**Request for Tender**



2018 School Stationery Tender

|  |  |
| --- | --- |
| Reference No: | CK171812 |
| Date of Release: | 2 November 2017 |

Ministry of Education

All queries regarding this Request for Tender should be directed to:

Contact Officer

Reureu Tearetoa

RTearetoa@education.gov.ck

TENDER CLOSING TIME: 4:00pm (CI Time) Wednesday 15 November 2017

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Table of Contents

[Glossary and Definitions 4](#_Toc496471008)

[Introduction 5](#_Toc496471009)

[Summary of Requirements 5](#_Toc496471010)

[CONDITIONS OF TENDERING 5](#_Toc496471011)

[Contact Officer 5](#_Toc496471012)

[Tender Registration 5](#_Toc496471013)

[Tender Closing Time 6](#_Toc496471014)

[Submission of Tender 6](#_Toc496471015)

[Conflict of Interest Declaration 7](#_Toc496471016)

[Further information or clarifications 7](#_Toc496471017)

[Probity 8](#_Toc496471018)

[Selection Process 8](#_Toc496471019)

[Notification of Acceptance 8](#_Toc496471020)

[Confidentiality 9](#_Toc496471021)

[Non-Resident Tenderer 9](#_Toc496471022)

[Mandatory Conditions 10](#_Toc496471023)

[Special Conditions 10](#_Toc496471024)

[Attachment 1 – Tender Specification Requirements 11](#_Toc496471025)

[Tender Specifications 11](#_Toc496471026)

[Please complete and submit all the forms in Attachment 2 in your tender. 11](#_Toc496471027)

[Attachment 2 – Tender Forms To Be Submitted 20](#_Toc496471028)

[A1 – Form of Tender 21](#_Toc496471029)

[A2 – Conflict of Interest Declaration 23](#_Toc496471030)

[A3 – Completed Schedule of Prices 24](#_Toc496471031)

[A4 – Proposed Subcontractors (if applicable) 43](#_Toc496471032)

[A5 – Preliminary Delivery Programme 45](#_Toc496471033)

[A6 – List of Referees who may be Contacted 46](#_Toc496471034)

[Attachment 3 – Evaluation Criteria 47](#_Toc496471035)

[Mandatory Conditions 47](#_Toc496471036)

[Evaluation Criteria 47](#_Toc496471037)

[Risk 48](#_Toc496471038)

[Attachment 4 – Contract Conditions 49](#_Toc496471039)

Glossary and Definitions

|  |  |
| --- | --- |
| **TERM** | **EXPLANATION** |
| BTIB | Business Trade Investment Board |
| Manual | The Cook Islands Government Financial Policies and Procedures manual |
| Policy | The Cook Islands Government Purchase and Sale of Goods and Services Policy 2016 |
| Electronic Tender Account | Asia Pacific Public Electronic Procurement Network e-GP System  <https://in-tendhost.co.uk/adbprocurementnetwork/aspx/Home> |
| Principal | Ministry of Education |
| RFT | Request for Tender |
| Tender Team | The group of people responsible for the management of the tender process and includes those people who are specifically responsible to evaluate Tenders. |

Introduction

# Summary of Requirements

Through this Request for Tender (RFT) the Principal wishes to implement the supply of stationary to schools and education providers in the Cook Islands.

The Stationery Specification is fully described in Attachment One – Tender Specification Requirements Provide an overview of what you are purchasing with further details included in Attachment 1).

* Tenders will only be accepted for the whole of the tender requirements as per Attachment 1.
* Tenders are to arrange and pay for delivery of Stationery to the Ministry of Education building in Nikao, Rarotonga, Cook Islands.
* Tenderers may nominate an equivalent product but if doing so must supply comprehensive product information.
* Copies of tender documentation can be downloaded from the Principal’s website [www.education.gov.ck](http://www.education.gov.ck) and from the Cook Islands Government E-Government Procurement portal at <https://in-tendhost.co.uk/adbprocurementnetwork/aspx/Home>

CONDITIONS OF TENDERING

All tenders should conform to the Conditions of Tendering, but must conform to the Mandatory Conditions as set out in this RFT.

# Contact Officer

The Contact Officer for this tender is:

**Name of Person:** Reureu Tearetoa **Title:** Financial Accountant **Address:** Ministry of Education, PO Box 97, Rarotonga, Cook Islands **Phone:** +682 29357 **E-mail:** RTearetoa@education.gov.ck

# Tender Registration

Prospective tenderers should register their interest to participate in this RFT process by registering on the Cook Islands Government E-Government Procurement portal at:

<https://in-tendhost.co.uk/adbprocurementnetwork/aspx/Home>

In order to participate in the tender process you will need to register as a supplier on the Portal. As part of registration you will need to specify relevant “Business Categories” for your business. This tender will be listed under the following category:



Prospective tenderers should include this category when registering on the system.

Should there be any issues registering please advise the contact officer as soon as possible and alternative registration processes will be given. The Contact Officer will acknowledge receipt of the registration. Only registered tenderers will receive notices directly as and when they are issued. It is the responsibility of the tenderer to ensure they are properly registered for this RFT.

Once the Tender is published on the portal any suppliers registered will receive automatic advice of the tender and a link to access tender documentation via the Electronic Tender Account. Submission of tenders will be through the same account.

Suppliers who register after the tender is published will receive notification of the tender upon registration.

# Tender Closing Time

Tenders must be received by the Electronic Tender Account or in the tender box specified by the following deadline, or they will not be considered:

**Tender Closing Time and Date:** 4:00pm (CI Time) Wednesday 15 November 2017

It is the tenderer’s responsibility to ensure that their tender reaches the Tender Box located at the Ministry of Education Building, Nikao, Cook Islands or posted on the Electronic Tender Account (<https://in-tendhost.co.uk/adbprocurementnetwork/aspx/Home> ) by the specified closing date and time.

Late tenders will not be accepted.

# Submission of Tender

The cost of preparing and submitting the Tender shall be borne by the Tenderer.

The Principal may vary the Tender Specifications described in Attachment 1 at any time, including the closing date, by notice in writing to the Tenderers still involved in the RFT at the time the Tender Specifications are varied.

Tenders shall be submitted in either hard copy or electronic copy, as specified below only.

Telefax tenders will not be accepted.

## Hard Copy Submission:

Two original hard copy tenders shall be packaged and labelled “CONFIDENTIAL” and have the following information clearly exhibited on the outside:

To: Ministry of Education Tender   
Postal Address: P O Box 97, Rarotonga Cook Islands  
Titled: Ministry of Education 2018 School Stationery Tender  
RFT #: CK171812

Hard copy tenders must be placed in the Tender Box located at the Ministry of Education Building, in Nikao and submitted in the format contained in Attachment 2 – Forms to be submitted, by the due date. Failure to do so will result in the tender being disqualified.

## Electronic Copy Submission:

Electronic copy tenders shall be submitted through the Electronic Tender Account in the format contained in Attachment 2 – Forms to be submitted, by the due date. Failure to do so will result in the tender being disqualified.

The default portal is the Asia Pacific Public Electronic Procurement Network e-GP System (refer <https://in-tendhost.co.uk/adbprocurementnetwork/aspx/Home> ). The title and reference number of this document is the tender identifier.

The tender form shall be submitted in Microsoft Word format. Additional documents should be submitted in PDF format. Tenderers should seek approval for any other alternative electronic formats. If offers do not comply with the approved formats they will be deemed non-compliant and may not be accepted.

If the supplier is not able to access or upload tender documents through the default CIG Procurement Portal they should first seek guidance from the user guide using the following link:

<https://in-tendhost.co.uk/adbprocurementnetwork/aspx/BuyerProfiles>

or by clicking the “user guides” tab on the portal. Thereafter further guidance may be available through the Contact Officer.

If still not successful, the Contact Officer will arrange a secure email tender account for the upload of documents. The Electronic Tender Account will send a confirmation of receipt email in response to your electronic submission and the time of upload will be used to confirm the date and time of upload. If you do not receive a confirmation of receipt email within five working days, please contact the Contact Officer for this tender.

If offers do not comply with the approved formats they will be deemed non-compliant and may not be accepted.

Late tenders will not be accepted.

# Conflict of Interest Declaration

Tenderers must complete the Conflict of Interest Declaration form in Attachment 2 to disclose any potential or actual conflicts of interest that they may have or may be perceived to have, in respect of their responsibilities to the Principal and other parties should they be selected as the successful Tenderer. Where potential or actual conflicts of interests are identified, the Tenderer must specify how this will be managed in order to provide assurance that it will not adversely impact the performance of any services.

# Further information or clarifications

Negotiations will not be permitted between the Tender Team and any prospective tenderers during the tender advertising period. However, prospective tenderers may seek clarification of the tender documents prior to submitting their tenders.

Any further information or clarification required by a Tenderer in relation to this RFT must be directed to the **Contact Officer**. Tenderers should note that to ensure no disadvantage to any tenderers, responses to questions pertaining to this RFT will be circulated to all those who have registered their interest.

Where the Principal considers that the competitive advantage of the individual Tenderer may be compromised by the distribution of responses to such requests for information and/or clarification to all Tenderers, the Principal reserves the right to issue such response(s) only to that particular Tenderer.

Details of questions and answers provided during the tender process will be logged in the Electronic Tender Account accessible by all registered tenderers.

Any additional information relating to this RFT will be circulated to all registered suppliers via the E-Government Procurement portal and emailed to all registered Tenderers as a Notice to Tenderers.

# Probity

No gifts or entertainment of any nature will be permitted between any parties involved throughout the tender process, including: tenderers or potential tenderers, tender team members, evaluation team members, the Head of Agency, or any other member or organisation that may have an involvement with any aspect of the tender process.

# Selection Process

All tenders received in the Tender Box or Electronic Tender Box by the closing date and time will be assessed on whether they have conformed to the Mandatory Conditions. Failure to comply with these conditions will result in immediate exclusion from the Evaluation process. All Tenders deemed compliant will then proceed to the evaluation stage.

Evaluation of the responses to this RFT will be in accordance with the Evaluation Criteria described in Attachment 3.

# Notification of Acceptance

Tenders shall remain valid for acceptance and shall not be withdrawn for a period of sixty (60) working days from the Closing Date of the tender.

Unsuccessful tenderers shall be notified in writing by the Principal or their representative within ten (10) working days of acceptance of the successful tender.

If no tender is accepted by the Principal within twenty (20) working days after the Closing Date, each tenderer will be notified in writing by the Principal or their representative whether their tender is still under consideration or is no longer being considered.

When the preferred Tenderer has been identified, the Principal will invite the Tenderer to enter into negotiations based on the draft contract in Attachment 4 to this RFT. Only when both parties have agreed to the terms of the contract and executed the contract, will the Principal formally issue a Letter of Acceptance to the successful Tenderer

The successful tenderer will be notified by the Principal or their representative in writing on a date yet to be confirmed, but within sixty (60) working days from the Closing Date of the tender.

The Tender Team reserves the right to contact referees and/or customers regarding the performance of the tenderer as it may pertain to this RFT.

The Principal shall not be bound to accept the lowest priced tender or the highest scored tender or any tender.

Tenderers are entitled to the release of their evaluation report on request. Any requests for evaluation reports of other tenders must be processed under the Official Information Act 2009.

Tenderers wishing to lay a complaint may do so under the complaints process of the Cook Islands Government Purchase and Sale of Goods and Services Policy 2016.

If no tender has been accepted within the period stated, the Principal will notify all Tenderers that no tender was accepted and may:

* Invite all Tenderers to provide additional information; and/or
* Re-advertise the RFT and extend the closing date of the Tender. Tenderers may either resubmit their tender or provide additional information to support their existing Tender already received by the Principal.

At the conclusion of the tender process the outcome will be published on the procurement website showing the names of the successful Tenderer.

# Confidentiality

Drawings, Specifications, Schedules and written technical information supplied to Tenderers shall not be used for purposes other than the preparation of a Tender without the approval of the Principal. Information submitted by a Tenderer shall be regarded as confidential and shall not be disclosed to a third party except with the prior written agreement of the Tenderer.

# Non-Resident Tenderer

In order for foreign companies to carry out business in the Cook Islands, an application for, and approval, must be sought from the Business Trade Investment Board (BTIB). Any fees associated with the registration are to be covered by the Tenderer. Tenderers should inform themselves of the registration process and confirm in their Tender that they are willing to register once a Letter of Acceptance is issued. Information can be found at [www.btib.gov.ck](http://www.btib.gov.ck).

Mandatory Conditions

All tenders must conform to the Mandatory Conditions below. Any tender that fails to comply with one or more of the mandatory requirements will be deemed non-compliant and will be excluded from the evaluation process. Mandatory Conditions below are also reflected in Attachment 3 – Evaluation Criteria.

1. Tenders must be completed in the format contained in Attachment 2 of this RFT. If offers do not comply with the format contained in Attachment 2, they will be deemed non-compliant and may not be accepted.
2. Tenders must be deposited in the required form in the Tender Box or the Electronic Tender Account by the closing time as specified in this RFT.
3. All tenders and related documentation in respect of this RFT may be presented in the English or Maori language. Tenders presented in Maori or any other language must be provided with an English translation.
4. Tenderers must tender to provide services or supply materials for the whole of the works/goods/services as specified in the Tender Specifications
5. Tenders must be presented in hard copy format and/or electronic copy format as specified in this RFT. Telefax tenders will not be accepted.
6. All prices quoted must be landed inclusive of freight and relevant charges to the final point of delivery, Ministry of Education building in Nikao, Rarotonga, Cook Islands.
7. All prices must be in New Zealand dollars.

