied (Art. 117)	26
4.10.4	Place where the supplies must be delivered and formalities (Art. 149)	26
4.10.5	Packaging (Art. 119)	26
4.10.6	Inspection of the supplies delivered (Art. 120)	27
4.10.7	Liability of the supplier (Art. 122)	27
4.11	Zero tolerance Sexual exploitation and abuse	27
4.12	Means of action of the contracting authority (Art. 44–51 and 123–126)	27
4.12.1	Failure of performance (Art. 44)	28
4.12.2	Fines for delay (Art. 46 and 123)	29
4.12.3	Measures as of right (Art. 47 and 124)	29
4.13	End of the public contract	29
4.13.1	Acceptance of the products delivered (Art. 64-65 and 128)	29
4.13.2	Transfer of ownership (Art. 132)	30
4.13.3	Acceptance costs	30
4.14	Invoicing and payment of services (Art. 66 to 72 and 127)	30
4.15	Litigation (Art. 73)	30
4.16	Obligations of the contracting authority (Art. 136)	31
4.17	Obligations of the supplier (Art. 137 and 138)	31
4.18	Final acceptances (Art. 142)	31
5	Procurement Procedure	33
5.1	Award procedure	33
5.2	Publication	33
5.2.1	Official notification	33
5.2.2	Additional publication	33
5.3	Information	33
5.4	Preparation and submission of tenders	34

5.4.1	Preparation of tenders.....	34
5.4.1.1	Content of tenders.....	34
5.4.1.2	Validity of tenders.....	35
5.4.2	Submission of tenders.....	35
5.4.3	Change or withdrawal of a tender that has already been submitted.....	36
5.5	Opening and evaluation of Tenders.....	36
5.5.1	Opening of tenderers.....	36
5.5.2	Evaluation of Tenders	37
5.5.2.1	Selection of tenderers	37
5.6	Award and Conclusion of Contract	39
5.6.1	Awarding the contract	39
5.6.2	Concluding the contract.....	39
6	Annexes	41
6.1	Technical documents	41
6.2	Procedural Documents – Tender Forms	41
6.2.1	ADMINISTRATIVE PROPOSAL	41
6.2.2	TECHNICAL PROPOSAL.....	54
6.3.3	FINANCIAL PROPOSAL	55
	Tender Forms – prices.....	55

DEROGATIONS FROM THE GENERAL IMPLEMENTING RULES

Section 4, 'Specific contractual and administrative conditions' of these Tender Specifications (CSC/Cahier Spécial des Charges) holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the Royal Decree of 14 January 2013 or as a complement or an elaboration thereof.

1 Technical Specifications

1.1 Requirements for the goods

The contractor shall supply and deliver stationery items to the various Enabel in Uganda interventions as well as Representation office based on specific orders that shall be issued, from time to time, based on the framework agreement. **The following items shall be environmentally friendly and shall obtain certified eco-labels/ standards or quality labels where applicable.**

1.1.1 Technical requirements and quantities

S/N	Office stationery items	Specifications required/Description	Unit/Measure	Estimated Quantities
1.	Box Files	hard texture-Long-plastic in different colours, PVC, rectangular	Pkt of 50 pcs	150
2.	Box Files	hard texture-Short-plastic, PVC, rectangular	Pkt of 50 pcs	100
3.	Executive box file	A4 - short -ring binder	Pkt of 4 Pcs	50
4.	Spring files	Assorted colours, A4	Dozen	80
5.	File Separators (1-12)	A4, box of 60 pcs	box	100
6.	File Separators (1-20)	A4, box of 60 pcs	box	100
7.	File Separators (1-31)	A4, box of 60 pcs	box	100
8.	File Separators Alphabet	A4, box of 60 pcs of alphabet	box	100
9.	Printing Paper	A4, 500 sheets- 80gms/mp, environmentally friendly with certified eco-labels/standards/quality labels	carton of 5 reams	200
10.	Printing Paper	A3, 500 sheets- 80gms/mp, environmentally friendly with certified eco-labels/standards/quality labels	Ream	100
11.	Colored paper	A4, 100 sheets, assorted colours of blue, yellow, green Sheet size: 20x30cm	Ream	80

Tender Specifications reference number: 2800UGA-10093

12.	Ruled paper	A4 80gsm-500 sheets- environmentally friendly with certified eco-labels/standards/quality labels	Ream	200
13.	Manilla Paper	A4 Manila papers assorted colors Green, Yellow, Blue, Red	Ream (100 Sheets)	80
14.	White Board with a stand	120*180cm	Pc	20
15.	White Board without a stand	120*180cm	Pc	20
16.	White Board with a stand	60*90cm	Pc	20
17.	White Board without a stand	60*90cm	Pc	20
18.	White Board with a stand	90*150cm	pcs	20
19.	White Board with a stand	90*150cm	Pc	20
20.	White Board with a stand	45*60cm	Pc	30
21.	White Board without a stand	45*60cm	Pc	10
22.	Permanent markers	Hard fibre nb, chisel point and a rubber grip in assorted colors, water proof, non-toxic and environmentally friendly	Pkt of 10	150
23.	White board markers	Hard fibre nb, chisel point and a rubber grip, assorted colours water proof, non-toxic and environmentally friendly	Pkt of 10	200
24.	White Board Eraser	magnetic	Pc	50
25.	Highlighters	SH 800, Hard fibre nib with a chisel point in assorted Colours water proof, non-toxic and environmentally friendly	Pkt of 10	100
26.	Notice Board push pins	With Plastic Top of different colours	25 pins in a box	100
27.	Office Coloured board pins	Assorted in different colours, stainless steel.	100pcs in a box	100

28.	Flip Chart Stand	Metallic 100x7, silver in colour	Pc	30
29.	Flip Chart Paper-White	Piece of 30 sheets	Pc	50
30.	Flip Chart Paper-White	Piece of 50 sheets	Pc	50
31.	Archive boxes	610x425x300mm	Pack of 100 pieces	300
32.	Counter Books	A5-Blue Cover-2Q	Dozen	150
33.	Counter Books	A4-Blue Cover- 3QR	Dozen	100
34.	Counter Books	A4-Blue cover-4QR	Dozen	150
35.	Spiral notebooks	A5 spiral fixed vertically	Dozen	200
36.	Short hand spiral notebooks	A4, spiral fixed vertically	Dozen	150
37.	Office Diaries	A5-Executive	Pc	200
38.	Office Diaries	A4-Executive	Pc	200
39.	Signature book	A4, 20 pages	Pc	30
40.	Mail Delivery Book	A5, Quarter Bound Books	Pc	25
41.	Binding covers (transparent)	A4	100pcs in a pkt	100
42.	Binding covers (paper)	A4	100pcs in a pkt	100
43.	Punch Pockets-Plastic sheets with hole (paper inside)	A4, Transparent grained, 80 micron, 21-holes	Pkt of 100 sheets	200
45.	Transparent Plastic file Folders	A5 size, with plastic sleeves, 22x16cm/8.7x6.3 inch. (LX W)	Packet of 16 pieces	200
46.	Pens black	Fine point 0.7mm with bright colour ink, silver tip	Box of 50 pieces	150
47.	Pens blue	Fine point 0.7mm with bright colour ink, silver tip	Box of 50 pieces	150
48.	Pens red	Fine point 0.7mm with bright colour ink, silver tip	Box of 50 pieces	150
49.	Pencils	black lead core (3mm core), 175mm height, HB grade	Dozens of 12 pieces	150
50.	Ruler	Length:30cm, colour: White; Material: plastic	Dozens of 12 pieces	100
51.	Pencil sharpener	Material: Metal/ plastic: colour; assorted, 5gm	20 pieces in a Pkt	50

52.	Punching Machine	Heavy duty metallic, DP-900, 80mm	Pc	100
53.	Stapler-Heavy Duty	HD23517 All metal construction, adjustable paper guide, rotating anvil & rubber base	Pc	30
54.	Stapling machine	Standard size HP-45, 24/6-26/6	Pc	50
55.	Staple Wires (Big Staple Wires)	for Heavy Duty stapler 23/10-H (3/8"), 13MM	Box	800
56.	Staple wires	23/10-H (9/16")	Box of 20 pieces	800
57.	Staple wire	24/6-1M (Small)	Box of 20 pieces	500
58.	Staple remover	SR-45	Pc	100
59.	Paper cutter all in one	A3, A4, A5	PC	100
60.	Calculator-Big	DJ-120D plus- Extra-large display and recheck	Pc	80
61.	Calculator-small	MJ-120D plus- Extra-large display and recheck	Pc	50
62.	Calculator-Scientific	Digital FX991	Pc	100
63.	Envelopes	A5 Brown Khaki of 80gms	Pkt of 50	300
64.	Envelopes	A9*4 Brown Khaki of 80gms	Pkt of 50 pieces	200
65.	Envelopes	A4 Brown Khaki of 80gms	Pkt of 50 pieces	200
66.	Envelopes	A3 Khaki of 80gms	Pkt of 50 pieces	200
67.	Binding combs/Spirals	6mm, black in colour	Box of 100 pieces	50
68.	Binding combs/Spirals	8mm, black in colour	Box of 100 pieces	50
69.	Binding combs/Spirals	10mm, black in colour	Box of 100 pieces	50
70.	Binding combs/Spirals	12mm, black in colour	Box of 100 pieces	50
71.	Binding combs/Spirals	14mm, black in colour	Box of 100 pieces	50
72.	Binding combs/Spirals	15mm, black in colour	Box of 100 pieces	50
73.	Binding combs/Spirals	16mm, black in colour	Box of 100 pieces	50