Special Conditions

The following special conditions of Tender apply to this Contract:

1. Upon awarding of the contract works, it is deemed that the tenderer has assessed the project and that all cost both direct and indirect to complete the contract works has been covered in the tendered price.
2. The Principal may ask the tenderer to provide a list of proposed subcontracts and subcontractors before accepting the tender.
3. The Principal may ask the tenderer to provide additional information during the tender evaluation. The tenderer must supply that information in the form and within the time stated in the Principal’s request.

Attachment 1 – Tender Specification Requirements

# Tender Specifications

# Please complete and submit all the forms in Attachment 2 in your tender.

The Tenderer is to arrange and pay for delivery of stationery to the final point of delivery - Ministry of Education building in Nikao, Rarotonga, Cook Islands.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stock Code** | **Description** | **Order Units** | **Quantity** |
| 113202 | Exercise Book (100bbks/ctn) -1A5 | book | 600 |
| 113205 | Exercise Book (100bks/ctn) -1B5 | book | 16400 |
| 113220 | Exercise Book (100bks/ctn) -1A4 | book | 1400 |
| 113230 | Exercise Book (100bks/ctn) -1F4 | book | 3100 |
| 113232 | Exercise Book (100bks/ctn) -1U4 | book | 2600 |
| 113505 | Exercise Book (100bks/ctn) -1H5 | book | 1500 |
| 113510 | Exercise Book (100bks/ctn) -1E5 | book | 2900 |
| 113520 | Exercise Book (100bks/ctn) -1H4 | book | 100 |
| 113705 | Exercise Book (100bks/ctn)-1L4 | book | 200 |
| 115115 | Exercise Book - Refill (100bks/ctn)-14J5 | book | 300 |
| 115740 | Exercise Book - Refill (100bks/ctn)-14B8 | book | 2100 |
| 113610 | Exercise Book (100bks/ctn) -1B8 | book | 100 |
| 113618 | Beginner's Writing Books -BWB | book | 1000 |
| 113619 | Writing & Drawing Book (100/ctn) 230x180 (WDB) | pad | 1100 |
| 113905 | Warwick Notebook (200bks/ctn) -5B1 | book | 7 |
| 113310 | Warwick Spiral Notebook -8B4 50Lf | book | 100 |
| 105070 | Scrapbook Super Blank Page A4 28 leaf | pad | 89 |
| 105025 | Warwick Scrap Book Full On (60pds/ctn) - A3 | pad | 112 |
| 112010 | WB Artwork Sketch Books-Art Spiral A3 | pad | 227 |
| 123070 | Dixon Wall Clock | each | 114 |
| 296116 | Chalk Crayola 100 sticks per box -White | pack | 48 |
| 296117 | Chalk Crayola 100 sticks per box -Colour | pack | 31 |
| 296112 | Felt Pens Cascade Artwork-12pns/pkt | pack | 399 |
| 296083 | Pencils Coloured Crayola 12/pkt full size-lge | pack | 361 |
| 296084 | Pencils Coloured Crayola 12/pkt 1/2 size-sml | pack | 75 |
| 117379 | Pencils HB with Erasers-6pnls/pkt | pack | 1830 |
| 228004 | Micador 2B Sketching pencils-12pnls/pkt | pack | 12 |
| 228005 | Micador 4B Sketching Pencil 12pnls/pkt | pack | 26 |
| 228006 | Micador 6B Sketching pencils-12pnls/pkt | pack | 40 |
| EXTRAFAB | Pencils -Faber Castell Classic Colour Pencils, Lge (12pcs/pkt) | pack | 73 |
| 200385 | Pencil Sharpener Single Plastic 63 (24/pk) | each | 338 |
| 230040 | Pencil Sharpener Desk KW305A Desk Mount | each | 122 |
| 296085 | Crayons - Pack of 8-sml | pack | 54 |
| 296107 | Crayons - Pack of 16-sml | pack | 99 |
| 296088 | Crayons -Standard Jumbo Pk of 12-lge | pack | 304 |
| 227637 | Crayons - Pastels Jumbo Standard (12/pkt) | pack | 332 |
| EXTRABK | Crayons -Hard Retsol Grease Crayons, 10's -Black | bundle | 28 |
| EXTRADBL | Crayons -Hard Retsol Grease Crayons, 10's -Dark Blue | bundle | 19 |
| EXTRALBL | Crayons -Hard Retsol Grease Crayons, 10's -Light Blue | bundle | 19 |
| EXTRADGN | Crayons -Hard Retsol Grease Crayons, 10's -Dark Green | bundle | 29 |
| EXTRALGN | Crayons -Hard Retsol Grease Crayons, 10's -Light Green | bundle | 29 |
| EXTRABRN | Crayons -Hard Retsol Grease Crayons, 10's -Brown | bundle | 19 |
| EXTRARED | Crayons -Hard Retsol Grease Crayons, 10's -Red | bundle | 19 |
| EXTRAPNK | Crayons -Hard Retsol Grease Crayons, 10's -Pink | bundle | 19 |
| EXTRAOGE | Crayons -Hard Retsol Grease Crayons, 10's -Orange | bundle | 19 |
| EXTRAWHT | Crayons -Hard Retsol Grease Crayons, 10's -White | bundle | 18 |
| EXTRAYEL | Crayons -Hard Retsol Grease Crayons, 10's -Yellow | bundle | 29 |
| EXTRACRM | Crayons -Hard Retsol Grease Crayons, 10's -Crimson | bundle | 19 |
| EXTRAGRY | Crayons -Hard Retsol Grease Crayons, 10's -Grey | bundle | 19 |
| 255019 | Pen -Ball Point (Biro Bic) 10/pkt -Black | pack | 170 |
| 255020 | Pen -Ball Point (Biro Bic) 10/pkt -Blue | pack | 287 |
| 255023 | Pen -Ball Point (Biro Bic) 10/pkt -Red | pack | 169 |
| PENGRN | Pen -Ball Point (Biro Bic) 10/pkt -Green | pack | 46 |
| EXP496 | Pen -Staedtler Stick 10's -Black | pen | 80 |
| EXP497 | Pen -Staedtler Stick 10/pkt -Blue | pen | 360 |
| EXP498 | Pen -Staedtler Stick 10/pkt -Red | pen | 210 |
| 249605 | Pen -Uni Laknock Fine Pen SN-100 (0.7) -Black | pen | 60 |
| 249606 | Pen -Uni Laknock Fine Pen SN-100 (0.7) -Blue | pen | 60 |
| 249608 | Pen -Uni Laknock Fine Pen SN-100 (0.7) -Red | pen | 23 |
| 249610 | Pen -Uni Laknock Med Pen SN-100 (1.0) -Black | pen | 120 |
| 249611 | Pen -Uni Laknock Med Pen SN-100 (1.0) -Blue | pen | 60 |
| 249612 | Pen -Uni Laknock Med Pen SN-100 (1.0) -Red | pen | 94 |
| 249265 | Pen Eraser - White Uni Correct Pen | pen | 112 |
| 117368 | Rubber - Warwick Eraser Small (60/bx) | rubber | 2960 |
| 117344 | Warwick Rubberband Assorted 500gm | box | 16 |
| 348002 | Ruler -Warwick Ruler Wooden 10s -1 meter | ruler | 48 |
| 384004 | Rulers 30cm White School - 300mm | ruler | 2424 |
| 133001 | Envel. DLE Manila Seal Easi 80gsm Non, (500/bx)-E20E | box | 11 |
| 133002 | Envel. DLE White Seal Easi 80gsm Non, (500/bx)-E20E | box | 10 |
| 133014 | Envel. DLE White Window Seal Easi (500/bx) | box | 1 |
| 133239 | Envel -Croxley C4 White SealEasi 100gsm Envelope, 500s | box | 3 |
| 133302 | Envel. A4 Manilla Pocket Seal Easi C4 Envelopes, 250s | box | 12 |
| 133078 | Envel -Croxley C5E White Self SealEasi Envelopes, 250s | box | 18 |
| 133079 | Envel -Croxley C5E Tropical Seal 80gsm Envelope, 250s | box | 2 |
| 133945 | Envel. Mail Lite Bag No. 5, 257x340 (10/pk) | bag | 15 |
| 133946 | Envel. Mail Lite Bag No. 6, 325x405 (10/pk) | bag | 11 |
| 173507 | Folders - Manilla F/P Kraft-100/pkt | folder | 4745 |
| 117141 | "Scissors 5" Dixon Grad 133mm" | each | 331 |
| 177162 | "Scissors 7" Dixon 175mm Rubber Hand | each | 378 |
| 117142 | "Scissors 8" Dixon Gen 210mm" | each | 567 |
| 222050 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No2 | each | 126 |
| 222051 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No4 | each | 146 |
| 222052 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No6 | each | 166 |
| 222053 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No8 | each | 34 |
| 222054 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No10 | each | 191 |
| 222055 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No12 | each | 174 |
| 222056 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No14 | each | 142 |
| 222057 | Bckngfd Art Brush 5642Flt (12bhs/pkt) -No16 | each | 404 |
| 222071 | Bckngfd Art Brush 577Flt (12bhs/pk) -No2 | each | 76 |
| 222075 | Bckngfd Art Brush 577Flt (12bhs/pk) -No10 | each | 93 |
| 222077 | Bckngfd Art Brush 577Flt (12bhs/pk) -No14 | each | 113 |
| 222078 | Bckngfd Art Brush 577Flt (12bhs/pk) -No16 | each | 138 |
| 222246 | Bckngfd Art Brush 5008Flt3 (12bhs/pk) Flat -No3 | each | 179 |
| 222247 | Bckngfd Art Brush 5008Flt6 (12bhs/pk) Flat -No6 | each | 191 |
| 222248 | Bckngfd Art Brush 5008Flt10 (12bhs/pk) Flat -No10 | each | 193 |
| 222249 | Bckngfd Art Brush 5008Flt12 (12bhs/pk) Flat -No12 | each | 193 |
| 222254 | Bckngfd Art Brush 5008Rnd0 (12bhs/pk) Round -No0 | each | 182 |
| 222255 | Bckngfd Art Brush 5008Rnd2 (12bhs/pk) Round -No2 | each | 194 |
| 222256 | Bckngfd Art Brush 5008Rnd4 (12bhs/pk) Round -No4 | each | 195 |
| 222257 | Bckngfd Art Brush 5008Rnd6 (12bhs/pk) Round -No6 | each | 182 |
| 222258 | Bckngfd Art Brush 5008Rnd8 (12bhs/pk) Round -No8 | each | 204 |
| 222259 | Bckngfd Art Brush 5008Rnd10 (12bhs/pk) Round -No10 | each | 235 |
| 117454 | Student Compass | each | 126 |
| 117380 | Student Taurus Protractor 10cm 180 | each | 130 |
| 117220 | Staples - Rapid 26/6 | pack | 286 |
| EXP098 | Staples -Rapid 13/6 (6mm) (pin) -RS1365 | pack | 78 |
| 230023 | Staples -KW-Trio 023A, 23/10 staples | pack | 1 |
| 230024 | Staples -KW Staples R13, 23/13 (4mm) | pack | 18 |
| 230120 | Stapler Stand Up Black 57336 | each | 110 |
| 230036 | Stapler -KW Heavy Duty Cap 50LB | each | 1 |
| 230005 | Stapler -KW Stapler Long Arm 317mm Throat 5900 | each | 7 |
| EXP824 | Staple Gun Rapid 6mm R13 | each | 68 |
| 230039 | KW Staple Pin Remover 506B | each | 75 |
| 230506 | Hole Punch - 2 Hole KW 9760 | each | 44 |
| 303252 | Tape -Sellotape 36mm x 55m -Clear | each | 63 |
| 117512 | Tape -Sellotape 48mm x 50m -Clear | each | 153 |
| 117439 | Tape -Warwick Packaging Tape 48mm x 50m -Tan | each | 44 |
| 117436 | Tape -Masking Tape 24mm \* 50m White | each | 87 |
| 117501 | Tape -Sellotape Cellulose 18mm\*66m | each | 123 |
| 117500 | Tape -Sellotape Cellulose 12mm\*66m | each | 22 |
| 302122 | Tape -Tape Scotch Book 51mm x 15m | each | 17 |
| CLOTHTAPE | Tape -Cloth Tape H/Duty M/Surface 50mmx25m -Grey | each | 15 |
| 444557 | Tape -Brother Ptouch Tape TZE-231, (Black on White) -12mm | each | 51 |
| 444560 | Tape -Brother Ptouch Tape TZE-231, (Black on White) -18mm | each | 20 |
| 444498 | Brother Ptouch Machine PTH105 (Tagging Machine) | each | 1 |
| 309011 | Bostik Blu-Tak Standard 75gm (25pkts/bx) | pack | 443 |
| 392200 | Dusters Black Felt with Wood Handle | each | 29 |
| 220043 | Whiteboard Duster | each | 168 |
| 392206 | Bio-Clean Whiteboard Cleaner 550ml Trigger | each | 35 |
| 220090 | Dixon Whiteboard Cleaner Kit -Wipers | each | 67 |
| 117393 | Marker Wallet Warwick Perm FineTip-4/pkt | pack | 146 |
| 249880 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Black | each | 1078 |
| 249882 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Blue | each | 987 |
| 249884 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Red | each | 942 |
| 249886 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Green | each | 449 |
| 117356 | Marker -Warwick Whiteboard Marker -Chisel Tip (12/pkt) -Black | each | 209 |
| 117355 | Marker -Warwick Whiteboard Marker -Chisel Tip (12/pkt) -Blue | each | 209 |
| 117357 | Marker -Warwick Whiteboard Marker -Chisel Tip (12/pkt) -Red | each | 122 |
| 117392 | Marker -Warwick Whiteboard Marker -Chisel Tip (4/pkt) -Asstd (Blu,Bla,Red,Grn) | pack | 89 |
| 257107 | Marker -Pilot Marker Bullet Fine Black | each | 104 |
| 257108 | Marker -Pilot Marker Bullet Fine Blue | each | 84 |
| 257119 | Marker -Pilot Super Chisel Tip Jumbo Marker -Black | each | 105 |
| 257120 | Marker -Pilot Super Chisel Tip Jumbo Marker -Blue | each | 104 |
| 257121 | Marker -Pilot Super Chisel Tip Jumbo Marker -Green | each | 74 |
| 257122 | Marker -Pilot Super Chisel Tip Jumbo Marker -Red | each | 78 |
| 249770 | Markers -Uni Prockey B Bullet Tip, PM-122 12's -Black | each | 13 |
| 249771 | Markers -Uni Prockey B Bullet Tip, PM-122 12's -Blue | each | 13 |
| 249772 | Markers -Uni Prockey B Bullet Tip, PM-122 12's -Red | each | 37 |
| 117364 | Markers -Warwick Permanent Marker Bullet Tip,12s -Asstd (3x Bla,Blu,Red,Grn) | pack | 134 |
| EXP148 | Pens OHP Non-Permanent Luxor -Pk of 4 | pack | 1 |
| EXP149 | Pens OHP Permanent Luxor-Pack of 4 | pack | 8 |
| 117420 | Highlighters Topstar Yellow -bx of 10 | each | 72 |
| 117373 | Wwk Highlighter Stubby Asst Colours 4/pk | pack | 208 |
| 327007 | Donaghy Cotton String 60gm 75m | each | 61 |
| EXP246 | Plastic Whistles | each | 85 |
| 239709 | Sharp Calculator 12 Digit EL124TWH | each | 76 |
| 200902 | Hopax Stick on Notes 76 x 76mm - 100/shts Yellow | each | 154 |
| 200916 | Hopax Stick'n Note Rainbow Neon 400/shts 76 x 76mm | each | 182 |
| 117235 | Paper Fastener 2 piece (50/pk) | pack | 19 |
| 117232 | Warwick Paper Clips 31mm Rainbow Pk 200 | pack | 141 |
| 290514 | Dixon Push Pins -Assorted Colours (100s) | pack | 193 |
| 290517 | Dixon Drawing Pins -Brass (200's) | pack | 44 |
| 781000 | Fujitsu Batteries AA Ultra Alkaline - 4/card | pack | 270 |
| 781001 | Fujitsu Batteries AAA Ultra Alkaline - 4/card | pack | 139 |
| 781002 | Fujitsu Batteries D Ultra Alkaline - 2/card | pack | 41 |
| 781003 | Fujitsu Batteries C Ultra Alkaline - 2/card | pack | 8 |
| 781004 | Fujitsu Batteries 9V Ultra Alkaline | each | 9 |
| 309004 | Paste School Bostik -500gm bag | bag | 11 |
| 117416 | Paste PVA Glue 50ml White Resin | each | 56 |
| 117417 | Paste -Bostik Junior White PVA -250ml | each | 51 |
| 227700 | Educational Colours Craft Clear Gum -250ml | each | 44 |
| 117424 | Warwick PVA Glue White Resin General -2 Litres | each | 59 |
| 200002 | Glue Stick Amos 8g sml (30/pkt) | each | 909 |
| 200000 | Amos Glue Stick - Non Toxic 1.23oz/35g | each | 869 |
| 451337 | Jiffy Kraft Brown Paper - Rolls 900mm\*300m | roll | 19 |
| 555000 | Teachers Workplan Book 8 Period | each | 400 |
| 438054 | Collins 2018 Diary A5 Size -Blue | each | 166 |
| EXP605 | Protec Plasters Fabric Strip Dressing | each | 82 |
| EXP846 | Protec Plasters Plastic (19x72mm) 100s | each | 83 |
| EXP843 | Digital Electrical Timer (Jastek) | each | 9 |
| V95037 | Verbatim DVD+R Blanks 50pk Spindle 4.7GB 16x | each | 3 |
| 201254 | Dixon Resealable Bags 130\*200mm 50s | pack | 148 |
| 201255 | Dixon Resealable Bags 180\*255mm 25s | pack | 157 |
| 201256 | Dixon Resealable Bags 230\*305mm 25s | pack | 223 |
| 117249 | Dixon Foldback Clips (Bulldog) 24/pk -15mm | clip | 140 |
| 290520 | Dixon Foldback Clips (Bulldog) 24/pk -19mm | clip | 212 |
| 117251 | Dixon Foldback Clips (Bulldog) 12/pk -25mm | clip | 202 |
| 290526 | Warwick Letter Clip (Bulldog) 20pcs/pk - 32mm | clip | 60 |
| 290525 | Warwick Foldback Clips (Bulldog) 12/pk -50mm | clip | 62 |
| 230555 | KW Trio A4 Paper Guillotine 3922 -Metal | each | 5 |
| 245641 | Fellowes Jupiter 2, Office A3 Laminator | each | 3 |
| 235829 | Fellowes Binder Quasar Plus Manual Binding Machine | each | 2 |
| 278010 | Filemaster 100 A4 Copysafe Pockets | pack | 125 |
| 278018 | Filemaster 10 A5 Copysafe Pockets | pack | 10 |
| 172124 | FM Ring Binders - Impact Classic Lever Arch A4 Black | each | 122 |
| 172300 | FM Vivid Ringbinder A4 -Lime Green | each | 20 |
| 172302 | FM Vivid Ringbinder A4 -Burnt Orange | each | 36 |
| 172304 | FM Vivid Ringbinder A4 -Shocking Pink | each | 13 |
| 172305 | FM Vivid Ringbinder A4 -Ice Blue | each | 37 |
| 172306 | FM Vivid Ringbinder A4 -Passion Purple | each | 11 |
| 172330 | FM Vivid Expanding File (13 pockets) -Ice Blue | each | 12 |
| 279317 | FM Vivid Black Document Wallets A4 (3file/Pk) -Cat Black | each | 53 |
| 279319 | FM Vivid Black Document Wallets A4 (3file/Pk) -Black/Lime Green | each | 22 |
| 279321 | FM Vivid Black Document Wallets A4 (3file/Pk) -Black/Shocking Pink | each | 51 |
| 169902 | FM Magazine File No.2 White 80x250x230 | each | 320 |
| 169904 | FM Magazine File No.3 White 100x280x25 | each | 30 |
| 300003 | Filemaster Magazine File # 5 Woodgrain | each | 80 |
| 170592 | Carton Fullscap FM Storage - Brown | each | 343 |
| 170598 | Carton Fullscap FM Storage - White | each | 427 |
| 170600 | FM Archive Box Line Flow | each | 95 |
| 170700 | FM Archive Box White Standard Strength 3 | each | 101 |
| 171400 | FM A4 5 TAB Coloured Cardboard Indices | set | 68 |
| 171405 | FM A4 10 TAB Coloured Cardboard Indices | set | 93 |
| 174315 | FM Clear Clipboard Fullscap Transparent | each | 48 |
| 220005 | FM Whiteboard Double Sided Lap Board 226x300mm | each | 138 |
| 220026 | FM Magnetic Whiteboard 355x431mm Marker, 2x Magnets | each | 39 |
| 235405 | Plastic Binding Coil (100/bx) -8mm | box | 6 |
| 235410 | Plastic Binding Coil (100/bx) -10mm | box | 7 |
| 235415 | Plastic Binding Coil (100/bx) -12mm | box | 7 |
| 235420 | Plastic Binding Coil (100/bx) -14mm | box | 6 |
| 245506 | Glossy Lamin Pouches 100's A4-80micron | pack | 157 |
| 245521 | Glossy Lamin Pouches 100's A3-80micron | pack | 51 |
| 278215 | Clear Files -FM Display Book A4 -10 pockets | each | 175 |
| 278225 | Clear Files -FM Display Book A4 -20 pockets | each | 404 |
| 278245 | Clear Files -FM Display Book A4 -40 pockets | each | 133 |
| 278255 | Clear Files -FM Display Book A4 -60 pockets | each | 51 |
| 278265 | Clear Files -FM Display Book A4 -80 pockets | each | 34 |
| 278275 | Clear Files FM Display Book A4 -100 pockets | each | 83 |
| 278370 | FM Refillable DisplayBk Refill A4 (loose) -10/pack | pack | 35 |
| 278543 | FM L Shaped Pockets A4 Clear-12/pkt | pack | 51 |
| 278545 | FM L Shaped Pockets A4 Yellow-12/pkt | pack | 79 |
| 278547 | FM L Shaped Pockets A4 Green-12/pkt | pack | 51 |
| 278555 | FM L Shaped Pockets A4 Mulberry-12/pkt | pack | 53 |
| 278556 | FM L Shaped Pockets A4 Light Purple-12/pkt | pack | 19 |
| 278690 | FM L Shaped Pockets A4 Assorted Colours-10/pkt | pack | 121 |
| 280300 | Reflex P/Copy Paper White A3 (500s)-80gsm | ream | 19 |
| 280320 | Reflex P/Copy Paper Blue Tinted A4 (500s)-80gsm | ream | 23 |
| 280324 | Reflex P/Copy Paper Green Tinted A4 (500s)-80gsm | ream | 25 |
| 280326 | Reflex P/Copy Paper Pink Tinted A4 (500s)-80gsm | ream | 25 |
| 280330 | Reflex P/Copy Paper Yellow Tinted A4 (500s)-80gsm | ream | 23 |
| A5TINTB | A5 Photocopy Paper Blue Tinted (500s) -80gsm | ream | 6 |
| 280956 | Crd A1 Olympic Card Coloured Assorted (100s)-160gsm | ream | 22 |
| 280958 | Crd A2 Olympic card Coloured Assorted (100s)-160gsm | ream | 26 |
| 280962 | Crd A2 Olympic Fluoro Assorted (50s)-210gsm | ream | 4 |
| 280954 | Crd A3 Olympic Card Bright 5 Colours -160GSM | ream | 39 |
| 280965 | Crd A4 Assorted Bright Colours -160gsm | ream | 73 |
| EXP826 | Paper Standard Cartridge A2 P/Offset White 500s -80gsm | ream | 3 |
| EXP827 | Paper Standard Cartridge A2 P/Offset White 250s -120gsm | ream | 3 |
| 300408 | Trophee Paper 80gsm A4 500s -Intensive Yellow | ream | 8 |
| 300429 | Trophee Paper 80gsm A4 500s -Pink | ream | 7 |
| 300450 | Crd A4 Trophee 160gsm 250s -Billiard Green | ream | 17 |
| 300454 | Crd A4 Trophee 160gsm 250s -Cream | ream | 15 |
| 300455 | Crd A4 Trophee 160gsm 250s -Dark Blue | ream | 13 |
| 300456 | Crd A4 Trophee 160gsm 250s -Flame Orange | ream | 10 |
| 300459 | Crd A4 Trophee 160gsm 250s -Lilac | ream | 10 |
| 300458 | Crd A4 Trophee 160gsm 250s -Green | ream | 16 |
| 300461 | Crd A4 Trophee 160gsm 250s -Pink | ream | 16 |
| 300463 | Crd A4 Trophee 160gsm 250s -Steel Grey | ream | 9 |
| 300475 | Crd A4 Trophee 160gsm 250s -Intensive Blue | ream | 14 |
| 300476 | Crd A4 Trophee 160gsm 250s -Intensive Green | ream | 13 |
| 300478 | Crd A4 Trophee 160gsm 250s -Intensive Orange | ream | 13 |
| 300479 | Crd A4 Trophee 160gsm 250s -Intensive Red | ream | 14 |
| 300480 | Crd A4 Trophee 160gsm 250s -Intensive Yellow | ream | 19 |
| 300500 | Crds-Trophee Card 210gsm A4 250s -Billiard Green | ream | 10 |
| 300505 | Crds-Trophee Card 210gsm A4 250s -Dark Blue | ream | 9 |
| 300506 | Crds-Trophee Card 210gsm A4 250s -Flame Orange | ream | 9 |
| 300515 | Crds-Trophee Card 210gsm A4 250s -White | ream | 112 |
| 300525 | Crds-Trophee Card 210gsm A4 250s -Intensive Blue | ream | 1 |
| 300528 | Crds-Trophee Card 210gsm A4 250s -Intensive -Red | ream | 5 |
| 300529 | Crds-Trophee Card 210gsm A4 250s -Intensive Yellow | ream | 7 |
| 280583 | Crds-Trophee Card 210gsm A4 100s Forest Green | ream | 2 |
| CA2235 | Canon P/Copy Paper White A3 Office 500's | ream | 130 |
| CA2253 | Canon P/Copy Paper White A4 Office 500's | ream | 4200 |
| CA2262 | A5 Photocopy Paper White (500s) -80gsm | ream | 21 |
| 179305 | OMX OHP Transparent Film 3M A4 -100/pkt | pack | 5 |
| EXP173 | Newsprint A1 Reams 500s -45gsm | ream | 9 |
| EXP825 | Newsprint A2 Reams 500s -45gsm | ream | 17 |
| EXP516 | Newsprint A3 Reams 500s -45gsm | ream | 30 |
| EXP178 | Newsprint A4 Reams 500s -45gsm | ream | 28 |
| 177972 | Chromacryl Acrylic Student Paint 2L -Black | each | 37 |
| 177980 | Chromacryl Acrylic Student Paint 2L -Cool Blue | each | 20 |
| 177982 | Chromacryl Acrylic Student Paint 2L -Cool Red | each | 20 |
| 177984 | Chromacryl Acrylic Student Paint 2L -Cool Yellow | each | 22 |
| 177994 | Chromacryl Acrylic Student Paint 2L -Orange | each | 35 |
| 177998 | Chromacryl Acrylic Student Paint 2L -Red Oxide | each | 14 |
| 178320 | Chromacryl Acrylic Student Paint 2L -Violet | each | 27 |
| 177988 | Chromacryl Acrylic Student Paint 2L -Deep Green | each | 43 |
| 178322 | Chromacryl Acrylic Student Paint 2L -Warm Blue | each | 27 |
| 178324 | Chromacryl Acrylic Student Paint 2L -Warm Red | each | 33 |
| 178326 | Chromacryl Acrylic Student Paint 2L -Warm Yellow | each | 38 |
| 178484 | Chromacryl Acrylic Student Paint 2L -White | each | 44 |
| EXP046 | SA Tempera Powder Paint Bag 200gsm -Cobalt Blue | each | 5 |
| EXP047 | SA Tempera Powder Paint Bag 200gsm Crimson | each | 6 |
| EXP048 | SA Tempera Powder Paint Bag 200gsm -Yellow | each | 5 |
| EXP337 | SA Tempera Powder Paint Bag 200gsm Green | each | 6 |
| EXP338 | SA Tempera Powder Paint Bag 200gsm -Orange | each | 5 |
| EXP339 | SA Tempera Powder Paint Bag 200gsm -Brown | each | 4 |
| EXP760 | SA Tempera Powder Paint Bag 200gsm -Ultra Blue | each | 6 |
| EZIDYEBLU | Ezi Dye 500ml -Blue | each | 13 |
| EZIDYEGRN | Ezi Dye 500ml -Green | each | 13 |
| EZIDYERED | Ezi Dye 500ml -Red | each | 13 |
| EZIDYEYLW | Ezi Dye 500ml -Yellow | each | 15 |
| EZIDYEOGE | Ezi Dye 500ml -Orange | each | 13 |
| FBDYEBLK | Fabric Dye 1 ltr -Black | each | 13 |
| FBDYEBLU | Fabric Dye 1 ltr -Blue | each | 16 |
| FBDYECRN | Fabric Dye 1 ltr -Crimson | each | 11 |
| FBDYEGRN | Fabric Dye 1 ltr -Green | each | 13 |
| FBDYEOGE | Fabric Dye 1 ltr -Orange | each | 11 |
| FBDYERED | Fabric Dye 1 ltr -Red | each | 16 |
| FBDYEWTE | Fabric Dye 1 ltr -White | each | 14 |
| FBDYEYLW | Fabric Dye 1 ltr -Yellow | each | 18 |
| 240189 | Verbatim USB Flash 8GB Pin Stripe Flash -Black | each | 106 |
| 240190 | Verbatim USB 16GB Pin Stripe Flash -Black | each | 86 |
| EXP156 | Head -Deskscrub (Soft - Indoor Use) | each | 3 |
| EXP157 | Handles for Deskscrub | each | 8 |
| EXP158 | Disinfectant 5 Litres | each | 159 |
| EXP159 | Sunlight Soap (4/pk) | pack | 23 |
| EXP161 | Squeeze Mop Sponge - Head Only | each | 17 |
| EXP162 | Squeeze Mop Sponge -Complete Set | each | 34 |
| EXP209 | 20 OZ Round Mop (Cotton) Sabco -Head Only | each | 66 |
|  | 20 OZ Round Mop (Cotton) Sabco -Handle Only | each | 17 |
| EXP163 | Jiff 5 Litres | each | 42 |
| EXP818 | Ajax Spray & wipe Triggers - 375ml | each | 122 |
| EXP819 | Sunlight Liquid 5 Litres | each | 96 |
| EXP820 | Toilet Soap 50g - 100/ctn | soap | 943 |
| EXP821 | Hand Towel 1 Ply Interleaved (200's) (16pk/ctn) | pack | 521 |
| EXP822 | Toilet Paper - 48 rolls/ctn | carton | 407 |
|  | A1 Art Portfolio Boards | each | 30 |
| 200220 | Homework Bag (large block 360X290mm) camo | each | 30 |
| 200222 | Homework Bag (large block 360X290mm) Pink | each | 30 |
| 227435 | Plastic Needles | packet | 3 |
| 227433 | Pony Beads | packet | 3 |
| 120214 | Collins cash reciept books | books | 3 |
| V95101 | Verbatin DVD-R | pack | 3 |
| 251001 | Playing Cards No.22 | each | 10 |
| 161315 | PR55\* Personal Edition - Day Planner | each | 10 |
| 113616 | 1 cartons Warwick LWB Exercise Book (Learn to write book) | book | 100 |
| 150195 | Crystalife F/Cap Suspension Files SKU 150195 (box of 50) | file | 50 |
| 302082 | 3M Post-it Durable Tabs 25x38mm 66Tabs per Pack -Red,Yellow,Blue | each | 2 |
| 120502 | Olympic Memo Cubes 97x97mm,Half Height Refill | each | 1 |
| 113305 | Warwick Spiral Notebook, 255x205mm, 50lf -8B5 | book | 20 |
| 108530 | Warwick Exercise Book 32 Leaf A4 Ruled 8mm | book | 20 |
| 100904 | Bockingford Pad Watercolour A3 200gsm 20 Leafs | book | 2 |
| 172152 | A4 Lever Arch FM Binder - Burnt Orange | binder | 2 |
| 172155 | A4 Lever Arch FM Binder - Ice Blue | binder | 2 |
| 172150 | A4 Lever Arch FM Binder - Vivid Lime Green | binder | 2 |
| 172156 | A4 Lever Arch FM Binder - Purple | binder | 2 |
| 171402 | FM Indices A4 10 TAB Colour Reinforced Cardboard | pack | 5 |
| 171407 | FM Indices A4 1-31 TAB Colour Reinforced Cardboard | pack | 10 |
| 171401 | FM Indices A4 5 TAB Coloured Reinforced Cardboard | pack | 10 |
| 113206 | Warwick Exercise Book 1B5 50 Leaf 25% Extra Ruled 7mm 255x205mm | book | 10 |
| 113226 | Warwick Exercise Book 1B4 40 Leaf Extra Ruled 7mm 230x180mm | book | 10 |