74.	Binding combs/Spirals	18mm, black in colour	Box of 100 pieces	50
75.	Binding combs/Spirals	20mm, black in colour	Box of 100 pieces	50
76.	Binding combs/Spirals	22mm, black in colour	Box of 100 pieces	50
77.	Binding combs/Spirals	25mm, black in colour	Box of 100 pieces	50
78.	Binding combs/Spirals	28mm, black in colour	Box of 100 pieces	50
79.	Binding combs/Spirals	30mm, black in colour	Box of 100 pieces	50
80.	Binding combs/Spirals	32mm, black in colour	Box of 100 pieces	50
81.	Binding combs/Spirals	35mm, black in colour	Box of 100 pieces	50
82.	Binding combs/Spirals	38mm, black in colour	Box of 100 pieces	50
83.	Binding combs/Spirals	51mm, black in colour	Box of 100 pieces	50
84.	Binding combs/Spirals	50mm, black in colour	Box of 100 pieces	50
85.	Desk Organizer/Tray-3 Tiers	Plastic	Pc	100
86.	Desk Organizer/Tray-3 Tiers	Metallic	Pc	80
87.	Desk Organizer	For Pens, Pencils, Marker	Pc	100
88.	Stick Glue	21gms	Pkt of 30 pieces	50
89.	Stick Glue	25gms	Pcs of 30 pieces	100
90.	Stick Glue	35gms	Pkt of 10 pieces	100
91.	Office Liquid Glue	1 litre, transparent, 1000g	12 pieces in a Carton	100
92.	White wash	100gms	Pair of 2	80
93.	Mouse pads	Square, black in colour, fabric, 210mm, 31x0.5x21cm	Pc	200
94.	Binder Clips	19mm	Box (12pcs)	500
95.	Binder Clips	31mm	Box (12pcs)	500
96.	Binder Clips	25mm	Box (12pcs)	500
97.	Binder Clips	41mm	Box (12pcs)	500
98.	Binder Clips	51mm	Box (12pcs)	300

Tender Specifications reference number: 2800UGA-10093

99.	Coloured Paper Clips	28mm	Box of (12pcs)	200
100	Coloured Paper Clips	31mm	Box of (12pcs)	200
101.	Coloured Paper Clips	50mm	Box of (12pcs)	200
102.	Paper clips	31mm	box (10pkts)	200
103.	Paper clips	33mm	box (10pkts)	200
104.	Paper clips	50mm	box (10pkts)	200
105.	Paper clips	51mm	box (10pkts)	200
106.	Paper clips	78	box (10pkts)	100
107.	Rubber bands	0.5kg	Pkt	50
108.	Rubber bands	1kg	Pkt	50
109.	Scissors	Medium, stainless, steel	Pc	
110.	Scissors	Big, stainless, steel	Pc	50
111.	Post- It- notes/Sticky notes	assorted colors (3*3)	Pkt	100
112.	Post- It- notes/Sticky notes	standard Colour-Yellow-Square (3*3)	Pkt (12pcs)	100
113.	Post- It- notes/Sticky notes	standard Colour-Yellow-Rectangle (3*4)	Pkt (12pcs)	100
114.	Sign here stickers	With words sign here, 5 Pcs, 25 sheets	Pkt	100
115.	Masking Tape	1 Inch	Pkt of 6 Pcs	100
116.	Masking Tape	2 Inches	Pkt of 6 Pcs	100
117.	Cello tape	2 Inches, small size transparent	Pkt of 6 Pcs	100
118.	Cello tape	5 Inches, big size	Pkt of 6 Pcs	100
119.	Cello tape Heavy Duty packaging tape	3 Inches+	Pkt of 6 Pcs	100
120.	Double sided tape	5 Inches, big size	Pkt of 6 Pcs	100
121.	Cello tape holder	(size)-Big	Pc	100
122.	Stamp Ink (red, blue)	28 ml	Pc	100
123.	Rubber /Eraser	30x20x10mm	Pc	100
124.	Super glue	10g, transparent, liquid	Dozens of 12	50
125.	Battery Cell	Durable,1.5V	Pair of 2 cells	100
126.	Card board- paper holder	Colour- silver/ black/ white; material- metallic	Pc	100
127.	Pen cups	Metallic, black/silver in colour, different sections where the pens are put	Pc	50
128.	Hanging hooks	Assorted colours	Pack of 6 pcs	50

129.	Tack tape	Adhesive material- rubber, colour- cream/grey/white, length 50m	Pack of 6 pcs	50
------	-----------	--	---------------	----

1.2 Requirements for the ancillary services

1.2.1 Place of delivery

This assignment shall be done in Uganda. The contractor shall be mandated to deliver the supplies within Kampala Metropolitan at the addresses stated on the order forms.

1.2.2 Time of delivery

Delivery shall take place between 9am and 4pm, on weekdays excluding public holidays. The supplies must be delivered within maximum 7 calendar days following the receipt of an order form. This delivery period is binding for the contractor and starts from the date of dispatch of the order form by e-mail.

2 General provisions

2.1 Contracting authority

The contracting authority of this public contract is Enabel, the Belgian development agency, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels). Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.

For this procurement contract, Enabel is represented by person(s) who shall sign the award letter and are mandated to represent the organisation towards third parties.

2.2 Institutional framework of Enabel

- The general framework of reference in which Enabel operates is:
 - The Belgian Law on Development Cooperation of 19 March 2013¹;
 - The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company²;
 - The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

The following initiatives are also guiding Enabel in its operations and are given as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003³, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions;

¹ Belgian Official Gazette of 30 December 1998, of 17 November 2001, of 6 July 2012, of 15 January 2013 and of 26 March 2013.

² Belgian Official Gazette of 1 July 1999.

³ Belgian Official Gazette of 18 November 2008

- In the field of Human Rights: the United Nations' Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organization⁴ on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);
- In the field of environmental protection: The Climate Change Framework Convention of Paris, of 12 December 2015;
- The first Management Contract contracting Enabel and the Belgian federal State (approved by the Royal Decree of 17 December 2017, Belgian Official Gazette of 22 December 2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Considering Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019;

2.3 Rules governing the public contract

- The following, among other things, apply to this public contract:
- The Law of 17 June 2016 on public procurements;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public contracts and certain contracts for works, supplies and services⁶;
- The Royal Decree of 18 April 2017 on the awarding of public contracts in the classic sectors⁷;
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works⁸;
- Circulars of the Prime Minister with regards to public procurement.
- All Belgian regulations on public contracts can be consulted on **www.publicprocurement.be**.

⁴ <https://www.ilo.org/global/standards/lang--en/index.htm>

⁵ Belgian Official Gazette 14 July 2016.

⁶ Belgian Official Gazette of 21 June 2013.

⁷ Belgian Official Gazette 9 May 2017.

⁸ Belgian Official Gazette 27 June 2017.

- Enabel’s Policy regarding sexual exploitation and abuse – June 2019
- Enabel’s Policy regarding fraud and corruption risk management – June 2019
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, hereinafter referred to as ‘the GDPR’), and repealing Directive 95/46/EC;
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;

All Belgian regulations on public contracts can be consulted on www.publicprocurement.be

Enabel’s Code of Conduct and the policies mentioned above can be consulted on Enabel’s website via: <https://www.enabel.be/content/integrity-desk> .

2.4 Definitions

The following definitions apply to this contract:

The tenderer: An economic operator submitting a tender;

The contractor/ service provider: The tenderer to whom the public contract is awarded;

The contracting authority: Enabel, represented by the Resident Representative of Enabel in Uganda.

The tender: The commitment of the tenderer to perform the public contract under the conditions that he has submitted;

Days: In the absence of any indication in this regard in the Tender Specifications and the applicable regulations, all days should be interpreted as calendar days;

Procurement documents: Contract notice and Tender Specifications including the annexes and the documents they refer to;

Technical specifications: A specification in a document defining the characteristics of a product or a service, such as the quality levels, the environmental and climate performance levels, the design for all needs, including accessibility for people with disabilities, and the evaluation of conformity, of product performance, of the use of the product, safety or dimensions, as well as requirements applicable to the product as regards the name by which it is sold, terminology, symbols, testing and test methods, packaging, marking or labelling, instructions for use, the production processes and methods at every stage in the life cycle of the supply or service, as well as the evaluation and conformity procedures;

Variant: An alternative method for the design or the performance that is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;

Option: A minor and not strictly necessary element for the performance of the contract, which is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;

Inventory: The procurement document which splits up the performance in different items and specifies the quantity or the method to determine the price for each of them;

General Implementing Rules (GIR): Rules laid down in the Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works;

The Tender Specifications (Cahier spécial des charges/CSC): This document and its annexes and the documents it refers to;

BDA: Belgian Public Tender bulletin;

OJEU: Official Journal of the European Union;

OECD: Organisation for Economic Cooperation and Development;

Corrupt practices: The offer of a bribe, gift, gratuity or commission to a person as an inducement or reward for performing or refraining from an act relating to the award of a contract or performance of a contract already concluded with the contracting authority;

Litigation: Court action;

Subcontractor in the meaning of public procurement regulations: The economic operator proposed by a tenderer or contractor to perform part of the contract;

Controller in the meaning of the GDPR: The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Processor (subcontractor) in the meaning of the GDPR: A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

Recipient in the meaning of the GDPR: A natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not;

Personal data: Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2.5 Confidentiality

2.5.1 Processing of personal data

The contracting authority undertakes to process the personal data that are communicated to it under the framework of this procedure with the greatest care, in accordance with legislation on

the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

2.5.2 Confidentiality

The tenderer or contractor and Enabel are bound to secrecy vis-à-vis third parties with regards to any confidential information obtained within the framework of this public contract and will only divulge such information to third parties after receiving the prior written consent of the other party. They will disclose this confidential information only among appointed parties involved in the assignment. They guarantee that said appointed parties will be adequately informed of their obligations in respect of the confidential nature of the information and that they shall comply therewith.

PRIVACY NOTICE OF ENABEL Enabel takes your privacy serious. We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

See also: <https://www.enabel.be/content/privacy-notice-enabel>

2.6 Deontological obligations

Any failure to comply with one or more of the deontological clauses may lead to the exclusion of the candidate, tenderer or contractor from other public contracts for Enabel.

For the duration of the contract, the contractor and his staff respect human rights and undertake not to go against political, cultural or religious customs of the beneficiary country. The tenderer or contractor is bound to respect fundamental labour standards, which are internationally agreed upon by the International Labour Organization (ILO), namely the conventions on union freedom and collective bargaining, on the elimination of forced and obligatory labour, on the elimination of employment and professional discrimination and on the abolition of child labour.

In accordance with Enabel's Policy regarding sexual exploitation and abuse, the contractor and his staff have the duty to behave in an irreproachable manner towards the beneficiaries of the projects and towards the local population in general. They must abstain from any acts that could be considered a form of sexual exploitation or abuse and they must abide by the basic principles and guidelines laid down in this policy.

Any attempt of a candidate or a tenderer to obtain confidential information, to proceed to illicit arrangements with competitors or to influence the evaluation committee or the contracting authority during the investigation, clarification, evaluation and comparison of tenders and candidates' procedure will lead to the rejection of the application or the tender.

Moreover, in order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the contractor to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to appointees of the contracting authority who are concerned, directly or

indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.

The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any desk review or on-the-spot check which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure. Depending on the gravity of the facts observed, the contractor having paid unusual commercial expenditure is liable to have his contract cancelled or to be permanently excluded from receiving funds.

In accordance with Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the website www.enabelintegrity.be

2.7 Applicable law and competent courts

The contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of the public contract.

In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution.

If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

3 Modalities of the contract

3.1 Type of contract

This is a framework contract for supply of office stationery by means of purchase with a maximum of two framework contractors in cascade. If the first ranked framework contractor is unable to provide the requested services under a given order form, the second-best ranked framework contractor shall be requested to provide the services. The supplies must be delivered within 7 of calendar days the dispatch of the order form.

3.2 Scope of contract

3.2.1 Subject-matter

This is a framework supplies contract consists of the supply and delivery of office stationery, in conformity with the conditions of these Tender Specifications.

3.2.2 Items

This contract consists of the items in part 1 of the technical specifications:

These items are pooled and form one single contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the contract.

3.2.3 Variants

Each tenderer may submit only one tender. Variants are forbidden.

3.3 Duration of the contract

The procurement contract starts upon award notification and lasts 1 year and shall be renewable 3 times for one year each (maximum duration is 4 years) upon satisfactory performance by tacit agreement. Either party can terminate the contract after giving a 1-month notice.

3.4 Quantities of the contract

Actual quantities shall be determined in order forms during the implementation of the framework contract. The estimated maximum quantity is stated in the technical specifications. The maximum estimated quantities are given for information purposes only. This can under no circumstance create legitimate expectations on the part of the Contractor that the contracting authority will place orders up to the maximum value of the contract.

4 Special contractual provisions

This chapter of these Tender Specifications holds the specific provisions that apply to this public contract by way of derogation from the 'General Implementing Rules for public procurement and for concessions for public works' of the Royal Decree of 14 January 2013, hereinafter referred to as 'GIR', or as a complement or an elaboration thereof. The numbering of the articles below (between brackets) follows the numbering of the GIR articles. Unless indicated, the relevant provisions of the General Implementing Rules (GIR) apply in full.

These Tender Specifications derogate Article (s) 25 and 33 of the GIR.

4.1 Managing official (Art. 11)

The managing official is Ms. Mariat Namakula, Logistician, mariat.namakula@enabel.be
Once the public contract is concluded the managing official is the main contact point for the supplier. Any correspondence or any questions with regards to the performance of the contract will be addressed to him or her, unless explicitly mentioned otherwise in these Tender Specifications.

The managing official is responsible for the follow-up of the performance of the contract.

- The managing official is fully competent for the follow-up of the satisfactory performance of the contract, including issuing service orders, drawing up reports and states of affairs, approving the services, progress reports and reviews. He or she may order any modifications to the contract with regards to its subject-matter provided that they remain within its scope.
- However, the signing of amendments or any other decision or agreement implying derogation from the essential terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under the point Contracting authority.
- Under no circumstances is the managing official allowed to modify modalities (e.g. delivery deadlines) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement derogating the conditions in the Tender Specifications and that has not been notified by the contracting authority, will be considered null and void.

4.2 Subcontractors (Art. 12 to 15)

The fact that the contractor entrusts all or part of his commitments to subcontractors does not relieve him of liability to the contracting authority. The latter does not recognise any contractual relation with third parties.

The contractor remains, in any case, solely liable to the contracting authority. The contractor may not subcontract the contract or a part of the contract to other subcontractors than those presented at the time of submission; subcontracting to subcontractors presented in the tender is allowed only after preliminary approval by the contracting authority of these subcontractors.

Tender Specifications reference number: 2800UGA-10093

When the contractor uses a subcontractor to carry out specific processing activities on behalf of the contracting authority, the same data protection obligations as those of the contractor are imposed on that subcontractor by contract or any other legal act.

In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR). The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

4.3 Confidentiality (Art. 18)

Knowledge and information obtained by the contractor, including any persons responsible for the mission and any other person involved in this public contract, are strictly confidential.

Under no circumstances can the information collected, regardless of its origin and nature, be transferred to third parties in any form.

All parties directly or indirectly involved are therefore bound by the duty of discretion.

In accordance with Article 18 of the Royal Decree of 14 January 2013 establishing the general rules for public procurement, the tenderer or contractor undertakes to consider and process in a strictly confidential manner any information, all facts, any documents and/or any data, whatever their nature and support, which have been communicated to him, in any form and by any means, or to which he has access, directly or indirectly, in the context or on the occasion of this public contract. Confidential information covers, in particular, the very existence of this public contract, without this list being limited.

Therefore, he undertakes to:

- Respect and enforce the strict confidentiality of these elements and to take all necessary precautions in order to preserve their secrecy (these precautions cannot in any case be inferior to those taken by the tenderer for the protection of his own confidential information);
- Consult, use and/or exploit, directly or indirectly, all of the above elements only to the extent strictly necessary to prepare and, where applicable, to carry out this public contract (particularly regarding the privacy legislation with respect to personal data processing);
- Not reproduce, distribute, disclose, transmit or otherwise make available to third parties the above elements, in whole or in part, and in any form, unless having obtained prior and written consent of the contracting authority;
- Return, at the first request of the contracting authority, the above elements;
- In general, not disclose directly or indirectly to third parties, whether for advertising or any other reason, the content of this public contract, or the fact that the tenderer or contractor performs this public contract for the contracting authority, or, where applicable, the results

obtained in this context, unless having obtained prior and written consent of the contracting authority.

4.4 Personal data protection

4.4.1 Processing of personal data by the contracting authority

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

4.4.2 Processing of personal data by the contractor

PROCESSING OF PERSONAL DATA BY A CONTROLLER (RECIPIENT)

Where during contract performance, the contractor processes personal data of the contracting authority or in execution of a legal obligation, the following provisions apply:

For any processing of personal data carried out in connection with this public contract, the contractor is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.

Given the public contract, it is to be considered that the contracting authority and the contractor will each be responsible, individually, for the processing.

4.5 Intellectual property (Art. 19 to 23)

The contracting authority does not acquire the intellectual property rights created, developed or used during performance of the public contract.