Evidence of the manufacturers’ / suppliers warranties is required.

Attachment 2 – Tender Forms To Be Submitted

Instructions

1. Tenderers must complete and submit all of the following forms, in the formats provided in this Attachment:

* A1 – Tender Form
* A2 – Conflict of Interest Declaration
* A3 – Completed Schedule of Prices
* A4 – Proposed Subcontractors *(if applicable)*
* A5 – Preliminary Delivery Programme
* A6 – List of Referees you may contact in relation to this offer.

2. Tenderers who fail to supply all of the items listed in above, will be deemed non-compliant and will be excluded from the tender evaluation process.

# A1 – Form of Tender

The Secretary

Cook Islands Ministry of Education

PO Box 97

Rarotonga

Cook Islands

|  |  |
| --- | --- |
| **Tender For:** | 2018 School Stationery Tender |
| **Supplier:** | (Name of Supplier) |

Having examined the Tender Documents in relation to Tender Reference No. \_\_\_\_\_\_\_\_ and dated \_\_/\_\_/\_\_ , released by Ministry of Education, we submit the following offer.

We offer to complete, handover to the Principal and remedy defects in the whole of the said Tender Specifications in conformity with these Tender Documents for the sum of [insert the price offered in text with the value in numbers thus (NZD$\_\_\_\_\_\_\_\_\_\_.\_\_)] stated exclusive of Value Added Tax, together with such other sums as may be ascertained in accordance with the Contract.

We acknowledge receipt of Notice \_\_\_\_\_\_\_\_\_\_.

We **agree/do not agree** to the Terms and Conditions of the Purchase Agreement in Attachment 4 of the said tender and do not propose any amendments.

We undertake to complete and handover of the **whole/parts** of the Contract Works/Goods/Services within the period stated in the Conditions of Tendering.

We agree to abide by this Tender for a period of sixty (60) working days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.

Unless and until a Contract Agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We understand that no contract shall come into existence, and no legal or other obligations shall arise between us and you (or between us and any other agent of the Principal) in relation to the conduct, outcome or otherwise of the Tender process, prior to and apart from your acceptance of our Tender.

We understand that you may contact the referees nominated by us in this offer and make whatever enquiries you deem necessary regarding our financial health and ability to deliver the Contract Works/Goods/Services. Further, during the assessment stage we understand and agree that you may request specific information from all tenderers in order to assist your assessment. We acknowledge that a failure to provide such information may result in disqualification from the process.

We provide the following information required to be submitted with this Tender:

* A2 – Conflict of Interest Declaration
* A3 – Completed Schedule of Prices
* A4 – Proposed Subcontractors *(if applicable)*
* A5 – Preliminary Delivery Programme
* A6 – List of Referees you may contact in relation to this offer.

*If the tenderer is unable to agree to any clauses included in the Conditions to the Contract, it must set out in a table form the clause reference, reason why the tenderer cannot accept it and proposed alternative wording.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenderers details:** |  | | |
| *Tenderers full name:* |  | | |
| *Tenderers trading name (if Company):* |  | | |
| *Contact person (if Company):* |  | | |
| *Postal address:* |  | | |
| *Physical address:* |  | | |
| *Phone number:* |  | | |
| *Mobile:* |  | | |
| *Email address:* |  | | |
|  | | | |
| *Signature* | |  | *Date* |
| *Full Name* | |  | *Position (if Company)* |

# A2 – Conflict of Interest Declaration

A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this tender process.

In submitting this tender bid I declare:

* I understand that an actual, potential or perceived conflict of interest may arise in participating in this tender process and that I am obliged to declare any such conflict of interest.
* I confirm that in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the Principal.
* If a conflict of interest arises at any time before the selected supplier has been awarded, I will advise the Contact Officer or the Principal immediately.
* I have personally completed this declaration on behalf of the Supplier(s) and declare that the submitted tender bid provided are true and correct.

|  |  |  |
| --- | --- | --- |
| **I declare that I have a potential conflict of interest as follows:** | | |
|  | | |
|  | | |
|  | | |
|  | | |
| **I will manage this conflict of interest by:** | | |
|  | | |
|  | | |
|  | | |
| **Declared by:** | | |
| *Signature* |  | *Date* |
| *Full Name* |  | *Position (if Company)* |

# A3 – Completed Schedule of Prices

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stock Code** | **Description** | **Order Units** | **Quantity** | **Unit Cost** | **Cost (exclusive VAT)** | **VAT Cost** | **Total Cost (Inclusive of Vat)** |
| 113202 | Exercise Book (100bbks/ctn) -1A5 | book | 600 |  |  |  |  |
| 113205 | Exercise Book (100bks/ctn) -1B5 | book | 16400 |  |  |  |  |
| 113220 | Exercise Book (100bks/ctn) -1A4 | book | 1400 |  |  |  |  |
| 113230 | Exercise Book (100bks/ctn) -1F4 | book | 3100 |  |  |  |  |
| 113232 | Exercise Book (100bks/ctn) -1U4 | book | 2600 |  |  |  |  |
| 113505 | Exercise Book (100bks/ctn) -1H5 | book | 1500 |  |  |  |  |
| 113510 | Exercise Book (100bks/ctn) -1E5 | book | 2900 |  |  |  |  |
| 113520 | Exercise Book (100bks/ctn) -1H4 | book | 100 |  |  |  |  |
| 113705 | Exercise Book (100bks/ctn)-1L4 | book | 200 |  |  |  |  |
| 115115 | Exercise Book - Refill (100bks/ctn)-14J5 | book | 300 |  |  |  |  |
| 115740 | Exercise Book - Refill (100bks/ctn)-14B8 | book | 2100 |  |  |  |  |
| 113610 | Exercise Book (100bks/ctn) -1B8 | book | 100 |  |  |  |  |
| 113618 | Beginner's Writing Books -BWB | book | 1000 |  |  |  |  |
| 113619 | Writing & Drawing Book (100/ctn) 230x180 (WDB) | pad | 1100 |  |  |  |  |
| 113905 | Warwick Notebook (200bks/ctn) -5B1 | book | 7 |  |  |  |  |
| 113310 | Warwick Spiral Notebook -8B4 50Lf | book | 100 |  |  |  |  |
| 105070 | Scrapbook Super Blank Page A4 28 leaf | pad | 89 |  |  |  |  |
| 105025 | Warwick Scrap Book Full On (60pds/ctn) - A3 | pad | 112 |  |  |  |  |
| 112010 | WB Artwork Sketch Books-Art Spiral A3 | pad | 227 |  |  |  |  |
| 123070 | Dixon Wall Clock | each | 114 |  |  |  |  |
| 296116 | Chalk Crayola 100 sticks per box -White | pack | 48 |  |  |  |  |
| 296117 | Chalk Crayola 100 sticks per box -Colour | pack | 31 |  |  |  |  |
| 296112 | Felt Pens Cascade Artwork-12pns/pkt | pack | 399 |  |  |  |  |
| 296083 | Pencils Coloured Crayola 12/pkt full size-lge | pack | 361 |  |  |  |  |
| 296084 | Pencils Coloured Crayola 12/pkt 1/2 size-sml | pack | 75 |  |  |  |  |
| 117379 | Pencils HB with Erasers-6pnls/pkt | pack | 1830 |  |  |  |  |
| 228004 | Micador 2B Sketching pencils-12pnls/pkt | pack | 12 |  |  |  |  |
| 228005 | Micador 4B Sketching Pencil 12pnls/pkt | pack | 26 |  |  |  |  |
| 228006 | Micador 6B Sketching pencils-12pnls/pkt | pack | 40 |  |  |  |  |
| EXTRAFAB | Pencils -Faber Castell Classic Colour Pencils, Lge (12pcs/pkt) | pack | 73 |  |  |  |  |
| 200385 | Pencil Sharpener Single Plastic 63 (24/pk) | each | 338 |  |  |  |  |
| 230040 | Pencil Sharpener Desk KW305A Desk Mount | each | 122 |  |  |  |  |
| 296085 | Crayons - Pack of 8-sml | pack | 54 |  |  |  |  |
| 296107 | Crayons - Pack of 16-sml | pack | 99 |  |  |  |  |
| 296088 | Crayons -Standard Jumbo Pk of 12-lge | pack | 304 |  |  |  |  |
| 227637 | Crayons - Pastels Jumbo Standard (12/pkt) | pack | 332 |  |  |  |  |
| EXTRABK | Crayons -Hard Retsol Grease Crayons, 10's -Black | bundle | 28 |  |  |  |  |
| EXTRADBL | Crayons -Hard Retsol Grease Crayons, 10's -Dark Blue | bundle | 19 |  |  |  |  |
| EXTRALBL | Crayons -Hard Retsol Grease Crayons, 10's -Light Blue | bundle | 19 |  |  |  |  |
| EXTRADGN | Crayons -Hard Retsol Grease Crayons, 10's -Dark Green | bundle | 29 |  |  |  |  |
| EXTRALGN | Crayons -Hard Retsol Grease Crayons, 10's -Light Green | bundle | 29 |  |  |  |  |
| EXTRABRN | Crayons -Hard Retsol Grease Crayons, 10's -Brown | bundle | 19 |  |  |  |  |
| EXTRARED | Crayons -Hard Retsol Grease Crayons, 10's -Red | bundle | 19 |  |  |  |  |
| EXTRAPNK | Crayons -Hard Retsol Grease Crayons, 10's -Pink | bundle | 19 |  |  |  |  |
| EXTRAOGE | Crayons -Hard Retsol Grease Crayons, 10's -Orange | bundle | 19 |  |  |  |  |
| EXTRAWHT | Crayons -Hard Retsol Grease Crayons, 10's -White | bundle | 18 |  |  |  |  |
| EXTRAYEL | Crayons -Hard Retsol Grease Crayons, 10's -Yellow | bundle | 29 |  |  |  |  |
| EXTRACRM | Crayons -Hard Retsol Grease Crayons, 10's -Crimson | bundle | 19 |  |  |  |  |
| EXTRAGRY | Crayons -Hard Retsol Grease Crayons, 10's -Grey | bundle | 19 |  |  |  |  |
| 255019 | Pen -Ball Point (Biro Bic) 10/pkt -Black | pack | 170 |  |  |  |  |
| 255020 | Pen -Ball Point (Biro Bic) 10/pkt -Blue | pack | 287 |  |  |  |  |
| 255023 | Pen -Ball Point (Biro Bic) 10/pkt -Red | pack | 169 |  |  |  |  |
| PENGRN | Pen -Ball Point (Biro Bic) 10/pkt -Green | pack | 46 |  |  |  |  |
| EXP496 | Pen -Staedtler Stick 10's -Black | pen | 80 |  |  |  |  |
| EXP497 | Pen -Staedtler Stick 10/pkt -Blue | pen | 360 |  |  |  |  |
| EXP498 | Pen -Staedtler Stick 10/pkt -Red | pen | 210 |  |  |  |  |
| 249605 | Pen -Uni Laknock Fine Pen SN-100 (0.7) -Black | pen | 60 |  |  |  |  |
| 249606 | Pen -Uni Laknock Fine Pen SN-100 (0.7) -Blue | pen | 60 |  |  |  |  |
| 249608 | Pen -Uni Laknock Fine Pen SN-100 (0.7) -Red | pen | 23 |  |  |  |  |
| 249610 | Pen -Uni Laknock Med Pen SN-100 (1.0) -Black | pen | 120 |  |  |  |  |
| 249611 | Pen -Uni Laknock Med Pen SN-100 (1.0) -Blue | pen | 60 |  |  |  |  |
| 249612 | Pen -Uni Laknock Med Pen SN-100 (1.0) -Red | pen | 94 |  |  |  |  |
| 249265 | Pen Eraser - White Uni Correct Pen | pen | 112 |  |  |  |  |
| 117368 | Rubber - Warwick Eraser Small (60/bx) | rubber | 2960 |  |  |  |  |
| 117344 | Warwick Rubberband Assorted 500gm | box | 16 |  |  |  |  |
| 348002 | Ruler -Warwick Ruler Wooden 10s -1 meter | ruler | 48 |  |  |  |  |
| 384004 | Rulers 30cm White School - 300mm | ruler | 2424 |  |  |  |  |
| 133001 | Envel. DLE Manila Seal Easi 80gsm Non, (500/bx)-E20E | box | 11 |  |  |  |  |
| 133002 | Envel. DLE White Seal Easi 80gsm Non, (500/bx)-E20E | box | 10 |  |  |  |  |
| 133014 | Envel. DLE White Window Seal Easi (500/bx) | box | 1 |  |  |  |  |
| 133239 | Envel -Croxley C4 White SealEasi 100gsm Envelope, 500s | box | 3 |  |  |  |  |
| 133302 | Envel. A4 Manilla Pocket Seal Easi C4 Envelopes, 250s | box | 12 |  |  |  |  |
| 133078 | Envel -Croxley C5E White Self SealEasi Envelopes, 250s | box | 18 |  |  |  |  |
| 133079 | Envel -Croxley C5E Tropical Seal 80gsm Envelope, 250s | box | 2 |  |  |  |  |
| 133945 | Envel. Mail Lite Bag No. 5, 257x340 (10/pk) | bag | 15 |  |  |  |  |
| 133946 | Envel. Mail Lite Bag No. 6, 325x405 (10/pk) | bag | 11 |  |  |  |  |
| 173507 | Folders - Manilla F/P Kraft-100/pkt | folder | 4745 |  |  |  |  |
| 117141 | "Scissors 5" Dixon Grad 133mm" | each | 331 |  |  |  |  |
| 177162 | "Scissors 7" Dixon 175mm Rubber Hand | each | 378 |  |  |  |  |
| 117142 | "Scissors 8" Dixon Gen 210mm" | each | 567 |  |  |  |  |
| 222050 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No2 | each | 126 |  |  |  |  |
| 222051 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No4 | each | 146 |  |  |  |  |
| 222052 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No6 | each | 166 |  |  |  |  |
| 222053 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No8 | each | 34 |  |  |  |  |
| 222054 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No10 | each | 191 |  |  |  |  |
| 222055 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No12 | each | 174 |  |  |  |  |
| 222056 | Bckngfd Art Brush 5642Flt (12bhs/pk) -No14 | each | 142 |  |  |  |  |
| 222057 | Bckngfd Art Brush 5642Flt (12bhs/pkt) -No16 | each | 404 |  |  |  |  |
| 222071 | Bckngfd Art Brush 577Flt (12bhs/pk) -No2 | each | 76 |  |  |  |  |
| 222075 | Bckngfd Art Brush 577Flt (12bhs/pk) -No10 | each | 93 |  |  |  |  |
| 222077 | Bckngfd Art Brush 577Flt (12bhs/pk) -No14 | each | 113 |  |  |  |  |
| 222078 | Bckngfd Art Brush 577Flt (12bhs/pk) -No16 | each | 138 |  |  |  |  |
| 222246 | Bckngfd Art Brush 5008Flt3 (12bhs/pk) Flat -No3 | each | 179 |  |  |  |  |
| 222247 | Bckngfd Art Brush 5008Flt6 (12bhs/pk) Flat -No6 | each | 191 |  |  |  |  |
| 222248 | Bckngfd Art Brush 5008Flt10 (12bhs/pk) Flat -No10 | each | 193 |  |  |  |  |
| 222249 | Bckngfd Art Brush 5008Flt12 (12bhs/pk) Flat -No12 | each | 193 |  |  |  |  |
| 222254 | Bckngfd Art Brush 5008Rnd0 (12bhs/pk) Round -No0 | each | 182 |  |  |  |  |
| 222255 | Bckngfd Art Brush 5008Rnd2 (12bhs/pk) Round -No2 | each | 194 |  |  |  |  |
| 222256 | Bckngfd Art Brush 5008Rnd4 (12bhs/pk) Round -No4 | each | 195 |  |  |  |  |
| 222257 | Bckngfd Art Brush 5008Rnd6 (12bhs/pk) Round -No6 | each | 182 |  |  |  |  |
| 222258 | Bckngfd Art Brush 5008Rnd8 (12bhs/pk) Round -No8 | each | 204 |  |  |  |  |
| 222259 | Bckngfd Art Brush 5008Rnd10 (12bhs/pk) Round -No10 | each | 235 |  |  |  |  |
| 117454 | Student Compass | each | 126 |  |  |  |  |
| 117380 | Student Taurus Protractor 10cm 180 | each | 130 |  |  |  |  |
| 117220 | Staples - Rapid 26/6 | pack | 286 |  |  |  |  |
| EXP098 | Staples -Rapid 13/6 (6mm) (pin) -RS1365 | pack | 78 |  |  |  |  |
| 230023 | Staples -KW-Trio 023A, 23/10 staples | pack | 1 |  |  |  |  |
| 230024 | Staples -KW Staples R13, 23/13 (4mm) | pack | 18 |  |  |  |  |
| 230120 | Stapler Stand Up Black 57336 | each | 110 |  |  |  |  |
| 230036 | Stapler -KW Heavy Duty Cap 50LB | each | 1 |  |  |  |  |
| 230005 | Stapler -KW Stapler Long Arm 317mm Throat 5900 | each | 7 |  |  |  |  |
| EXP824 | Staple Gun Rapid 6mm R13 | each | 68 |  |  |  |  |
| 230039 | KW Staple Pin Remover 506B | each | 75 |  |  |  |  |
| 230506 | Hole Punch - 2 Hole KW 9760 | each | 44 |  |  |  |  |
| 303252 | Tape -Sellotape 36mm x 55m -Clear | each | 63 |  |  |  |  |
| 117512 | Tape -Sellotape 48mm x 50m -Clear | each | 153 |  |  |  |  |
| 117439 | Tape -Warwick Packaging Tape 48mm x 50m -Tan | each | 44 |  |  |  |  |
| 117436 | Tape -Masking Tape 24mm \* 50m White | each | 87 |  |  |  |  |
| 117501 | Tape -Sellotape Cellulose 18mm\*66m | each | 123 |  |  |  |  |
| 117500 | Tape -Sellotape Cellulose 12mm\*66m | each | 22 |  |  |  |  |
| 302122 | Tape -Tape Scotch Book 51mm x 15m | each | 17 |  |  |  |  |
| CLOTHTAPE | Tape -Cloth Tape H/Duty M/Surface 50mmx25m -Grey | each | 15 |  |  |  |  |
| 444557 | Tape -Brother Ptouch Tape TZE-231, (Black on White) -12mm | each | 51 |  |  |  |  |
| 444560 | Tape -Brother Ptouch Tape TZE-231, (Black on White) -18mm | each | 20 |  |  |  |  |
| 444498 | Brother Ptouch Machine PTH105 (Tagging Machine) | each | 1 |  |  |  |  |
| 309011 | Bostik Blu-Tak Standard 75gm (25pkts/bx) | pack | 443 |  |  |  |  |
| 392200 | Dusters Black Felt with Wood Handle | each | 29 |  |  |  |  |
| 220043 | Whiteboard Duster | each | 168 |  |  |  |  |
| 392206 | Bio-Clean Whiteboard Cleaner 550ml Trigger | each | 35 |  |  |  |  |
| 220090 | Dixon Whiteboard Cleaner Kit -Wipers | each | 67 |  |  |  |  |
| 117393 | Marker Wallet Warwick Perm FineTip-4/pkt | pack | 146 |  |  |  |  |
| 249880 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Black | each | 1078 |  |  |  |  |
| 249882 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Blue | each | 987 |  |  |  |  |
| 249884 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Red | each | 942 |  |  |  |  |
| 249886 | Marker -Uni Inkview Whiteboard Marker -Bullet Tip (12/pkt) -Green | each | 449 |  |  |  |  |
| 117356 | Marker -Warwick Whiteboard Marker -Chisel Tip (12/pkt) -Black | each | 209 |  |  |  |  |
| 117355 | Marker -Warwick Whiteboard Marker -Chisel Tip (12/pkt) -Blue | each | 209 |  |  |  |  |
| 117357 | Marker -Warwick Whiteboard Marker -Chisel Tip (12/pkt) -Red | each | 122 |  |  |  |  |
| 117392 | Marker -Warwick Whiteboard Marker -Chisel Tip (4/pkt) -Asstd (Blu,Bla,Red,Grn) | pack | 89 |  |  |  |  |
| 257107 | Marker -Pilot Marker Bullet Fine Black | each | 104 |  |  |  |  |
| 257108 | Marker -Pilot Marker Bullet Fine Blue | each | 84 |  |  |  |  |
| 257119 | Marker -Pilot Super Chisel Tip Jumbo Marker -Black | each | 105 |  |  |  |  |
| 257120 | Marker -Pilot Super Chisel Tip Jumbo Marker -Blue | each | 104 |  |  |  |  |
| 257121 | Marker -Pilot Super Chisel Tip Jumbo Marker -Green | each | 74 |  |  |  |  |
| 257122 | Marker -Pilot Super Chisel Tip Jumbo Marker -Red | each | 78 |  |  |  |  |
| 249770 | Markers -Uni Prockey B Bullet Tip, PM-122 12's -Black | each | 13 |  |  |  |  |
| 249771 | Markers -Uni Prockey B Bullet Tip, PM-122 12's -Blue | each | 13 |  |  |  |  |
| 249772 | Markers -Uni Prockey B Bullet Tip, PM-122 12's -Red | each | 37 |  |  |  |  |
| 117364 | Markers -Warwick Permanent Marker Bullet Tip,12s -Asstd (3x Bla,Blu,Red,Grn) | pack | 134 |  |  |  |  |
| EXP148 | Pens OHP Non-Permanent Luxor -Pk of 4 | pack | 1 |  |  |  |  |
| EXP149 | Pens OHP Permanent Luxor-Pack of 4 | pack | 8 |  |  |  |  |
| 117420 | Highlighters Topstar Yellow -bx of 10 | each | 72 |  |  |  |  |
| 117373 | Wwk Highlighter Stubby Asst Colours 4/pk | pack | 208 |  |  |  |  |
| 327007 | Donaghy Cotton String 60gm 75m | each | 61 |  |  |  |  |
| EXP246 | Plastic Whistles | each | 85 |  |  |  |  |
| 239709 | Sharp Calculator 12 Digit EL124TWH | each | 76 |  |  |  |  |
| 200902 | Hopax Stick on Notes 76 x 76mm - 100/shts Yellow | each | 154 |  |  |  |  |
| 200916 | Hopax Stick'n Note Rainbow Neon 400/shts 76 x 76mm | each | 182 |  |  |  |  |
| 117235 | Paper Fastener 2 piece (50/pk) | pack | 19 |  |  |  |  |
| 117232 | Warwick Paper Clips 31mm Rainbow Pk 200 | pack | 141 |  |  |  |  |
| 290514 | Dixon Push Pins -Assorted Colours (100s) | pack | 193 |  |  |  |  |
| 290517 | Dixon Drawing Pins -Brass (200's) | pack | 44 |  |  |  |  |
| 781000 | Fujitsu Batteries AA Ultra Alkaline - 4/card | pack | 270 |  |  |  |  |
| 781001 | Fujitsu Batteries AAA Ultra Alkaline - 4/card | pack | 139 |  |  |  |  |
| 781002 | Fujitsu Batteries D Ultra Alkaline - 2/card | pack | 41 |  |  |  |  |
| 781003 | Fujitsu Batteries C Ultra Alkaline - 2/card | pack | 8 |  |  |  |  |
| 781004 | Fujitsu Batteries 9V Ultra Alkaline | each | 9 |  |  |  |  |
| 309004 | Paste School Bostik -500gm bag | bag | 11 |  |  |  |  |
| 117416 | Paste PVA Glue 50ml White Resin | each | 56 |  |  |  |  |
| 117417 | Paste -Bostik Junior White PVA -250ml | each | 51 |  |  |  |  |
| 227700 | Educational Colours Craft Clear Gum -250ml | each | 44 |  |  |  |  |
| 117424 | Warwick PVA Glue White Resin General -2 Litres | each | 59 |  |  |  |  |
| 200002 | Glue Stick Amos 8g sml (30/pkt) | each | 909 |  |  |  |  |
| 200000 | Amos Glue Stick - Non Toxic 1.23oz/35g | each | 869 |  |  |  |  |
| 451337 | Jiffy Kraft Brown Paper - Rolls 900mm\*300m | roll | 19 |  |  |  |  |
| 555000 | Teachers Workplan Book 8 Period | each | 400 |  |  |  |  |
| 438054 | Collins 2018 Diary A5 Size -Blue | each | 166 |  |  |  |  |
| EXP605 | Protec Plasters Fabric Strip Dressing | each | 82 |  |  |  |  |
| EXP846 | Protec Plasters Plastic (19x72mm) 100s | each | 83 |  |  |  |  |
| EXP843 | Digital Electrical Timer (Jastek) | each | 9 |  |  |  |  |
| V95037 | Verbatim DVD+R Blanks 50pk Spindle 4.7GB 16x | each | 3 |  |  |  |  |
| 201254 | Dixon Resealable Bags 130\*200mm 50s | pack | 148 |  |  |  |  |
| 201255 | Dixon Resealable Bags 180\*255mm 25s | pack | 157 |  |  |  |  |
| 201256 | Dixon Resealable Bags 230\*305mm 25s | pack | 223 |  |  |  |  |
| 117249 | Dixon Foldback Clips (Bulldog) 24/pk -15mm | clip | 140 |  |  |  |  |
| 290520 | Dixon Foldback Clips (Bulldog) 24/pk -19mm | clip | 212 |  |  |  |  |
| 117251 | Dixon Foldback Clips (Bulldog) 12/pk -25mm | clip | 202 |  |  |  |  |
| 290526 | Warwick Letter Clip (Bulldog) 20pcs/pk - 32mm | clip | 60 |  |  |  |  |
| 290525 | Warwick Foldback Clips (Bulldog) 12/pk -50mm | clip | 62 |  |  |  |  |
| 230555 | KW Trio A4 Paper Guillotine 3922 -Metal | each | 5 |  |  |  |  |
| 245641 | Fellowes Jupiter 2, Office A3 Laminator | each | 3 |  |  |  |  |
| 235829 | Fellowes Binder Quasar Plus Manual Binding Machine | each | 2 |  |  |  |  |
| 278010 | Filemaster 100 A4 Copysafe Pockets | pack | 125 |  |  |  |  |
| 278018 | Filemaster 10 A5 Copysafe Pockets | pack | 10 |  |  |  |  |
| 172124 | FM Ring Binders - Impact Classic Lever Arch A4 Black | each | 122 |  |  |  |  |
| 172300 | FM Vivid Ringbinder A4 -Lime Green | each | 20 |  |  |  |  |
| 172302 | FM Vivid Ringbinder A4 -Burnt Orange | each | 36 |  |  |  |  |
| 172304 | FM Vivid Ringbinder A4 -Shocking Pink | each | 13 |  |  |  |  |
| 172305 | FM Vivid Ringbinder A4 -Ice Blue | each | 37 |  |  |  |  |
| 172306 | FM Vivid Ringbinder A4 -Passion Purple | each | 11 |  |  |  |  |
| 172330 | FM Vivid Expanding File (13 pockets) -Ice Blue | each | 12 |  |  |  |  |
| 279317 | FM Vivid Black Document Wallets A4 (3file/Pk) -Cat Black | each | 53 |  |  |  |  |
| 279319 | FM Vivid Black Document Wallets A4 (3file/Pk) -Black/Lime Green | each | 22 |  |  |  |  |
| 279321 | FM Vivid Black Document Wallets A4 (3file/Pk) -Black/Shocking Pink | each | 51 |  |  |  |  |
| 169902 | FM Magazine File No.2 White 80x250x230 | each | 320 |  |  |  |  |
| 169904 | FM Magazine File No.3 White 100x280x25 | each | 30 |  |  |  |  |
| 300003 | Filemaster Magazine File # 5 Woodgrain | each | 80 |  |  |  |  |
| 170592 | Carton Fullscap FM Storage - Brown | each | 343 |  |  |  |  |
| 170598 | Carton Fullscap FM Storage - White | each | 427 |  |  |  |  |
| 170600 | FM Archive Box Line Flow | each | 95 |  |  |  |  |
| 170700 | FM Archive Box White Standard Strength 3 | each | 101 |  |  |  |  |
| 171400 | FM A4 5 TAB Coloured Cardboard Indices | set | 68 |  |  |  |  |
| 171405 | FM A4 10 TAB Coloured Cardboard Indices | set | 93 |  |  |  |  |
| 174315 | FM Clear Clipboard Fullscap Transparent | each | 48 |  |  |  |  |
| 220005 | FM Whiteboard Double Sided Lap Board 226x300mm | each | 138 |  |  |  |  |
| 220026 | FM Magnetic Whiteboard 355x431mm Marker, 2x Magnets | each | 39 |  |  |  |  |
| 235405 | Plastic Binding Coil (100/bx) -8mm | box | 6 |  |  |  |  |
| 235410 | Plastic Binding Coil (100/bx) -10mm | box | 7 |  |  |  |  |
| 235415 | Plastic Binding Coil (100/bx) -12mm | box | 7 |  |  |  |  |
| 235420 | Plastic Binding Coil (100/bx) -14mm | box | 6 |  |  |  |  |
| 245506 | Glossy Lamin Pouches 100's A4-80micron | pack | 157 |  |  |  |  |
| 245521 | Glossy Lamin Pouches 100's A3-80micron | pack | 51 |  |  |  |  |
| 278215 | Clear Files -FM Display Book A4 -10 pockets | each | 175 |  |  |  |  |
| 278225 | Clear Files -FM Display Book A4 -20 pockets | each | 404 |  |  |  |  |
| 278245 | Clear Files -FM Display Book A4 -40 pockets | each | 133 |  |  |  |  |
| 278255 | Clear Files -FM Display Book A4 -60 pockets | each | 51 |  |  |  |  |
| 278265 | Clear Files -FM Display Book A4 -80 pockets | each | 34 |  |  |  |  |
| 278275 | Clear Files FM Display Book A4 -100 pockets | each | 83 |  |  |  |  |
| 278370 | FM Refillable DisplayBk Refill A4 (loose) -10/pack | pack | 35 |  |  |  |  |
| 278543 | FM L Shaped Pockets A4 Clear-12/pkt | pack | 51 |  |  |  |  |
| 278545 | FM L Shaped Pockets A4 Yellow-12/pkt | pack | 79 |  |  |  |  |
| 278547 | FM L Shaped Pockets A4 Green-12/pkt | pack | 51 |  |  |  |  |
| 278555 | FM L Shaped Pockets A4 Mulberry-12/pkt | pack | 53 |  |  |  |  |
| 278556 | FM L Shaped Pockets A4 Light Purple-12/pkt | pack | 19 |  |  |  |  |
| 278690 | FM L Shaped Pockets A4 Assorted Colours-10/pkt | pack | 121 |  |  |  |  |
| 280300 | Reflex P/Copy Paper White A3 (500s)-80gsm | ream | 19 |  |  |  |  |
| 280320 | Reflex P/Copy Paper Blue Tinted A4 (500s)-80gsm | ream | 23 |  |  |  |  |
| 280324 | Reflex P/Copy Paper Green Tinted A4 (500s)-80gsm | ream | 25 |  |  |  |  |
| 280326 | Reflex P/Copy Paper Pink Tinted A4 (500s)-80gsm | ream | 25 |  |  |  |  |
| 280330 | Reflex P/Copy Paper Yellow Tinted A4 (500s)-80gsm | ream | 23 |  |  |  |  |
| A5TINTB | A5 Photocopy Paper Blue Tinted (500s) -80gsm | ream | 6 |  |  |  |  |
| 280956 | Crd A1 Olympic Card Coloured Assorted (100s)-160gsm | ream | 22 |  |  |  |  |
| 280958 | Crd A2 Olympic card Coloured Assorted (100s)-160gsm | ream | 26 |  |  |  |  |
| 280962 | Crd A2 Olympic Fluoro Assorted (50s)-210gsm | ream | 4 |  |  |  |  |
| 280954 | Crd A3 Olympic Card Bright 5 Colours -160GSM | ream | 39 |  |  |  |  |
| 280965 | Crd A4 Assorted Bright Colours -160gsm | ream | 73 |  |  |  |  |
| EXP826 | Paper Standard Cartridge A2 P/Offset White 500s -80gsm | ream | 3 |  |  |  |  |
| EXP827 | Paper Standard Cartridge A2 P/Offset White 250s -120gsm | ream | 3 |  |  |  |  |
| 300408 | Trophee Paper 80gsm A4 500s -Intensive Yellow | ream | 8 |  |  |  |  |
| 300429 | Trophee Paper 80gsm A4 500s -Pink | ream | 7 |  |  |  |  |
| 300450 | Crd A4 Trophee 160gsm 250s -Billiard Green | ream | 17 |  |  |  |  |
| 300454 | Crd A4 Trophee 160gsm 250s -Cream | ream | 15 |  |  |  |  |
| 300455 | Crd A4 Trophee 160gsm 250s -Dark Blue | ream | 13 |  |  |  |  |
| 300456 | Crd A4 Trophee 160gsm 250s -Flame Orange | ream | 10 |  |  |  |  |
| 300459 | Crd A4 Trophee 160gsm 250s -Lilac | ream | 10 |  |  |  |  |
| 300458 | Crd A4 Trophee 160gsm 250s -Green | ream | 16 |  |  |  |  |
| 300461 | Crd A4 Trophee 160gsm 250s -Pink | ream | 16 |  |  |  |  |
| 300463 | Crd A4 Trophee 160gsm 250s -Steel Grey | ream | 9 |  |  |  |  |
| 300475 | Crd A4 Trophee 160gsm 250s -Intensive Blue | ream | 14 |  |  |  |  |
| 300476 | Crd A4 Trophee 160gsm 250s -Intensive Green | ream | 13 |  |  |  |  |
| 300478 | Crd A4 Trophee 160gsm 250s -Intensive Orange | ream | 13 |  |  |  |  |
| 300479 | Crd A4 Trophee 160gsm 250s -Intensive Red | ream | 14 |  |  |  |  |
| 300480 | Crd A4 Trophee 160gsm 250s -Intensive Yellow | ream | 19 |  |  |  |  |
| 300500 | Crds-Trophee Card 210gsm A4 250s -Billiard Green | ream | 10 |  |  |  |  |
| 300505 | Crds-Trophee Card 210gsm A4 250s -Dark Blue | ream | 9 |  |  |  |  |
| 300506 | Crds-Trophee Card 210gsm A4 250s -Flame Orange | ream | 9 |  |  |  |  |
| 300515 | Crds-Trophee Card 210gsm A4 250s -White | ream | 112 |  |  |  |  |
| 300525 | Crds-Trophee Card 210gsm A4 250s -Intensive Blue | ream | 1 |  |  |  |  |
| 300528 | Crds-Trophee Card 210gsm A4 250s -Intensive -Red | ream | 5 |  |  |  |  |
| 300529 | Crds-Trophee Card 210gsm A4 250s -Intensive Yellow | ream | 7 |  |  |  |  |
| 280583 | Crds-Trophee Card 210gsm A4 100s Forest Green | ream | 2 |  |  |  |  |
| CA2235 | Canon P/Copy Paper White A3 Office 500's | ream | 130 |  |  |  |  |
| CA2253 | Canon P/Copy Paper White A4 Office 500's | ream | 4200 |  |  |  |  |
| CA2262 | A5 Photocopy Paper White (500s) -80gsm | ream | 21 |  |  |  |  |
| 179305 | OMX OHP Transparent Film 3M A4 -100/pkt | pack | 5 |  |  |  |  |
| EXP173 | Newsprint A1 Reams 500s -45gsm | ream | 9 |  |  |  |  |
| EXP825 | Newsprint A2 Reams 500s -45gsm | ream | 17 |  |  |  |  |
| EXP516 | Newsprint A3 Reams 500s -45gsm | ream | 30 |  |  |  |  |
| EXP178 | Newsprint A4 Reams 500s -45gsm | ream | 28 |  |  |  |  |
| 177972 | Chromacryl Acrylic Student Paint 2L -Black | each | 37 |  |  |  |  |
| 177980 | Chromacryl Acrylic Student Paint 2L -Cool Blue | each | 20 |  |  |  |  |
| 177982 | Chromacryl Acrylic Student Paint 2L -Cool Red | each | 20 |  |  |  |  |
| 177984 | Chromacryl Acrylic Student Paint 2L -Cool Yellow | each | 22 |  |  |  |  |
| 177994 | Chromacryl Acrylic Student Paint 2L -Orange | each | 35 |  |  |  |  |
| 177998 | Chromacryl Acrylic Student Paint 2L -Red Oxide | each | 14 |  |  |  |  |
| 178320 | Chromacryl Acrylic Student Paint 2L -Violet | each | 27 |  |  |  |  |
| 177988 | Chromacryl Acrylic Student Paint 2L -Deep Green | each | 43 |  |  |  |  |
| 178322 | Chromacryl Acrylic Student Paint 2L -Warm Blue | each | 27 |  |  |  |  |
| 178324 | Chromacryl Acrylic Student Paint 2L -Warm Red | each | 33 |  |  |  |  |
| 178326 | Chromacryl Acrylic Student Paint 2L -Warm Yellow | each | 38 |  |  |  |  |
| 178484 | Chromacryl Acrylic Student Paint 2L -White | each | 44 |  |  |  |  |
| EXP046 | SA Tempera Powder Paint Bag 200gsm -Cobalt Blue | each | 5 |  |  |  |  |
| EXP047 | SA Tempera Powder Paint Bag 200gsm Crimson | each | 6 |  |  |  |  |
| EXP048 | SA Tempera Powder Paint Bag 200gsm -Yellow | each | 5 |  |  |  |  |
| EXP337 | SA Tempera Powder Paint Bag 200gsm Green | each | 6 |  |  |  |  |
| EXP338 | SA Tempera Powder Paint Bag 200gsm -Orange | each | 5 |  |  |  |  |
| EXP339 | SA Tempera Powder Paint Bag 200gsm -Brown | each | 4 |  |  |  |  |
| EXP760 | SA Tempera Powder Paint Bag 200gsm -Ultra Blue | each | 6 |  |  |  |  |
| EZIDYEBLU | Ezi Dye 500ml -Blue | each | 13 |  |  |  |  |
| EZIDYEGRN | Ezi Dye 500ml -Green | each | 13 |  |  |  |  |
| EZIDYERED | Ezi Dye 500ml -Red | each | 13 |  |  |  |  |
| EZIDYEYLW | Ezi Dye 500ml -Yellow | each | 15 |  |  |  |  |
| EZIDYEOGE | Ezi Dye 500ml -Orange | each | 13 |  |  |  |  |
| FBDYEBLK | Fabric Dye 1 ltr -Black | each | 13 |  |  |  |  |
| FBDYEBLU | Fabric Dye 1 ltr -Blue | each | 16 |  |  |  |  |
| FBDYECRN | Fabric Dye 1 ltr -Crimson | each | 11 |  |  |  |  |
| FBDYEGRN | Fabric Dye 1 ltr -Green | each | 13 |  |  |  |  |
| FBDYEOGE | Fabric Dye 1 ltr -Orange | each | 11 |  |  |  |  |
| FBDYERED | Fabric Dye 1 ltr -Red | each | 16 |  |  |  |  |
| FBDYEWTE | Fabric Dye 1 ltr -White | each | 14 |  |  |  |  |
| FBDYEYLW | Fabric Dye 1 ltr -Yellow | each | 18 |  |  |  |  |
| 240189 | Verbatim USB Flash 8GB Pin Stripe Flash -Black | each | 106 |  |  |  |  |
| 240190 | Verbatim USB 16GB Pin Stripe Flash -Black | each | 86 |  |  |  |  |
| EXP156 | Head -Deskscrub (Soft - Indoor Use) | each | 3 |  |  |  |  |
| EXP157 | Handles for Deskscrub | each | 8 |  |  |  |  |
| EXP158 | Disinfectant 5 Litres | each | 159 |  |  |  |  |
| EXP159 | Sunlight Soap (4/pk) | pack | 23 |  |  |  |  |
| EXP161 | Squeeze Mop Sponge - Head Only | each | 17 |  |  |  |  |
| EXP162 | Squeeze Mop Sponge -Complete Set | each | 34 |  |  |  |  |
| EXP209 | 20 OZ Round Mop (Cotton) Sabco -Head Only | each | 66 |  |  |  |  |
|  | 20 OZ Round Mop (Cotton) Sabco -Handle Only | each | 17 |  |  |  |  |
| EXP163 | Jiff 5 Litres | each | 42 |  |  |  |  |
| EXP818 | Ajax Spray & wipe Triggers - 375ml | each | 122 |  |  |  |  |
| EXP819 | Sunlight Liquid 5 Litres | each | 96 |  |  |  |  |
| EXP820 | Toilet Soap 50g - 100/ctn | soap | 943 |  |  |  |  |
| EXP821 | Hand Towel 1 Ply Interleaved (200's) (16pk/ctn) | pack | 521 |  |  |  |  |
| EXP822 | Toilet Paper - 48 rolls/ctn | carton | 407 |  |  |  |  |
|  | A1 Art Portfolio Boards | each | 30 |  |  |  |  |
| 200220 | Homework Bag (large block 360X290mm) camo | each | 30 |  |  |  |  |
| 200222 | Homework Bag (large block 360X290mm) Pink | each | 30 |  |  |  |  |
| 227435 | Plastic Needles | packet | 3 |  |  |  |  |
| 227433 | Pony Beads | packet | 3 |  |  |  |  |
| 120214 | Collins cash reciept books | books | 3 |  |  |  |  |
| V95101 | Verbatin DVD-R | pack | 3 |  |  |  |  |
| 251001 | Playing Cards No.22 | each | 10 |  |  |  |  |
| 161315 | PR55\* Personal Edition - Day Planner | each | 10 |  |  |  |  |
| 113616 | 1 cartons Warwick LWB Exercise Book (Learn to write book) | book | 100 |  |  |  |  |
| 150195 | Crystalife F/Cap Suspension Files SKU 150195 (box of 50) | file | 50 |  |  |  |  |
| 302082 | 3M Post-it Durable Tabs 25x38mm 66Tabs per Pack -Red,Yellow,Blue | each | 2 |  |  |  |  |
| 120502 | Olympic Memo Cubes 97x97mm,Half Height Refill | each | 1 |  |  |  |  |
| 113305 | Warwick Spiral Notebook, 255x205mm, 50lf -8B5 | book | 20 |  |  |  |  |
| 108530 | Warwick Exercise Book 32 Leaf A4 Ruled 8mm | book | 20 |  |  |  |  |
| 100904 | Bockingford Pad Watercolour A3 200gsm 20 Leafs | book | 2 |  |  |  |  |
| 172152 | A4 Lever Arch FM Binder - Burnt Orange | binder | 2 |  |  |  |  |
| 172155 | A4 Lever Arch FM Binder - Ice Blue | binder | 2 |  |  |  |  |
| 172150 | A4 Lever Arch FM Binder - Vivid Lime Green | binder | 2 |  |  |  |  |
| 172156 | A4 Lever Arch FM Binder - Purple | binder | 2 |  |  |  |  |
| 171402 | FM Indices A4 10 TAB Colour Reinforced Cardboard | pack | 5 |  |  |  |  |
| 171407 | FM Indices A4 1-31 TAB Colour Reinforced Cardboard | pack | 10 |  |  |  |  |
| 171401 | FM Indices A4 5 TAB Coloured Reinforced Cardboard | pack | 10 |  |  |  |  |
| 113206 | Warwick Exercise Book 1B5 50 Leaf 25% Extra Ruled 7mm 255x205mm | book | 10 |  |  |  |  |
| 113226 | Warwick Exercise Book 1B4 40 Leaf Extra Ruled 7mm 230x180mm | book | 10 |  |  |  |  |
|  |  |  | TOTALS |  |  |  |  |

Freight and related costs to final point of delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# A4 – Proposed Subcontractors (if applicable)

|  |  |
| --- | --- |
| **Subcontractor details:** |  |
| *Subcontractors* *full name:* |  |
| *Subcontractor s trading name (if Company):* |  |
| *Contact person (if Company):* |  |
| *Postal address:* |  |
| *Physical address:* |  |
| *Phone number:* |  |
| *Mobile:* |  |
| *Email address:* |  |
| *Works/Skills to be performed:* |  |
| *Educational/Technical Qualifications:* |  |
| *Work Experience:* |  |
| *Potential or Actual Conflicts of Interest:* |  |

# A5 – Preliminary Delivery Programme

The Ministry of Education requires that all goods procured through this RFT reach the Ministry of Education building in Nikao, Rarotonga, Cook Islands no later than January 31st 2018.

The Tenderer should offer shipping options based on published schedules.

The Tenderer may make further comment on this requirement and note any risk factors to this and how they might be mitigated.

# A6 – List of Referees who may be contacted

|  |  |
| --- | --- |
| *Name:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Company:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Address:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *E-mail Address:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Phone No.:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Facsimile No.:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Nature of Relationship with Tenderer:* |  |

|  |  |
| --- | --- |
| *Name:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Company:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Address:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *E-mail Address:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Phone No.:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Facsimile No.:* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Nature of Relationship with Tenderer:* |  |

Attachment 3 – Evaluation Criteria

The Mandatory Conditions have been drawn from the Conditions of Tendering in this RFT. Tenders that do not meet the Mandatory Conditions are deemed non-compliant, and will not proceed into Evaluation.

# Mandatory Conditions

Tenders must pass all of the following requirements. Tenders that do not meet one or more of these conditions are deemed non-compliant and will not be considered.

|  |  |
| --- | --- |
| Criterion | Complies Yes or No |
| 1. Tender must be completed in the format contained in Attachment 2 of the RFT. |  |
| 1. Tenders must be deposited in the required form in the Tender Box and/or Electronic Tender Account by the closing time specified in the RFT |  |
| 1. Proposal and related documentation must be in the English language or translated into English. |  |
| 1. Tenderers must tender to provide the whole of the works/goods/services specified in the RFT. |  |
| 1. Tenders must be presented in hard copy and/or electronic copy format as specified in this RFT only. |  |
| 1. All prices quoted must be landed inclusive of freight and relevant charges to final point of delivery. |  |
| 1. All prices must be in NZ dollars |  |

# Evaluation Criteria

The assignment of weightings is based on the following principles:

* The items that reflect the critical elements of the project will be assigned a weight
* Weightings will reflect the relative importance of each criterion
* Scores will be based on the information provided in the submitted Tender

A Weighted Criteria methodology will apply to the evaluation of this RFT as follows:

|  |  |
| --- | --- |
| **Criteria** | **Weight (%)** |
| **Non-Price Criteria** |  |
| 1. Acceptance with contract terms | 5 |
| 2. Locally based company and resources | 5 |
| 3. Tenders have proven track records | 5 |
| 3. Support and Warranty Options timeframe (12 weeks) | 10 |
| 4. Quality of product | 20 |
| **Total Non-Price Elements** | **45** |
| **Price** (realistic & cost effective) | **55** |
| **TOTAL WEIGHTING** | **100** |

Tenderer may provide additional documents or information to support their application

Evaluations will be conducted against the attributes outlined in the table above.

# Risk

The Evaluation Committee will conduct a Risk Assessment for each Tender submitted. This will identify the most significant risks presented by the Tender and consider the likelihood of the risk occurring; the consequence of that risk; and a risk mitigation strategy. In conclusion, the mitigated risk will be determined to form an overall measure of the risk represented by each Tender.

The risk mitigation strategy may include the inclusion of specific clauses in the executed contract. Therefore, a Tender considered to be high risk might still be selected subject to the Tenderer’s willingness to accept the proposed contract amendments.

Attachment 4 – Contract Conditions

****

**PURCHASE ORDER**

**Government**: Her Majesty the Queen in right of the government of the Cook Islands acting by and through the Minister/Secretary of the Ministry of Education

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position:

Date:

**Supplier**:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Product**: School Stationary order for 2018

**Delivery**: Landed to the Ministry of Education building in Nikao, Rarotonga, Cook Islands, no later than January 31st 2018

**Price**:

**Insurance**: Supplier to take out full Insurance for loss or damage to goods in transit to the point of delivery at the Ministry of Education Building, Nikao, Rarotonga, Cook Islands.

**Contact Person**:

**Government Contact:** Reureu Tearetoa  
**Title:** Financial Accountant **Address:** Ministry of Education, PO Box 97, Rarotonga, Cook Islands **Phone:** +682 29357 **E-mail:** RTearetoa@education.gov.ck

**Additional Terms:**

**Dispute Resolution:** In the event that a dispute arises between the parties they must resolve the dispute by negotiation, if within 5 days of the dispute arising it has not been resolved, the parties may agree on an independent mediator to assist them with resolving the dispute. If within 48 hours, the parties cannot agree who the independent mediator will be, they must seek the appointment of a mediator by the Chief Justice. If within 7 days of the appointment of a mediator the dispute is not resolved the parties must resolve the dispute under the Arbitration Act 2014.

**Extraordinary Event:** Non-performance by either party of any of its obligations under the contract will be excused, without liability for non-performance, if performance is prevented, wholly or substantially by an extraordinary event. Prompt notice must be given by the party prevented by the extraordinary event from performing its obligations under this contract, to the other party. The non-performing party must take all reasonable steps to remedy or abate the extraordinary event and mitigate the effects on the other party. As soon as practicable after the termination or abatement of the extraordinary event performance of any obligation prevented by the extraordinary event must resume. An extraordinary event means – an event that occurs beyond the control of either party including by not limited to cyclone, tsunami, fire, flood or any other act of God, war, civil unrest, riot or hijacking.

**TERMS AND CONDITIONS FOR SUPPLY OF PRODUCT**

The Supplier agrees to supply the Product categorised above and more specifically described and detailed in the Purchase Order issued by the Government of the Cook Islands (the “Government”) on the following terms and conditions:

1. **APPLICATION**

These terms and conditions apply to all purchases of Product except where the Government agrees in writing that they be varied or do not apply. These terms and conditions supersede any contrary provisions in the Supplier’s terms and conditions of supply including those terms that the Supplier normally uses. No right under these terms and conditions shall be deemed to be waived except by notice in writing by each party. In the event that any one or more of the provisions contained in these terms and conditions are declared invalid by an order, decree or judgment of any Court of competent jurisdiction, these terms and conditions will be read as if such provision had not been inserted.

1. **PRICES**
   1. The prices stated on the Government’s Purchase Order are fixed, unless there is a written agreement stipulating the price may be varied, when it may be varied and how the price is to be determined.
   2. The price includes freight, insurance, packaging, crating, local cartage, customs duty and/or any other services in the delivery of the Product.
   3. The price is exclusive of VAT.
   4. The Supplier is not entitled to claim expenses, surcharges or margins or disbursements except if otherwise agreed in advance and in writing by the Government.
2. **DELIVERY** 
   1. The time of delivery of the Product is a fundamental element of these terms and conditions.
   2. The Product shall be delivered and rendered in a prompt and timely manner on or within the delivery dates specified in the Purchase Order. All Product must be delivered within the Government business hours (normal business hours are 8:00 am to 4:00 pm, Monday to Friday), unless otherwise specified in the Purchase Order.
   3. The Supplier shall notify the Government in writing immediately when the Supplier becomes aware there may be a delay in the delivery of Product to the Government.
   4. The Government is entitled to cancel the Purchase Order or change its specification (without incurring additional charges) if the Product is not supplied on the supply dates or times specified in the Purchase Order.
   5. All Product must be supplied to the address specified in the Purchase Order. The Supplier shall make itself aware of any special requirements when supplying the Product to Government property.
   6. When Product is delivered to the Government it shall be accompanied by a delivery docket that records the Purchase Order number, the description, quantity with the applicable units of measure, unit rates and dollar values of the Product delivered. The delivery docket must be signed for and retained by a Government officer.
   7. All Product shall be packaged in a manner to prevent damage or deterioration when being delivered to the Government.
   8. The Government may use other suppliers for the supply of Product, or product of the same nature as the Product, at any time.
3. **IDENTIFICATION** 
   1. The Purchase Order number must be shown on all packages, invoices and correspondence relating to the Product. Product supplied against an invalid Purchase Order or without a Purchase Order, will be returned to the Supplier at the Supplier's expense including the cost of packaging, transportation, insurance and handling of the Product.
   2. Where applicable, the Supplier grants the Government access to the Supplier’s premises, facilities and staff concerning the delivery and identification of the Product. The Government shall have the right to audit and inspect the Supplier’s records concerning delivery of the Product. These rights are for both the Government and any other party that has the use or benefit of the Product.
4. **QUALITY, INSPECTION AND ACCEPTANCE**

It is a condition of these terms and conditions and the Supplier warrants that:

* 1. All Product shall be in accordance with any requirements set out in these terms and conditions and/or in the Purchase Order and shall be free from defects in workmanship, materials and design. These obligations survive acceptance of the Product and payment.
  2. The Supplier shall use the highest reasonable standard of skill, care and quality and employ techniques, methods, procedures and materials of a high quality and standard in accordance with best professional practice in providing the Product.
  3. The Supplier will comply with all relevant (a) Cook Island standards and international standards (if not in conflict) (both general and industry-specific); (b) statutes; (c) regulations; (d) by-laws; (e) ordinances; and (f) Government policies, applicable in respect of the supply of the Product.
  4. Where the Supplier has the benefit of any warranties or covenants from a third party in respect of the Product, the Supplier shall disclose and assign the benefit of the warranties and/or covenants to the Government.
  5. The Product, its material and workmanship, shall be subject to inspection and testing at all reasonable times and places by the Government (or those parties to whom the Government supplies the Product) before, during or after delivery.
  6. If inspection and testing is to be conducted on the premises of the Supplier or the Supplier’s sub-contractors, the Supplier shall provide (without additional charge) all reasonable facilities and assistance for the safe and convenient inspection and testing required by the Government's inspectors in the performance of their duty.
  7. The Supplier acknowledges that the signing of a delivery note or similar on behalf of the Government does not constitute acceptance of any Product. The Government may reject any Product, even after they have been accepted, that: (a) are not of merchantable quality; (b) are not fit for purpose as stipulated in the Purchase Order; (c) are in an unsatisfactory condition or not functioning in the way they are designed to function; or (d) do not otherwise meet the requirements (including requirements relating to delivery) of these terms and conditions, ("Rejected Product").
  8. For any Rejected Product the Supplier will, within ten (10) business days of receiving notice of Government's rejection of the Rejected Product, at the Government's sole and absolute discretion and at the Supplier's sole risk and expense: (a) repair the Rejected Product; (b) replace the Rejected Product; (c) remove the Rejected Product for full credit or reimbursement; and in the case of clause 5.8(c), reimburse/credit the Government in full for any amounts paid by the Government in respect of the Rejected Product.
  9. Title to the Rejected Product will pass back to the Supplier on the earlier of the replacement of the Rejected Product, repair of the Rejected Product or, refund or credit of any amounts paid by the Government as specified in clause 5.8(c).
  10. Clauses 5.7 and 5.8 do not limit or negate any other rights or remedies that the Government may have under these terms and conditions or at law.
  11. The Government’s failure to inspect does not relieve the Supplier of any responsibility to perform its obligations according to these terms and conditions.

1. **OWNERSHIP AND RISK** 
   1. Subject to clauses 5.7 and 5.8:
      1. title in the Product passes to the Government when the Product is delivered to the Government or when the Government completes payment for the Product, whichever is the earlier date;
      2. the Product remains at the Supplier’s risk until the Product is delivered to the Government.
   2. Where the Product is delivered to the Government to be installed and/or commissioned, the Product remains at the Supplier’s risk until the completion of installation and commissioning.
2. **PAYMENT** 
   1. The Supplier shall provide to the Government’s Contact Person, within five (5) business days of the end of the month following delivery of the Product, a VAT tax invoice for each delivery of the Product, stating Purchase Order number, date of delivery and full description of the Product and quantity delivered. Invoices received without all of these details will be returned to the Supplier, unpaid.
   2. If monthly charges are applicable, the Supplier shall supply to the Contact Person specified in the Purchase Order a monthly statement of that month’s deliveries not later than the tenth business day of the month following delivery.
   3. Invoices and statements are to be addressed to the address specified in the Purchase Order.
   4. Subject to clause 5, payment for Product delivered, once approved, will be effected on the first Wednesday on or after the 20th of the month following the date of the Supplier’s VAT tax invoice or receipt of the delivery of the Product, whichever is the later.
   5. Any invoices provided by the Supplier which have not met the requirements of this Payment clause will not be affected.
   6. Payment will be effected by Electronic Funds Transfer (EFT) (direct credit).
3. **CONFLICT** 
   1. The Supplier confirms it has no knowledge of any conflict of interest in providing the Product.
   2. If any conflict arises or has the potential to arise during the supply of the Product, the Supplier shall immediately inform the Government in writing and the Government will decide on the appropriate steps to be followed in such event, which may include the right of the Government to terminate the Purchase Order with immediate effect.
4. **ASSIGNMENT**

The Supplier shall not assign or sub-contract any rights or obligations applicable under these terms and conditions without the prior written consent of the Government given at its discretion.

1. **NOTICES** 
   1. All correspondence shall include the Purchase Order number and addressed to the Government’s Contact Person named on the Purchase Order form.
   2. All correspondence shall be in writing sent by email, mail with postage prepaid or by hand delivery to the address for notices as set out above or such other address as a party has notified in writing.
   3. Subject to clause 10.4, notice given in person is deemed to be served upon delivery or by post three (3) business days after the date of posting. Any notice served on a non-business day is deemed to have been served on the first business day after that day. Any notice by email shall be deemed to be received on the first business day after such email has reached the receiver’s designated information system for receiving emails or, in all other situations, when the email comes to the receiver’s attention.
   4. The Government shall only be deemed to have received delivery of a notice upon the Government acknowledging in writing receipt of the notice.
2. **INDEMNITY**

The Supplier indemnifies the Government in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Government and any other person claiming through the Government as a direct or indirect consequence of any unlawful, negligent, tortious, criminal, reckless or dishonest errors, acts or omission of the Supplier in the performance of its obligations under these terms and conditions. This indemnity survives the termination of these terms and conditions.

1. **REMEDIES**

The Supplier shall not be entitled to anticipatory profits or to special (including multiple or punitive), incidental or consequential damages or losses.

1. **INSURANCES** 
   1. The Supplier shall take out and maintain at its own cost, at all times during the continuance of these terms and conditions, such insurances as specified in the Purchase Order. All such insurance shall be on such terms and with such insurers as the Government may reasonably require.
   2. The Supplier shall, if requested by the Government, provide the Government with written evidence that all insurances are in force and shall produce, whenever reasonably required by the Government, the relevant policies and evidence of payment of the current premiums. If the Supplier fails to provide such evidence the Government may, after notifying the Supplier in writing, arrange or keep in force that insurance and may, for the purpose of doing so, pay the relevant premiums and deduct a corresponding amount from any moneys payable by Government to the Supplier under these terms and conditions.
2. **LAW**

These terms and conditions are governed by the laws of the Cook Islands. The parties agree to submit to the non-exclusive jurisdiction of the High Court of the Cook Islands.

1. **TERMINATION FOR CONVENIENCE**

Notwithstanding anything to the contrary contained in these terms and conditions, the Government shall be entitled to cancel any applicable Purchase Order, at its convenience, on 10 business days' written notice to the Supplier; provided the Government will pay for all Product delivered to the satisfaction of the Government in respect of any Purchase Order, prior to the date of notice of cancellation.

1. **GENERAL WARRANTIES**

The Supplier represents, warrants and undertakes that:

* 1. it has full power, capacity and authority to execute, deliver and perform its obligations under these terms and conditions or any Purchase Order;
  2. it has and will continue to have, all necessary consents, permissions, licences and rights to enter into and perform its obligations under these terms and conditions or any Purchase Order;
  3. there are no existing agreements, undertakings or arrangements which prevent it from entering into these terms and conditions or which would impede the performance of its obligations under these terms and conditions or any Purchase Order;
  4. it has not offered any inducement in connection with the entering into or negotiation of these terms and conditions or any Purchase Order and;
  5. it has not (nor is any of its representative directors or employees) a party to any litigation, proceedings or disputes which could adversely affect its ability to perform its obligations under these terms and conditions or any Purchase Order.

1. **DISPUTE RESOLUTION**

In the event of a dispute arising between the parties in respect of any matter in relation to this Agreement, the authorised representatives of each party will negotiate a resolution. If the dispute cannot be resolved by negotiation within five days of service by one party to the other of the written notice of a dispute arising, the dispute will be referred to arbitration under the Arbitration Act 2014.