Without prejudice to clause 1 and unless otherwise stipulated in the procurement documents, when the subject-matter of the public contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

Where the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

4.6 Performance bond (Art. 25 to 33)

In accordance with art. 25, §2, third phrase, of the GIR, the performance bond for this framework agreement is set per concluded contract. In application of Article 25, §1 of the GIR, no performance bond will be required for contracts whose performance period does not exceed forty-five days, nor for those contracts with an amount less than EUR 50,000 excluding VAT.

4.7 Conformity of performance (Art. 34)

The supplies must comply in all respects with the procurement documents. Even in the absence of technical specifications in the procurement documents, the supplies must comply in all aspects with good practice.

4.8 Changes to the public contract (Art. 37 to 38/19)

4.8.1 Replacement of the contractor (Art. 38/3)

Provided that he meets the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial contract was agreed in cases other than those provided for in Art. 38/3 of the General Implementing Rules (GIR).

The contractor submits his request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of the supplies and services already delivered, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge.

The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the contract.

4.8.2 Revision of prices (Art. 38/7)

This public contract provides for a price revision. Only one price revision can be applied per year (upon the contract award anniversary date).

To calculate the price revision, the following formula applies:

$$P_r = P_o \left(\frac{I_r}{I_o} \right)$$

where:

P_r = Price after revision

P_o = Price quoted in the tender

I_o = Index for the month in which the framework Contract (FWC) enters into force;

I_r = Index for the month in which the request to revise prices is received

This revision shall be determined by the trend in the harmonized consumer price index published by the Uganda Bureau of Statistics (UBOS) Database for the applicable index appropriate for the industry.

The price revision may only be applied if the price increase or decrease following the request or if the price revision request amounts to at least 3% of the price quoted in the tender (for the first price revision) or of the last price revised or imposed (as of the second price revision). The total revision under this clause shall be subject to a ceiling of plus or minus 10% of the price quoted in the tender.

4.8.3 Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)

- The contracting authority reserves the right to suspend the performance of the contract for a given period, mainly when it considers that the contract cannot be performed without inconvenience at that time.
- The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance will be agreed.
- When activities are suspended, based on this clause, the contractor is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts.

The contractor has a right to damages for suspensions ordered by the contracting authority when:

- The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or two calendar weeks, depending on whether the performance period is expressed in working days or calendar days;
- The suspension is not owing to unfavourable weather conditions;
- The suspension occurred during the contract performance period.
- Within thirty days of their occurrence or the date on which the contractor or the contracting authority would normally have become aware of them, the contractor

Tender Specifications reference number: 2800UGA-10093

reports the facts or circumstances succinctly to the contracting authority and describes precisely their impact on the progress and cost of the contract.

4.8.4 Unforeseeable circumstances

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian State to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article. Should the Belgian State break off or cease activities which implies therefore the financing of this public contract, Enabel will do everything reasonable to agree a maximum compensation figure.

4.9 Preliminary technical acceptance (Art. 42)

Products may not be used if they have not been accepted by the managing official or his or her representative.

Products that at a given stage do not satisfy the technical acceptance tests imposed will be declared unfit for technical acceptance. Upon the request of the contractor, the contracting authority in accordance with the procurement documents verifies whether the products have the required qualities or at the very least comply with good practice and satisfy the conditions of the contract. If certain products are destroyed during verification, the contractor replaces these at its own expense. The procurement documents specify the quantity of products to be destroyed.

Where the contracting authority declares that the product presented is not in the required condition for examination, the acceptance request by the building contractor will be considered not having been made. A new request is made when the product is fit for acceptance.

4.10 Performance modalities (Art. 115 et seq.)

4.10.1 Award of contracts (Art. 115)

The subsequent public contracts will be awarded in accordance with the following terms:

1° Subsequent public contracts are awarded to the participant ranked first. The successive order forms under this public contract will be sent to that participant by default.

2° Within **three days**, said participant will have to confirm accepting the subsequent public contract. If the first ranked contractor does not confirm that he will execute the order in accordance with the requirements of the public contract, the contracting authority will contact the next ranked participant and award this subsequent public contract for this order without renewed competition and on the terms of its tender. Within **three days**, said participant will have to confirm accepting the subsequent public contract.

Where needed, the same procedure will be repeated for all subsequent public contracts.

Therefore, participants in the framework agreement who are not the highest ranked will not be

consulted if the highest ranked performs the subsequent public contract correctly. However, they remain bound by their tender for the duration of the framework agreement.

4.10.2 Deadlines and terms (Art. 116)

The supplies must be performed within 7 calendar days as of the second working day following the date of dispatch of the order form. The closure of the supplier's business for annual holidays is not included in this calculation.

The order form is addressed to the supplier either by registered letter, fax or any other means through which the date of dispatch can be determined unambiguously.

Any further correspondence pertaining to the order form (and to the delivery) follows the same rules as those for the dispatch of the order form when a party wants to establish proof of its intervention.

In the event the acknowledgement of receipt of the order form is received after the period of two working days, upon written demand and justification of the supplier, the delivery period may be extended pro rata of the delay of the acknowledgement of receipt of the order form. When the service that placed the order, upon examination of the written demand of the supplier, estimates that the demand is founded or partially founded, it will inform the supplier in writing of which extension of the period is accepted.

When the order form is clearly incorrect or incomplete and implementation of the order becomes impossible, the supplier immediately notifies the service that placed the order about this in writing in order to find a solution to allow for normal implementation of the order. If necessary, the supplier shall ask for an extended delivery period under the same conditions as those foreseen in case of late reception of the order form.

In any event, complaints about the order form are not admissible any more if they are not submitted within 7 calendar days from the day following the date on which the supplier has received the order form.

4.10.3 Quantities to be supplied (Art. 117)

The estimated maximum quantities are stated in the technical specifications.

Without prejudice to the possibility for the contracting authority to terminate the contract if the supplies delivered do not meet the requirements imposed or if they are not delivered by the deadlines asked, by concluding this contract the supplier acquires the right to deliver these quantities, under penalty of indemnification by the contracting authority.

4.10.4 Place where the supplies must be delivered and formalities (Art. 149)

The supplies shall be delivered at the location stated in the Technical Specifications.

4.10.5 Packaging (Art. 119)

Packaging will become the property of the contracting authority, without the supplier having any claim to compensation in this regard.

Tender Specifications reference number: 2800UGA-10093

4.10.6 Inspection of the supplies delivered (Art. 120)

The supplier delivers only goods that have no apparent and/or hidden defects and that correspond strictly to the order (in kind, quantity, quality...) and, if necessary, to the prescriptions of related documents as well as applicable regulations, in compliance with good practice, the state of the art, the highest standards of usage, of reliability and of longevity, and for the purposes that the contracting authority has in mind, which the supplier knows or at least should know.

Acceptance (provisional acceptance) only takes place after the complete inspection by the contracting authority of the conformity of the goods and services delivered. The contracting authority disposes of a period for verification of thirty days starting on the date of delivery. This period will begin on the day after arrival of the supplies at the place of delivery, provided that the contracting authority is in possession of the delivery note or invoice.

The signature of (a staff member of) the contracting authority, in particular in electronic reception devices, upon delivery of the goods, does consequently only count as evidence of taking possession and does not concern the acceptance of the goods.

Acceptance on the premises of the contracting authority counts as complete provisional acceptance

Acceptance implies the transfer of ownership and of risks of damage and loss.

In case of full or partial refusal of a delivery, the supplier is bound to take back, at his own costs and risks, the products refused. The contracting authority may ask the supplier to deliver goods that comply as soon as possible, either cancel the order and get supplied by another supplier.

4.10.7 Liability of the supplier (Art. 122)

The supplier shall be liable for his supplies up to the time when the inspection and notification formalities referred to in Article 120 are carried out, unless losses or damage sustained in the warehouses of the consignee are due to the events or circumstances referred to in Articles 54 and 56.

Moreover, the supplier indemnifies the contracting authority against damages for which it is liable towards third parties due to late performance of the contract or due to failure of the supplier.

4.11 Zero tolerance Sexual exploitation and abuse

In application of Enabel's Policy regarding sexual exploitation and abuse of June 2019 there will be zero tolerance towards any misconduct that could impact the professional credibility of the tenderer.

4.12 Means of action of the contracting authority (Art. 44–51)

and 123–126)

The service provider's default is not solely related to services as such but also to the whole of the service provider's obligations.

In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the contractor to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to appointees of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.

In case of violation, the contracting authority may impose a lump-sum fine to the service provider for each violation, which can be up to three times the amount obtained by adding up the (estimated) values of the advantage offered to the employee and of the advantage that the contractor hoped to obtain by offering the advantage to the employee. The contracting authority will decide independently about the application and the amount of this fine.

This clause is without prejudice to the possible application of other measures as of right provided in the GIR, namely the unilateral termination of the contract and/or the exclusion from procurement by the contracting authority for a determined duration.

4.12.1 Failure of performance (Art. 44)

§1 The contractor is considered to be in failure of performance under the public contract:

1° when performance is not carried out in accordance with the conditions specified in the procurement documents;

2° at any time, when performance has not progressed in such a way that it can be fully completed on the due dates;

3° when he does not observe written orders, which have been given in due form by the contracting authority.

§2. Any failure to comply with the provisions of the public contract, including the non-observance of orders of the contracting authority, is recorded in a report ('process verbal'), a copy of which will be sent immediately to the contractor by registered mail.

The contractor must repair the defects without any delay. He may assert his right of defence by registered letter addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed acknowledgement of the reported facts.

Any defects detected that can be attributed to the contractor render him liable to one or more of the measures provided for in Articles 45 to 49, 154 and 155.

4.12.2 Fines for delay (Art. 46 and 123)

The fines for delay differ from the penalties referred to in Article 45. They are due, without the need for notice, by the mere lapse of the performance period without the issuing of a report and they are automatically applied for the total number of days of delay.

Regardless of the application of any fines for delay, the contractor indemnifies the contracting authority against damages for which it is liable towards third parties due to late performance of the contract.

4.12.3 Measures as of right (Art. 47 and 124)

§1 When, upon expiry of the term given in Article 44, §2, the contractor has not taken action or has presented means deemed unjustified by the contracting authority, the contracting authority may apply the measures as of right described in paragraph 2.

However, the contracting authority may apply measures as of right without waiting for the expiry of the term given in Article 44, §2, when the contractor has explicitly recognised the defects detected.

§2. The measures as of right are:

1° Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;

2° Performance under regie of all or part of the non-performed contract;

3° Conclusion of one or more replacement contracts with one or more third parties for all or part of the contract remaining to be performed.

The measures referred to in 1°, 2° and 3° will be taken at the expense and risk of the defaulting contractor. However, any fines or penalties imposed during the performance of a replacement contract will be borne by the new contractor.

4.13 End of the public contract

4.13.1 Acceptance of the products delivered (Art. 64-65 and 128)

The managing official will closely follow up the delivery.

The products are stored for delivery in the supplier's warehouses. Delivery cannot occur prior to the contracting authority's accepting the goods stored for delivery. The managing official who will carry out acceptance is named in the contract award notification if his/her name has not yet been mentioned in the procurement documents.

Provisional acceptance

Full acceptance is proceeded to at the place of delivery without partial acceptance at the place of manufacture;

Tender Specifications reference number: 2800UGA-10093

Provisional acceptance is carried out in full at the place of delivery. To investigate and test the supplies as well as to notify its decision to accept or reject the delivery, the contracting authority disposes of a period of thirty days

This period will begin on the day after the date of arrival of the supplies at the place of delivery, provided that the contracting authority is in possession of the delivery note or invoice. It comprises the 30-day period stipulated in Article 120.

4.13.2 Transfer of ownership (Art. 132)

The contracting authority automatically becomes the owner of the supplies as soon as they have been accepted for payment pursuant to Article 127 of GIR.

4.13.3 Acceptance costs

These are not applicable.

4.14 Invoicing and payment of services (Art. 66 to 72 and 127)

The contractor sends (one copy only of) the invoices and the contract acceptance report (original copy) to the address on the order form.

Only delivery that has been performed correctly may be invoiced.

The contracting authority disposes of a period for verification of thirty days starting on the end date of the delivery, set in conformity with the modalities in the procurement documents, to carry out the technical acceptance and provisional acceptance formalities and to notify the result to the supplier.

The amount owed to the supplier must be paid within thirty days with effect from the expiry of the verification term or with effect from the day after the last day of the verification term, if this is less than thirty days. And provided that the contracting authority possesses, at the same time, the duly established invoice and order form.

When the procurement documents do not provide for any separate debt claim, the invoice will constitute the debt claim.

The invoice must be in **UGX**.

In order for Enabel to obtain the VAT exemption and customs clearance documents as quickly as possible, the original invoice and all ad hoc documents will be transmitted as soon as possible before provisional acceptance.

4.15 Litigation (Art. 73)

The competent courts of Brussels have exclusive jurisdiction over any dispute arising from the performance of this public contract. French or Dutch are the languages of proceedings.

The contracting authority will in no case be held liable for any damage caused to persons or property as a direct or indirect consequence of the activities required for the performance

of this contract. The contractor indemnifies the contracting authority against any claims for compensation by third parties in this respect.

In case of 'litigation', i.e. court action, correspondence must (also) be sent to the following address:

Belgian development agency - Enabel

Legal unit of the Logistics and Acquisitions service (L&A)

To the attention of Ms Inge Janssens

rue Haute 147

1000 Brussels

Belgium

4.16 Obligations of the contracting authority (Art. 136)

- The contracting authority shall:
- 1° use the goods delivered for the needs stipulated under the public contract and in accordance with technical user guidance provided by the supplier;
- 2° make not changes to the goods delivered without the written preliminary approval of the supplier.

4.17 Obligations of the supplier (Art. 137 and 138)

- The supplier shall:
- 1° put the supplies at the disposal of the contracting authority within the deadline set in the procurement documents;
- 2° ensure their maintenance and make all necessary repairs within the timing imposed to keep the goods in good state during the public contract term.
- Where the supplies are completely or partially destroyed during the contact term without the contracting authority being liable, the supplier shall replace these or repair them at his costs within the deadline set.

4.18 Final acceptances (Art. 142)

- This report counts as final acceptance of the public contract.
- §2. Any claim from the supplier concerning the state of the delivery that has been returned to him is laid down in a registered letter sent to the contracting authority at the latest fifteen days after the date of notification of the report mentioned in the first paragraph.

- When the delivery is subjected to a guarantee in accordance with Article 140, final acceptance is implicit when no claims have been lodged during the guarantee period. If delivery has led to complaints during the warranty period, a final acceptance or refusal of acceptance report will be issued within 15 days prior to the expiry of said period.

5 Procurement Procedure

5.1 Award procedure

This contract is awarded in accordance with Article 41 of the Law of 17 June 2016 via a Direct Negotiated Procedure with Prior Publication.

5.2 Publication

5.2.1 Official notification

This contract is officially advertised in the Belgian Public Tender bulletin (via e-notification).

5.2.2 Additional publication

These Tender Specifications are posted on the website of Enabel <https://www.enabel.be/public-procurement/>. Such publication constitutes an invitation to tender.

5.3 Information

The awarding of this procurement contract is coordinated by the Contract Service Centre of Enabel in Uganda. Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this procurement contract will exclusively pass through this service. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract, unless otherwise stipulated in these Tender Specifications.

Until 24th July, 2023 calendar days inclusive, candidate-tenderers may ask questions about these Tender Specifications and the procurement contract. Questions will be in writing to uga_csc_contracts@enabel.be with copy to aisha.mirembe@enabel.be with a clear indication in the subject of the e-mail of the procedure reference and the contract title, as stated on the cover page of the tender specifications. They will be answered in the order received. The complete overview of questions asked will be available at the address mentioned above as soon as available.

Until the notification of the award decision no information will be given about the evolution of the procedure.

The tenderer is supposed to submit his tender after reading and taking into account any corrections made to the contract notice or the Tender Specifications that are published in the Belgian Public Tender bulletin or that are sent to him by e-mail. To do so, when the tenderer has downloaded the Tender Specifications, it is strongly advised that he gives his coordinates to the public procurement administrator mentioned above and requests information on any modifications or additional information.

In accordance with Article 81 of the Royal Decree of 18 April 2017, the tenderer is required to report immediately any gap, error or omission in the procurement documents that precludes him from establishing his price or compare tenders, within ten days at the latest before the deadline for receipt of tenders.

Tender Specifications reference number: 2800UGA-10093

5.4 Preparation and submission of tenders

5.4.1 Preparation of tenders

The tenderer shall prepare separately, the administrative, technical and financial proposals as explained below;

5.4.1.1 Content of tenders

The tenderer must use the tender form in annexe. In case he does not use this form, he is fully responsible for the perfect concordance between the documents he has used and the form.

The tender and the annexes to the tender form are drawn up in English.

By submitting a tender, the tenderer automatically renounces to his own general or specific sales conditions, even if these are mentioned in any of the annexes to his tender.

The tenderer clearly designates in his tender which information is confidential and/or relates to technical or business secrets and may therefore not be divulged by the contracting authority.

The tender shall contain the following parts:

1. Administrative Proposal

The tenderer shall use the tender forms included in the corresponding section of the Annex.

The Administrative proposal shall respect the following structure:

- Legal identification form
- Financial Identification Form
- Subcontractor form
- Exclusion Criteria Form
- Integrity form
- Tax Clearance Certificate (e.g; URA, as applicable)
- Social Security Contribution Clearance (e.g., NSFF as applicable)
- An extract from the criminal record in the name of the tenderer (legal person) or his representative (natural person) if there is no criminal record for legal persons (ex. certificate of good conduct from Interpol); **for the successful tenderers.**
- Technical capacity form
- Financial capacity form
- Articles of Association

2. Technical Proposal

The tenderer shall provide a list of items demonstrating conformity with the technical specifications and shall provide the brands that they propose to supply for each of the item. The items proposed shall include or **have certified eco-labels/standards/quality labels where applicable.**

3. Financial Proposal

The tenderer shall use the tender forms included in the corresponding section of the Annex.

Tender Specifications reference number: 2800UGA-10093

Determination of prices

All prices given in the tender form must obligatorily be quoted in UGX.

This procurement contract is a price-schedule contract, i.e. a contract in which only the unit prices are lump-sum prices. The price to be paid will be obtained by applying the unit prices mentioned in the inventory to the quantities actually performed.

Elements included in the price

The tenderer is to include in his unit and global prices any charges and taxes generally inherent to the performance of the contract, with the exception of the value-added tax.

The following are in particular included in the prices:

1° packaging (except if these remain the property of the tenderer), loading, trans-shipment and intermediate unloading, transportation, insurance and customs clearance;

2° unloading, unpacking and deployment at the place of delivery, provided that the procurement documents state the exact place of delivery and the means of access;

3° documentation pertaining to the delivery of supplies and any documentation required by the contracting authority;

4° assembly and taking into operation;

5° training required for operation;

6° where applicable, the measures imposed by occupational safety and worker health legislation;

7° customs and excise duties;

All prices are DAP (INCOTERMS 2020). The place of delivery shall be stated on the order form.

5.4.1.2 Validity of tenders

Tenders shall remain valid for 90 days from the final date for receiving tenders.

5.4.2 Submission of tenders

Without prejudice to any variants, the tenderer may only submit one tender only per contract.

The tenderer submits his tender as follows:

The tenderer shall submit separately (in separate envelopes), the administrative, technical and financial proposals. The sealed envelopes containing the different proposals shall then be put together and sealed in one big envelope to be submitted to the contracting authority.

For electronic submission, the tenderer shall submit the administrative, technical and financial proposals as separate email attachments.

One original copy of the completed tender shall be submitted on paper. Electronic copies shall be submitted in one or more PDF files on a USB stick.

The tender submitted in a properly sealed envelope bearing the following information: Name of tenderer, as well as the title of the contract and the reference of the procurement procedure, as stated on the cover page of the tender specifications

It shall be submitted:

a) By mail (standard mail or registered mail)

In this case, the sealed envelope is put in a second closed envelope addressed to:

Enabel Uganda

Contract Service Center

Lower Kololo Terrace, Plot 1B

PO Box 40131 Kampala – Uganda

OR

b) Delivered by hand with acknowledgement of receipt.

The service can be reached on working days during office hours: from 9 am to 12 pm and from 1 pm to 4pm (see the address given under point a) above).

The tender shall be received by the Contracting Authority before **August 2nd, 2023, at 3:00PM**, Kampala time. Tenders that arrive late will not be accepted. (Article 83 of the Royal Decree on Awarding)

5.4.3 Change or withdrawal of a tender that has already been submitted

When a tenderer wants to change or withdraw a tender already sent or submitted this must be done in accordance with the provisions of Articles 43 and 85 of the Royal Decree of 18 April 2017.

To change or withdraw a tender already sent or submitted a written statement is required, which will be correctly signed by the tenderer or his representative. The subject-matter and the scope of the changes must be indicated in detail. Any withdrawal must be unconditional.

The withdrawal may also be communicated by fax or electronic means, provided that it is confirmed by registered letter deposited at the post office or against acknowledgement of receipt at the latest the day before the tender acceptance deadline.

The subject-matter and the scope of the changes must be indicated in detail.

The withdrawal must be pure and simple.

5.5 Opening and evaluation of Tenders

5.5.1 Opening of tenderers

Tender Specifications reference number: 2800UGA-10093

The opening of tenders will take place on the day of the final date for receipt of tenders. Tenders not received before this time will be rejected. The opening will take place behind closed doors.

5.5.2 Evaluation of Tenders

5.5.2.1 Selection of tenderers

Exclusion grounds

The mandatory and optional exclusion grounds are given in the Declaration on Honour enclosed to these Tender Specifications.

By submitting this tender, the tenderer certifies that he is not in any of the cases of exclusion listed in the Articles 67 to 70 of the Law of 17 June 2016 and the Articles 61 to 64 of the Royal Decree of 18 April 2017.

The contracting authority will verify the accuracy of this Declaration on honour Based on the supporting documents.

Selection criteria

Moreover, by means of the documents requested in the Annexes - Administrative Proposal, the tenderer must prove that he is sufficiently capable, from an economic and financial as well as from a technical point of view, to successfully perform this public procurement contract.

1	Sufficient Economic and Financial Capacity
1.1	Sufficient turn-over
Minimum Standard	Minimum average annual turnover of 80,000,000 UGX during the past three financial years
2	Sufficient Technical and Professional Capacity
2.1	Sufficient experience in supply of office stationery
Minimum Standard	Minimum of 2 assignments within the scope of the contract, which were totally and successfully completed in the last 3 years or still ongoing within the last three years.

A tenderer may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with these entities. In that case, the following rules apply:

- Where an economic operator wants to rely on the capacities of other entities, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.
- The contracting authority shall verify whether the entities on whose capacity the economic operator intends to rely fulfil the relevant selection criteria and whether there are grounds for exclusion.
- Where an economic operator relies on the capacities of other entities with regard to criteria relating to economic and financial standing, the contracting authority may require that the economic operator and those entities be jointly liable for the execution of the contract.

- The contracting authority may require certain essential tasks to be carried out directly by the tenderer himself or, if the tender is submitted by a group of economic operators, by a member of the said group.

Under the same conditions, a group of candidates or tenderers may submit the capacities of the group's participants or of other entities.

Regularity of tenders

The tenders submitted by the selected tenderers will be evaluated as to formal and material regularity. Irregular tenders will be rejected.

The contracting authority reserves the right to have the irregularities in the tenderers' tender regularised during the negotiations.

5.5.2.2 qualitative and financial evaluation of tenders

Negotiation

The formally and materially regular tenders will be evaluated as to content by an evaluation committee. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in the procurement documents. This evaluation will be conducted on the basis of the award criteria given in these Tender Specifications and aims to setting a shortlist of tenderers with whom negotiations will be conducted.

Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The minimum requirements and the award criteria are not negotiable. However, the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.

When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any best and final offers (BAFOs). Once negotiations have closed, the BAFO will be compared with the exclusion, selection and award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given below) will be designated the contractor for this procurement contract.

Award Criteria

The contracting authority selects the regular tender that it finds to be most advantageous, taking account of the following criteria:

Qualitative award criteria: 20 %;

The tenderer proposes a technical proposal based on the instructions given in the technical specifications. They are subject to evaluation according to the following sub-criteria:

N.	Qualitative Award Criteria	Max. Points: 20
1.	Number of items proposed with certified eco-labels/ standards or quality labels	20

Only tenders with scores of at least 10 points out of 20 points qualify for the financial evaluation.

Price: 80 %;

With regards to the 'price' criterion, the following formula will be used:

Points tender A = amount of lowest tender * 80

amount of tender A

Final score

The scores for the qualitative and financial award criteria will be added up. The procurement contract will be awarded to the tenderer with the highest final score, after the contracting authority has verified the accuracy of the Declaration on honour of this tenderer and provided the control shows that the Declaration on honour corresponds with reality.

5.6 Award and Conclusion of Contract

5.6.1 Awarding the contract

The contract will be awarded to the tenderer who has submitted the most economically advantageous tender.

It is to be noted that in accordance with Art. 85 of the Law of 17 June 2016, there is no obligation for the contracting authority to award the procurement contract.

The contracting authority may either decide not to award the procurement contract; either redo the procedure, if necessary, through another award procedure.

5.6.2 Concluding the contract

In accordance with Art. 88 of the Royal Decree of 18 April 2017, the procurement contract occurs through the notification to the selected tenderer of the approval of his tender.

Notification is via e-mail and letter.

So, the full contract agreement consists of a procurement contract awarded by Enabel to the chosen tenderer in accordance with:

- These Tender Specifications and its annexes;
- The approved BAFO of the contractor and all of its annexes;
- The registered letter of notification of the award decision;
- Any later documents that are accepted and signed by both parties, as appropriate.

In an objective of transparency, Enabel undertakes to publish each year a list of recipients of its contracts. By introducing his tender, the successful tenderer declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

6 Annexes

6.1 Technical documents

List of items conforming to the technical specifications while stating the brands the tenderer proposes to deliver.

6.2 Procedural Documents – Tender Forms

6.2.1 ADMINISTRATIVE PROPOSAL

Legal Identification forms

124. PERSONAL DATA			
FAMILY NAME(S)①			
FIRST NAME(S)①			
DATE OF BIRTH			
JJ	MM YYYY		
PLACE OF BIRTH (CITY, VILLAGE)	COUNTRY OF BIRTH		
TYPE OF IDENTITY DOCUMENT			
IDENTITY CARD	PASSPORT	DRIVING LICENCE②	OTHER③
ISSUING COUNTRY			
IDENTITY DOCUMENT NUMBER			
PERSONAL IDENTIFICATION NUMBER④			
PERMANENT PRIVATE ADDRESS			
POSTCODE	P.O. BOX	CITY	
REGION ⑤	COUNTRY		
PRIVATE PHONE			
PRIVATE E-MAIL			
II. BUSINESS DATA	If YES, please provide business data and attach copies of official supporting documents		

<p>Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.)</p> <p style="text-align: center;">YES NO</p>	<p>BUSINESS NAME (if applicable)</p> <p>VAT NUMBER</p> <p>REGISTRATION NUMBER</p> <p>PLACE OF REGISTRATION</p> <p style="text-align: right;">CITY</p> <p style="text-align: right;">COUNTRY</p>
<p>DATE</p>	<p>SIGNATURE</p>

-
- ① As indicated on the official document.
 - ② Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.
 - ③ Failing other identity documents: residence permit or diplomatic passport.
 - ④ See table with corresponding denominations by country. ⑤ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

Legal person entity private/public legal body

OFFICIAL NAME ②			
ABBREVIATION			
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	COUNTRY	
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
OFFICIAL ADDRESS			
POSTCODE	P.O. BOX	CITY	
COUNTRY	PHONE		
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

① Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).

② National denomination and its translation in EN or FR if existing.

③ Registration number in the national register of the entity.

Public law entity

OFFICIAL NAME ^①				
BUSINESS NAME (if different)				
ABREVIATION				
LEGAL FORM				
ORGANISATION TYPE	FOR PROFIT			
	NOT FOR PROFIT	NGO ^②	YES	NO
MAIN REGISTRATION NUMBER ^③				
SECONDARY REGISTRATION NUMBER (if applicable)				
PLACE OF MAIN REGISTRATION		CITY		COUNTRY
DATE OF MAIN REGISTRATION		DD	MM	YYYY
VAT NUMBER				
ADDRESS OF HEAD OFFICE				
POSTCODE	P.O. BOX			CITY
COUNTRY				PHONE
E-MAIL				
DATE		STAMP		
SIGNATURE OF AUTHORISED REPRESENTATIVE				

- ① National denomination and its translation in EN or FR if existing.
 ② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.
 ③ Registration number in the national register of companies. See table with corresponding field denomination by country.

Financial identification form

BANKING DETAILS

ACCOUNT NAME⁹

IBAN

ACCOUNT NUMBER¹⁰

CURRENCY

BIC/SWIFT CODE

BANK NAME

ADDRESS OF BANK BRANCH

STREET & NUMBER

TOWN/CITY

POST CODE

COUNTRY

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER

STREET & NUMBER

TOWN/CITY

POST CODE

COUNTRY

⁹ This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen a different name to its bank account.

¹⁰ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

--	--

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

DATE (Obligatory)

Subcontractors

Name and legal form	Address / Registered office	Object

Declaration on honour – exclusion criteria

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare that the tenderer does not find himself in one of the following situations:

1) The tenderer or one of its 'directors [1]' was found guilty following a conviction by final judgement for one of the following offences:

1° involvement in a criminal organisation

2° corruption

3° fraud

4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence

5° money laundering or terrorist financing

6° child labour and other trafficking in human beings

7° employment of foreign citizens under illegal status

8° creating a shell company.

2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.

3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations;

4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019

b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019

c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace

d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information

e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition

The presence of this counterparty on one of Enabel's exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.

5) When a conflict of interest cannot be remedied by other, less intrusive measures;

6) When significant or persistent failures by the counterparty were detected during the execution of an essential obligation incumbent on him in the framework of a previous contract, a previous contract placed with another contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.

Also failures to respect applicable obligations regarding environmental, social and labour rights, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.

The presence of the counterparty on the exclusion list of Enabel because of such a failure serves as evidence.

7) Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, humanrights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

The counterparty or one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctionsinternationales-nations-unies>

For the European Union, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctionseurop%C3%A9ennes-ue>

https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidatedlist-sanctions_en https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf For Belgium:

https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2

124) If Enabel executes a project for another funder or donor, other grounds for exclusion may be added.

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

Place, date

Integrity statement for the tenderers

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:

- Neither member of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
- The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
- I have / we have read and understood the articles about deontology and anticorruption included in the Tender Documents (see 1.7.), as well as *Enabel's Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel's Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I/we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the public contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding or contract performance would have involved the obtaining or the offering of the abovementioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will be considered as a serious professional misconduct which will lead to the exclusion of the contractor from this and other public contracts for Enabel.
- The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer.

Tender Specifications reference number: 2800UGA-10093

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

Place, date

Economic and financial capacity Form

Financial Statement

The tenderer must complete the following table of financial data based on his/her annual accounts.

Financial data	Year- 2	Year- 1	Last year	Average
	UGX	UGX	UGX	UGX
Annual turnover, excluding this public contract ¹¹				

The tenderer must also provide his/her approved financial statements for the last three financial years or an appropriate supporting document, such as a document listing all assets and liabilities of the enterprise. In case the enterprise has not yet published its Financial Statements, an interim balance certified true by an accountant or by a registered auditor or by the person or body with this function in the country concerned will do

¹¹ Last accounting year for which the entity's accounts have been closed.

Technical and professional capacity form

List of main similar assignments

Description of the main similar assignments <u>totally</u> performed or still ongoing in three years	(min. 2)	Amount involved	Completion date in the last 3 years (<u>totally</u> performed assignments or still ongoing within the three years)	Name of the public or private bodies

Certificates of completion

For each of the assignments listed, the tenderer must provide in the administrative proposal as annexes to this form the certificates of completion/acceptance (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices...) approved by the entity which awarded the contract.

6.2.2 TECHNICAL PROPOSAL

*The technical proposal shall present a list of items in conformity with technical specifications. The tenderer shall indicate the brands they propose to supply and shall propose **items that have certified eco-labels/standards/quality standards where applicable***

6.3.3 FINANCIAL PROPOSAL

Tender Forms – prices

By submitting this tender the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications/ – and explicitly declares accepting all conditions listed in the Tender Specifications and renounces any derogatory provisions such as his own general sales conditions.

The unit prices and the global prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the various items in proportion to their weight.

The value added tax is dealt with on a separate line in the summary bill of quantities or the inventory, to be added to the tender's value.

The tenderer commits to performing the public contract in accordance with the provisions of the Tender Specifications for the following prices, given in UGX and exclusive of VAT:

Should this tender be approved, the performance bond will be constituted under the conditions and deadlines stipulated in the Tender Specifications.

The confidential information and/or the information relating to technical or business secrets is indicated clearly in the tender.

In order to correctly compare the tenders, the duly signed information or documents mentioned under Preparation of Tenders.

S/N	Office stationery items	Specifications required/Description	Unit/Measure	Estimated Quantities	Unit price excl. VAT (UGX)	Total price in UGX excl. VAT
1.	Box Files	hard texture-Long-plastic in different colours, PVC, rectangular	Pkt of 50 pcs	150		
2.	Box Files	hard texture-Short-plastic, PVC, rectangular	Pkt of 50 pcs	100		
3.	Executive box file	A4 - short -ring binder	Pkt of 4 Pcs	50		
4.	Spring files	Assorted colours, A4	Dozen	80		
5.	File Separators (1-12)	A4, box of 60 pcs	box	100		
6.	File Separators (1-20)	A4, box of 60 pcs	box	100		
7.	File Separators (1-31)	A4, box of 60 pcs	box	100		

8.	File Separators Alphabet	A4, box of 60 pcs of alphabet	box	100		
9.	Printing Paper	A4, 500 sheets- 80gms/mp, environmentally friendly with certified eco-labels/standards/quality labels	carton of 5 reams	200		
10.	Printing Paper	A3, 500 sheets- 80gms/mp, environmentally friendly with certified eco-labels/standards/quality labels	Ream	100		
11.	Colored paper	A4, 100 sheets, assorted colours of blue, yellow, green Sheet size: 20x30cm	Ream	80		
12.	Ruled paper	A4 80gsm-500 sheets- environmentally friendly with certified eco-labels/standards/quality labels	Ream	200		
13.	Manilla Paper	A4 Manila papers assorted colors Green, Yellow, Blue, Red	Ream (100 Sheets)	80		
14.	White Board with a stand	120*180cm	Pc	20		
15.	White Board without a stand	120*180cm	Pc	20		
16.	White Board with a stand	60*90cm	Pc	20		
17.	White Board without a stand	60*90cm	Pc	20		
18.	White Board with a stand	90*150cm	pcs	20		
19.	White Board with a stand	90*150cm	Pc	20		
20.	White Board with a stand	45*60cm	Pc	30		

21.	White Board without a stand	45*60cm	Pc	10		
22.	Permanent markers	Hard fibre nb, chisel point and a rubber grip in assorted colors, water proof, non-toxic and environmentally friendly	Pkt of 10	150		
23.	White board markers	Hard fibre nb, chisel point and a rubber grip, assorted colours water proof, non-toxic and environmentally friendly	Pkt of 10	200		
24.	White Board Eraser	magnetic	Pc	50		
25.	Highlighters	SH 800, Hard fibre nib with a chisel point in assorted Colours water proof, non-toxic and environmentally friendly	Pkt of 10	100		
26.	Notice Board push pins	With Plastic Top of different colours	25 pins in a box	100		
27.	Office Coloured board pins	Assorted in different colours, stainless steel.	100pcs in a box	100		
28.	Flip Chart Stand	Metallic 100x7, silver in colour	Pc	30		
29.	Flip Chart Paper-White	Piece of 30 sheets	Pc	50		
30.	Flip Chart Paper-White	Piece of 50 sheets	Pc	50		
31.	Archive boxes	610x425x300mm	Pack of 100 pieces	300		
32.	Counter Books	A5-Blue Cover-2Q	Dozen	150		
33.	Counter Books	A4-Blue Cover- 3QR	Dozen	100		
34.	Counter Books	A4-Blue cover-4QR	Dozen	150		
35.	Spiral notebooks	A5 spiral fixed vertically	Dozen	200		
36.	Short hand spiral notebooks	A4, spiral fixed vertically	Dozen	150		
37.	Office Diaries	A5-Executive	Pc	200		

Tender Specifications reference number: 2800UGA-10093

38.	Office Diaries	A4-Executive	Pc	200		
39.	Signature book	A4, 20 pages	Pc	30		
40.	Mail Delivery Book	A5, Quarter Bound Books	Pc	25		
41.	Binding covers (transparent)	A4	100pcs in a pkt	100		
42.	Binding covers (paper)	A4	100pcs in a pkt	100		
43.	Punch Pockets- Plastic sheets with hole (paper inside)	A4, Transparent grained, 80 micron, 21-holes	Pkt of 100 sheets	200		
45.	Transparent Plastic file Folders	A5 size, with plastic sleeves, 22x16cm/8.7x6.3 inch. (LX W)	Packet of 16 pieces	200		
46.	Pens black	Fine point 0.7mm with bright colour ink, sliver tip	Box of 50 pieces	150		
47.	Pens blue	Fine point 0.7mm with bright colour ink, sliver tip	Box of 50 pieces	150		
48.	Pens red	Fine point 0.7mm with bright colour ink, sliver tip	Box of 50 pieces	150		
49.	Pencils	black lead core (3mm core), 175mm height, HB grade	Dozens of 12 pieces	150		
50.	Ruler	Length:30cm, colour: White; Material: plastic	Dozens of 12 pieces	100		
51.	Pencil sharpener	Material: Metal/ plastic: colour; assorted, 5gm	20 pieces in a Pkt	50		
52.	Punching Machine	Heavy duty metallic, DP-900, 80mm	Pc	100		
53.	Stapler-Heavy Duty	HD23517 All metal construction, adjustable paper guide, rotating anvil & rubber base	Pc	30		
54.	Stapling machine	Standard size HP-45, 24/6-26/6	Pc	50		
55.	Staple Wires (Big Staple Wires)	for Heavy Duty stapler 23/10-H (3/8"), 13MM	Box	800		
56.	Staple wires	23/10-H (9/16")	Box of 20 pieces	800		

Tender Specifications reference number: 2800UGA-10093

57.	Staple wire	24/6-1M (Small)	Box of 20 pieces	500		
58.	Staple remover	SR-45	Pc	100		
59.	Paper cutter all in one	A3, A4, A5	PC	100		
60.	Calculator-Big	DJ-120D plus- Extra-large display and recheck	Pc	80		
61.	Calculator-small	MJ-120D plus- Extra-large display and recheck	Pc	50		
62.	Calculator-Scientific	Digital FX991	Pc	100		
63.	Envelopes	A5 Brown Khaki of 80gms	Pkt of 50	300		
64.	Envelopes	A9*4 Brown Khaki of 80gms	Pkt of 50 pieces	200		
65.	Envelopes	A4 Brown Khaki of 80gms	Pkt of 50 pieces	200		
66.	Envelopes	A3 Khaki of 80gms	Pkt of 50 pieces	200		
67.	Binding combs/Spirals	6mm, black in colour	Box of 100 pieces	50		
68.	Binding combs/Spirals	8mm, black in colour	Box of 100 pieces	50		
69.	Binding combs/Spirals	10mm, black in colour	Box of 100 pieces	50		
70.	Binding combs/Spirals	12mm, black in colour	Box of 100 pieces	50		
71.	Binding combs/Spirals	14mm, black in colour	Box of 100 pieces	50		
72.	Binding combs/Spirals	15mm, black in colour	Box of 100 pieces	50		
73.	Binding combs/Spirals	16mm, black in colour	Box of 100 pieces	50		
74.	Binding combs/Spirals	18mm, black in colour	Box of 100 pieces	50		
75.	Binding combs/Spirals	20mm, black in colour	Box of 100 pieces	50		
76.	Binding combs/Spirals	22mm, black in colour	Box of 100 pieces	50		
77.	Binding combs/Spirals	25mm, black in colour	Box of 100 pieces	50		
78.	Binding combs/Spirals	28mm, black in colour	Box of 100 pieces	50		
79.	Binding combs/Spirals	30mm, black in colour	Box of 100 pieces	50		

Tender Specifications reference number: 2800UGA-10093

80.	Binding combs/Spirals	32mm, black in colour	Box of 100 pieces	50		
81.	Binding combs/Spirals	35mm, black in colour	Box of 100 pieces	50		
82.	Binding combs/Spirals	38mm, black in colour	Box of 100 pieces	50		
83.	Binding combs/Spirals	51mm, black in colour	Box of 100 pieces	50		
84.	Binding combs/Spirals	50mm, black in colour	Box of 100 pieces	50		
85.	Desk Organizer/Tray-3 Tiers	Plastic	Pc	100		
86.	Desk Organizer/Tray-3 Tiers	Metallic	Pc	80		
87.	Desk Organizer	For Pens, Pencils, Marker	Pc	100		
88.	Stick Glue	21gms	Pkt of 30 pieces	50		
89.	Stick Glue	25gms	Pcs of 30 pieces	100		
90.	Stick Glue	35gms	Pkt of 10 pieces	100		
91.	Office Liquid Glue	1 litre, transparent, 1000g	12 pieces in a Carton	100		
92.	White wash	100gms	Pair of 2	80		
93.	Mouse pads	Square, black in colour, fabric, 210mm, 31x0.5x21cm	Pc	200		
94.	Binder Clips	19mm	Box (12pcs)	500		
95.	Binder Clips	31mm	Box (12pcs)	500		
96.	Binder Clips	25mm	Box (12pcs)	500		
97.	Binder Clips	41mm	Box (12pcs)	500		
98.	Binder Clips	51mm	Box (12pcs)	300		
99.	Coloured Paper Clips	28mm	Box of (12pcs)	200		
100.	Coloured Paper Clips	31mm	Box of (12pcs)	200		
101.	Coloured Paper Clips	50mm	Box of (12pcs)	200		
102.	Paper clips	31mm	box (10pkts)	200		
103.	Paper clips	33mm	box (10pkts)	200		
104.	Paper clips	50mm	box (10pkts)	200		

Tender Specifications reference number: 2800UGA-10093

105.	Paper clips	51mm	box (10pkts)	200		
106.	Paper clips	78	box (10pkts)	100		
107.	Rubber bands	0.5kg	Pkt	50		
108.	Rubber bands	1kg	Pkt	50		
109.	Scissors	Medium, stainless, steel	Pc			
110.	Scissors	Big, stainless, steel	Pc	50		
111.	Post- It- notes/Sticky notes	assorted colors (3*3)	Pkt	100		
112.	Post- It- notes/Sticky notes	standard Colour-Yellow- Square (3*3)	Pkt (12pcs)	100		
113.	Post- It- notes/Sticky notes	standard Colour-Yellow- Rectangle (3*4)	Pkt (12pcs)	100		
114.	Sign here stickers	With words sign here, 5 Pcs, 25 sheets	Pkt	100		
115.	Masking Tape	1 Inch	Pkt of 6 Pcs	100		
116.	Masking Tape	2 Inches	Pkt of 6 Pcs	100		
117.	Cello tape	2 Inches, small size transparent	Pkt of 6 Pcs	100		
118.	Cello tape	5 Inches, big size	Pkt of 6 Pcs	100		
119.	Cello tape Heavy Duty packaging tape	3 Inches+	Pkt of 6 Pcs	100		
120.	Double sided tape	5 Inches, big size	Pkt of 6 Pcs	100		
121.	Cello tape holder	(size)-Big	Pc	100		
122.	Stamp Ink (red, blue)	28 ml	Pc	100		
123.	Rubber /Eraser	30x20x10mm	Pc	100		
124.	Super glue	10g, transparent, liquid	Dozens of 12	50		
125.	Battery Cell	Durable,1.5V	Pair of 2 cells	100		
126.	Card board- paper holder	Colour- silver/ black/ white; material- metallic	Pc	100		
127.	Pen cups	Metallic, black/silver in colour, different sections where the pens are put	Pc	50		
128.	Hanging hooks	Assorted colours	Pack of 6 pcs	50		

Tender Specifications reference number: 2800UGA-10093

129.	Tack tape	Adhesive material-rubber, colour-cream/grey/white, length 50m	Pack of 6 pcs	50		
Total price						
VAT percentage (if applicable):						
This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda.						
Total amount in words (including VAT and withholding tax):						
.....						
.....						

Name and first name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature: