



**REQUEST FOR QUOTATION
FOR
FRAMEWORK AGREEMENT**

STATIONARY

RFQ DOCUMENT # [002/01/2024]

RFQ ISSUE DATE: [WEDNESDAY, JANUARY 10, 2024]

QUOTATION SUBMISSION DEADLINE: [SUNDAY, JANUARY 21, 2024]

**CARE USA
151 ELLIS STREET NE
ATLANTA, GA 30303-2440**

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE®*



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a quotation in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFQ
- To contact any bidder after quotation submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a quotation in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted quotation
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFQ
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the quotation.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.



Any material statements made orally or in writing in response to this RFQ or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this quotation. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFQ will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFQ is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's quotation and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the quotation made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your quotation. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken



3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	



4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF QUOTATION

This Request for Quotation represents the requirements for an open and competitive process.

Quotations will be accepted until **4:30 PM CAT [SUNDAY, JANUARY 21, 2024], delivered via email solely to (mary.amer@care.org) and (ssd.procurement@care.org)**, no later than the above specified date.

Additionally, all costs included in quotations must be all-inclusive to include any outsourced or contracted work. Any quotations which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFQ. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFQ. Only such corrections or addenda as are issued in writing by CARE to all RFQ participants shall be official. CARE will not be responsible for verbal instructions.

5. SCHEDULE OF REQUIREMENTS

5.1. CARE TECHNICAL SPECIFICATIONS

Items	Description	Specification	Qty	Unit of Measurement
181	Stationary materials	As required by CARE in table 5.1 B below	As per table 5.1	As per table 5.1

5.2. CARE DELIVERY REQUIREMENTS

Item #	Other Requirements	
1	Delivery Date & Time	Bidder shall deliver the goods within 3-5 days after purchase order is issued.
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)] <input type="checkbox"/> FCA [Free Carrier (Port)] <input type="checkbox"/> FAS [Free Along-Side Ship (Port)]



		<input type="checkbox"/> FOB [Free On-Board (Port)] <input type="checkbox"/> CFR [Cost, & Freight (Port)] <input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)] <input type="checkbox"/> CPT [Carriage Paid-To (Place)] <input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)] <input type="checkbox"/> DAP [Delivered at Place (Place)] <input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)] <input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____ <input type="checkbox"/> Shouldered by CARE <input checked="" type="checkbox"/> Supplier/ Bidder <input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	CARE International warehouse
5	Warranty Period	Standard Manufacturer's Warranty (if applicable)
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote needs to be valid for 90 days to cover all the days from bidding up to the award process.

6. TECHNICAL & FINANCIAL OFFERS

5.3. SUPPLIER'S OFFER

Table 5.1.A Bidder's Offer

Items #	Description	Bidder's Specification
181	Stationary materials	As required by CARE in table 5. 1 B below

Table 5.1.B Cost Proposal

S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
1	Batteries, size AA	Pair	1		
2	Batteries, size AAA	Pair	1		
3	Batteries, size AAAA	Pair	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
4	Batteries, size C	Pair	1		
5	Batteries, size D	Pair	1		
6	Batteries, size 9V	Pair	1		
7	Batteries, size 23A	Pair	1		
8	Batteries, size 6LR61	Pair	1		
9	Batteries, size N LR1	Pair	1		
10	Batteries, size CR2032	Pair	1		
11	Binder Clips,15mm, 12 pcs per packet	Packet	1		
12	Binder Clips, 19mm, 12 pcs per packet	Packet	1		
13	Binder Clips 25mm, 12pcs per packet	Packet	1		
14	Binder Clips 32mm, 12pcs per packet	Packet	1		
15	Binder Clips 42mm, 12pcs per packet	Packet	1		
16	Binder Clips 51mm, 12pcs per packet	Packet	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
17	Box file/Lever Arch files 3" FC, 65.5 x 24.5 x 36.5 CM, A box of 50 pcs	Box	1		
18	Box file-Plastic Crown/Eagle, 12 pcs	Box	1		
19	Box file (normal), 12 pcs	Box	1		
20	Business Card file holder, Holder size:A6, 100Cards storage	Packet	1		
21	Calculator Desk, 16 digits, two way power, Casio or Similar brand	Pc	1		
22	Calculator Desk, 12 digits, two way power, Casio or Similar brand	Pc	1		
23	Calculators, 14 digits, two way power, Casio or similar brand	Pc	1		
24	Calculator casio fx-260 or similar, solar scientific calculator	Pc	1		
25	Cello tap, small, scotch magic for similar brand, Tape 3/4 x 1000 inches	Pc	1		
26	Cello tape -1 inch	Pc	1		
27	Cello tape-2 inch	Pc	1		
28	Certificate Paper, Emborsed certificate papers- white plain,Size A4, A packet of 50pcs	Packet	1		
29	Clip Board with Covr,Legal size, Plastic board with water resistant cover, SS Clip	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
30	Clip Board without cover, legal size, plastic board with SS Clip	Pc	1		
31	Color Pencil, assorted colors- Packet of 12 Staedtler for similar brand	Packet	1		
32	Clear bags A4 size dzn	Dozen	1		
33	Clear plastic documents holders	Dozen	1		
34	Computer stands	Pc	1		
35	Counter books - size 2Q,	Pc	1		
36	Counter books - size 3Q,	Pc	1		
37	Counter books - size 4Q,	Pc	1		
38	Colored paper -A4	Ream	1		
39	Correction pens, white fluid	pc	1		
40	Cash box, solid steel along with key, lockable with external size 250 x 200 x 88mm any color	pc	1		
41	Card holder, identity Card holder with ribbon	Packet	1		
42	Desk Organizer with pen holder, Cards Pins tray	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
43	Diary books (Medium sizes)	Pc	1		
44	Document folders A4	Pc	1		
45	Duster for white boards	Pc	1		
46	Envelope, size A3 color-Khaki/brown, peel or seal, 100GSM, a packet of 50pcs	Packet	1		
47	Envelope, size A4 color-white peel or seal, 80GSM, a packet of 50pcs	Packet	1		
48	Envelope , Size A5 Color-Khaki/brown, peel or seal, 80GSM, a packet of 50pcs	Packet	1		
49	Envelope, size A6 Color Khaki/brown peel & seal, 70GSM, a packet of 50pcs	Packet	1		
50	Envelope branded with Care logos, size A3 color-Khaki/brown, peel or seal, 100GSM, a packet of 50pcs	Packet	1		
51	Envelope branded with Care logos, size A4 color-white peel or seal, 80GSM, a packet of 50pcs	Packet	1		
52	Envelope branded with CARE Logo, Size A5 Color-Khaki/brown, peel or seal, 80GSM, a packet of 50pcs	Packet	1		
53	Envelope branded with CARE logo size A6 Color Khaki/brown peel & seal, 70GSM, a packet of 50pcs	Packet	1		
54	Easy binder 15 mm (12 pcs per packet)	Packet	1		
55	Easy binder 19 mm (12 pcs per packet)	Packet	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
56	Easy binder 25 mm (12 pcs per packet)	Packet	1		
57	Easy binder 32 mm (12 pcs per packet)	Packet	1		
58	Easy binder 41 mm (12 pcs per packet)	Packet	1		
59	Easy binder 51 mm (12 pcs per packet)	Packet	1		
60	Endosing ink	Pc	1		
61	Exercise book 36 pages ruled, 70GSM	Pc	1		
62	Extension Cables APC	Pc	1		
63	Evolios identity card printer	Pc	1		
64	Cartridge -Evolis Primacy dual sided YMCKO 300 Prints roll 5F008EAAEVOLIS-YMCKO COLOR RIBBON FOR PRIMACY PRINTER - 300	Pc	1		
65	File divider A-Z per Packet, A4 assorted colors	Pkt	1		
66	File folder, plastic-Eco friendly	Dozen	1		
67	File folder-leather , A4	Pc	1		
68	File folder-leather , packaging type: PP bag, paper size: A4	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
69	Flip Chart rolls, size:810mm *585mm,100GSM Paper, 50 Sheets per roll, hole punched	Roll	1		
70	Flash disk 2GB	Pc	1		
71	Flash disk 4GB	Pc	1		
72	Flash disk 8GB	Pc	1		
73	Flash disk 16GB	Pc	1		
74	Flash disk 32GB	Pc	1		
75	Flash disk 64GB	Pc	1		
76	Hard drive (Ordinary) 500GB	Pc	1		
77	Hard drive (Ordinary) 1TB	Pc	1		
78	Hard drive (Ordinary) 2TB	Pc	1		
79	SSD Hard drive 500GB	Pc	1		
80	SSD Hard drive 1TB	Pc	1		
81	SSD Hard drive 2TB	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
82	ID covers & holders	Pc	1		
83	ID covers holders	Pc	1		
84	Ink pad	pc	1		
85	Indelible Ink	pc	1		
86	Jute office document folder file, black A4	Pc	1		
87	Khaki envelope-Size-A5 (50 pcs)	Pkt	1		
88	Khaki envelope-size A4 (50 pcs)	Pkt	1		
89	Khaki envelope-size A3 (50 pcs)	Pkt	1		
90	Khaki space planners A4 Size visa file	Pc	1		
91	Lamination Film A4 for IDs	Pc	1		
92	Ledger books (Manuscript book FIS)	Pc	1		
93	Ledger books (Hardcover ledger book quire 4 blue in colour)	Pc	1		
94	Marker pens, assorted colors, pkt of 10 pieces each.	Pkt	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
95	Marker pens, assorted colors, white board marker	Pkt	1		
96	Marker pens, assorted colors, permanent markers	Pkt	1		
97	Masking tape 2 inches	Pc	1		
98	Masking tape 1 Inch	Pc	1		
99	Manila papers	Ream	1		
100	Medium padlock	Pc	1		
101	Large padlock	Pc	1		
102	Member pass books (10 cm x 15 cm) with care, GAC & FEED II logo and project name	Pc	1		
103	Metal box	Pc	1		
104	Metallic boxes, medium size	Pc	1		
105	Metallic Cash box (40 cm x40 cm x 20cm),with three locks, inner side of the box divided into two sections of 25 cm &15 cm)	Pc	1		
106	Metallic office cabinet with glasses	Pc	1		
107	Metallic office cabinet without glasses	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
108	Money bags (Nytel/soft silk material with pullable strings at the mouth end)	Pkt	1		
109	Money counting machine	Pkt	1		
110	Manuscript Book Size A5, 4QR, Hardcover	Pc	1		
111	Masking tape, 1"x60Yards roll, crepe Paper, 3m or similar	Roll	1		
112	Masking tape, 2m	Roll	1		
113	Masking tape, 1m	Roll	1		
114	Mathematical set, 180 protractor, A15CM Ruler, A 9cm pencil, a pencil sharpener, an eraser, 10mm stencil & compass	Pc	1		
115	Office clamp file, transparent size A4, a packet of 100pc	Pkt	1		
116	Paper Cutter A4 Size	Pc	1		
117	Packing tape, brown, heavy duty, adhesive acrylic base sticks on any surface, 2 Mil thickness- 2 " x 110 Yards	Pc	1		
118	Packing tap3 60 Yards per roll, Stronger & thickness 2.7mil, 2" width	Pc	1		
119	Paper Bin, metallic, tiny mesh, bottom diam 23m, height 35cm, black, non-corrosive	Pc	1		
120	Paper clip, small size, 33mm, 100pcs/pkt, non-corrosive	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
121	Paper clip, medium size, 50mm, 100pcs/pkt, non-corrosive	Pkt	1		
122	Paper Clip, large size, 78mm, 50pcs/pkts	pkt	1		
123	Paper Pin remover, kangaroo or similar	Pc	1		
124	Paper Punching Machine, heavy duty, kangaroo DP-900 or similar brand	Pc	1		
125	Paper Punching Machine, heavy duty, kangaroo DP-720 or similar brand	Pc	1		
126	Paper Punching Machine, heavy duty, kangaroo DP-520 or similar brand	Pc	1		
127	Paper Tray metallic 3 stack 35cm long x 30cm wide x 20cm, with meshed trays black	Pc	1		
128	Paper Tray plastic for desk with 3 sections or level,	Pc	1		
129	Pen, ball points, 0.7mm assorted color, a packet of 50pcs	Pkt	1		
130	Pencil (12 pcs)	Pkt	1		
131	Pen-Obama-50/box	Box	1		
132	Pens blue ball (Abm)	Pkt	1		
133	Pens Holder(Abm)	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
134	Permanent board maker, assorted colors packet of 10pcs, Staedtler or similar brand	Pkt	1		
135	Plastic documents folder/wallet, A4/Transparent assorted colors	Pkt	1		
136	Pin remover	Pc	1		
137	Punching machine small size	Pc	1		
138	Punching machine medium size	Pc	1		
139	Punching machine big size	Pc	1		
140	Post it sticker notes, size: 12.5cm*7.5cm large, assorted colors	Pkt	1		
141	Post it sticker notes, size: 5cm*1.5cm page, assorted colors	Pkt	1		
142	Printing paper. Double A, white, A4, 80GSM, 500per sheet/ream, 5 reams per box	Box	1		
143	Ring binder file, large size, PVC/Plastic type, a box of 24 pcs	Box	1		
144	Ruler hard clear plastic 300mm long	Pc	1		
145	Radius/obama pens 50/pkt	Pc	1		
146	Record Book A4	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
147	Register Book	Pc	1		
148	Rubber band	Pkt	1		
149	Scissors 6" straights titanium bonded scissor	Pc	1		
150	Sheet protector, clear plastic, A4 11 holes, heavy grammage, a packet of 100pcs	Pkt	1		
151	Slide File A4	Pc	1		
152	Spring file legal size, PVC/Plastic type, a box of 50pcs	Box	1		
153	Stamp Pad Ink, red, blue & green Ink colors, no oil, 28ml bottle	Bottle	1		
154	Star shaped rubber stamps with wooden handles (inscribed PAID), 1.5 cm x1.5 cm	Pc	1		
155	Staple Pins, kangaroo size n0.66/8, 5000pins	Pkt	1		
156	Staple Pins, kangaroo size No.66/11,5000pins	Pkt	1		
157	Stapler kangaroo HD 23 S13 or similar	Pkt	1		
158	Stapler, kangaroo, model HP 45 or similar	Pc	1		
159	Sign here/page marker, a packet of assorted colors, 45mm x 12mm	Pkt	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
160	Suspension file A4 Size	Box	1		
161	Table stand pen, with attached pen, adhesive at bottom to stick to table, 180 degree adjustable cap for ease of use, double side flat print area comes in red, blue and white	pc	1		
162	Plastic trash bucket/can 10 litres	Pc	1		
163	Plastic trash bucket/can 15 litres	Pc	1		
164	Metallic trash bucket/can 10 litres	Pc	1		
165	Metallic trash bucket/can 15 litres	Pc	1		
166	Weighing scale batteries (Round shape)	Pc	1		
167	White board cleaner, size 250m/spray bottle	Bottle	1		
168	White board marker, assorted colors- red, blue, black and green	Pkt	1		
169	Whiteboard size 90cm x120cm	Pc	1		
170	Whiteboard size 90cm x150cm	Pc	1		
171	Whiteboard size 100cm x 150cm	Pc	1		
172	Whiteboard 120cm x 180cm	Pc	1		



S. No.	Item Description	Measurement Type		Unit price \$	Total \$
		UOM	Qty		
173	Writing note pad size A4 spiral ruled, 100 sheets, 70GSM	Dozen	1		
174	Writing note pad size A4 spiral ruled, 70 sheets, 60GSM	Dozen	1		
175	Writing note pad size A4, Square 100 sheets, 70 GSM	Dozen	1		
176	Writing note pad size 5X8, Spiral ruled 70 sheets. 60 GSM	Dozen	1		
177	Writing pads small size	Pc	1		
178	Different colored sticky note (7.5x7.5 cm)	Pc	1		
179	Different colored sticky note (5x3.5 cm)	Pc	1		
180	Different colored sticky note (7.5x5 cm)	Pc	1		
181	Different colored sticky note (12x7.5 cm)	Pc	1		
	Total cost	Pc	1		

Table 5.1.C Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	



Supplier/Payee Set-Up and Change Form(INTERNAL USE ONLY)

Vendor ID: _____

Vendor/Payee Type	New	Change	Discontinue	Approval Responsibility
Procurement Vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procurement Committee
Consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procurement Committee
Discontinue Vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procurement Committee
National Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human Resources
International Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human Resources
Sub-Grantee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program
Donor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program
Utility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administration
Landlord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administration
Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finance

Vendor/Payee Details (note some information may not be applicable)	
Vendor/Payee Name	
Vendor/Payee Physical Address	
Vendor/Payee e-mail Address	
Vendor/Payee website	
Vendor/Payee Phone/Fax	
Vendor Short Name	
Owner Name if Different	
Trade Class (see list)	
Vendor Nationality	
Persistence	Regular
Vendor Status	Approved <input type="checkbox"/> Inactive <input type="checkbox"/>
Currency of Payment	
Payment Method	
Payment Terms	
Vendor/Payee Bank Name	
Vendor/Payee Bank Address	
Bank Account Number	
International Bank Account Number	
Bank Code	
Branch Name & Address	
Swift Code	
Tax ID Number, Sales Tax or VAT	
Business Registration Number	

Sub-Recipient Information

Employer Identification Number (EIN)	
DUNS Number	
PADOR Number	

Vendor/Payee Selection Criteria

Vendor/Payee Anti-Terror Check Completed (note this is done through the Vendor Set-Up in PeopleSoft) OFFLINE ONLY

Vendor/Payee has the Necessary Goods and/or Services

Vendor/Payee Credit and Payment Terms

Vendor/Payee costs and prices are reasonable and competitive

Yes

Procurement Committee Approval (Procurement Vendors and Consultants Only)

Name	Title	Signature	Date
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Name	Title	Signature	Date
------	-------	-----------	------

Name	Title	Signature	Date
------	-------	-----------	------

Human Resources, Program, Administration or Finance Approval (As Appropriate)

Name	Title	Signature	Date
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Instructions for Completing CARE Vendor Questionnaire

NOTE:

The grey boxes on the CARE Vendor Questionnaire form allow you to type in the information directly into the document on your computer.

1. Please complete all sections of the form completely. If a piece of information is not applicable (n/a), please indicate this on the form.
2. If you are a US company or individual subject to US Federal Tax regulations, you are required to provide a completed tax form [W-9](#). If non-US company or individual, it is a tax form [W-8](#). CARE uses this information for documentation of compliance with US regulations.
3. Please provide the following list of documents attached to this Questionnaire:
 - Legal Business Registration Form
 - Business Owner Information
 - Supplier Activity Category
 - Registration Tax Identification Number
4. Also, in compliance with US tax codes, use the following definitions for determining your status as a “Qualified Business Concern”

Definitions of “qualified business concern” as set forth in FAR 52.219-8

“HUBZone business concern” means a business concern that appears on the List of Qualified HUBZone Business Concerns maintained by the Business Administration.

“Service-disabled veteran-owned business concern”

(1) Means a business concern -

- (i) *Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and*
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. Refer to <https://www.sba.gov/federal-contracting/contracting-guide/size-standards> to determine the appropriate size standard for your business.

“Small disadvantaged business concern,” (8 (a)) means a small business concern that represents, as part of its offer that— (1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, Subpart B; (2) No material change in disadvantaged ownership and control has occurred since its certification;

(3) Where the concern is owned by one or more individuals, the net worth of each individual upon whom

the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

- (4) It is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net).

“Veteran-owned business concern” means a business concern -

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned business concern” means a business concern -

- (1) That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

“Minority-owned business concern” means a business concern -

- (1) That is at least 51 percent owned by one or more Minority, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more Minority; and
- (2) Whose management and daily business operations are controlled by one or more Minority.

“Native American business concern” means a business concern -

- (1) That is majority owned by one or more qualifying native Americans, or, for any publicly owned business, the majority of the voting stock is owned by one or more qualifying native Americans; and
- (2) Whose management and daily business operations are controlled by one or more native Americans.

5. References **MUST** be business clients who have received your products or services during the past three (3) years.
6. The form **MUST** be electronically-signed (e-signed) utilizing the built in [Adobe](#) signature feature and returned to your CARE representative.
7. Virtual Pay **OPTION** for US Bank (US based suppliers only): CARE has partnered with US Bank to provide an easy and expedient means of accepting payment. If you would like to participate in the Virtual Pay option, please choose this option on the Electronic Banking Form (last page of the VQ). The standard processing fee administered by a supplier’s merchant acquiring bank will apply. We encourage suppliers to review their merchant account agreement. US Bank will contact your organization through the person you list below on the Vendor Questionnaire (see “Your company’s Contact” line on following page) . Benefits your organization may experience when you accept payment through Virtual Pay:
 - Accelerated payment
 - Reduced paperwork and streamlined accounts receivables process
 - Real-time notifications for each card payment
 - Complete remittance detail to support efficient receivables posting
 - No changes or modifications to your existing card acceptance procedures
 - CARE will be provided an End of Year rebate to further our operational Mission & Vision of saving lives around the world, defeating poverty and achieving social justice.

Note that even if you select the Virtual Pay option, we ask that you still complete the banking information on the Vendor Electronic Funds Transfer (EFT) Form on p. 6.

For question for specific to Virtual Pay, please contact Catherine Newbill (Catherine.Newbill@care.org).

- 8 For questions regarding the completion of this form, please contact Joanne Rivera, CARE Procurement, Joanne.Rivera@care.org.



VENDOR QUESTIONNAIRE (Confidential)

(Please utilize electronic signature feature. If for any reason you are unable to electronically sign this form, please contact your CARE representative so that we may send you an alternate document).

Please review the attached instructions prior to completing this form. All information must be completed.

Note: CARE Standard Payment Terms are Net 30 days from receipt of a CARE approved invoice.

REQUIRED INFORMATION (Please Print Clearly)

CARE Contact Name: _____

Company/Individual Name (Match contract, bank, invoice & W9/8? DBA name?): _____

Your company's Contact name & title: _____ If legally incorporated, in what State or district: _____

If an individual, are you a U.S. citizen? Yes: No: If not, Country of Citizenship or licensing (required): _____

Federal Income Tax ID# (or Social Security #, if an individual [or green card holder]): _____

Primary and Secondary NAICS Codes: _____

(Refer to 13 C.F.R. Part 121 or www.SBA.gov website. If unknown, please indicate description of primary service.)

Contact's Email: _____ Website: _____

Street Address: _____ Phone Number: _____

Number, Street, Floor, Suite #

City State Zip

Remit Address: _____ Phone Number: _____

Number, Street, Floor, Suite #

City State Zip

Email for Payment Notification: _____

Check or Fill in All That Apply

Please note that CARE procures products and services under government contract. If indicating your company qualifies as one of the following designations, refer to FAR 52.219.8 for definitions and to <https://www.sba.gov/federal-contracting/contracting-guide/size-standards> for size standards.

Cert. Small Disadv. Bus. 8(a) Certified: Small-Bus. Enterprise: Certified HUBZone Bus. Enterprise:

It is important to note that to qualify as one of the following businesses, a qualifying individual who has a controlling interest in the company must operate it.

Native American Owned: Veteran Owned: Minority Owned: Women Owned:

Additional Classifications:

Private Company: Public Company: Non-Profit: Consultant

Sole Proprietorship: Partnership:

ADDITIONAL INFORMATION (fill in all that apply)

Parent Company: _____ (If Applicable)

Dun & Bradstreet Number: _____ (If Applicable)

Business References

Provide 3 current business references, listing business, phone number, contact person, contact’s e-mail and a description of the product or service provided to the client (If you need additional space please use a separate page.)

1.)

2.)

3.)

Protection from Sexual Exploitation and Abuse

CARE does not tolerate any activity that may constitute or result in the sexual exploitation or abuse of the vulnerable adults or children CARE supports through its work. CARE expects that any incidents of sexual exploitation or abuse will be promptly reported to CARE.

- 1. Will your work under this engagement involve interaction with vulnerable adults or children? (If YES, please also complete Questions 2-6. If NO, please proceed to Section VI.) Yes No
- 2. Do you have a policy addressing sexual exploitation or abuse? Yes No
- 3. Do you engage in staff training on the issue? Yes No
- 4. Do you conduct reference checks pre-hiring that includes investigation of complaints of sexual exploitation or abuse of program participants? Yes No
- 5. In the past two years, has your organization been accused of sexual exploitation or abuse of vulnerable adults or children? (Your answer of YES does not automatically disqualify you from this engagement, but CARE will be requesting additional information.) Yes No
- 6. If YES, please provide the name of a staff member whom we can contact for additional information and his/her contact information. _____

Indicate below the products or services sold or provided by you (if applicable)

[a] _____ [b] _____
 [c] _____ [d] _____

Indicate languages spoken:

- French English Spanish Portuguese
- Other _____

Indicate below the specific areas of expertise, unique characteristics etc.

[a] _____ [b] _____
 [c] _____ [d] _____

Indicate below the rates* associated with your products or services (if applicable)

[a] _____

*Daily and hourly rates preferred in USD



Vendor Electronic Funds Transfer (EFT) Form

Type of Request: New EFT Setup Authorization Bank Change Authorization

Vendor Information

Section A

Vendor/Contract Name (Individual or Company):	CARE Contact Name:
Trade or Business Name (e.g. Doing Business As, if applicable):	If US Company, provide your Tax ID Number :

Payment into a Domestic / US Bank (Bank account located within the US)

Section B

Bank Name:	Branch Name (If Applicable):
Bank Address (Street Address, City, States, and Zip):	
Account Name (account holder/Payee):	9-digit ABA Number for ACH Payments (for US banks only):
Account Number:	Account Type: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
<small>Automated Clearing House (ACH) refers to the U.S. payment network used by financial institutions to electronically transfer funds between banks. ACH payments cost significantly less than Wires for the parties involved.</small>	Vendor Email Address (for Remittance Advice Alert/Notification):
Virtual Pay Option: refers to CARE USA's partnership with US Bank to provide secure and expedited payments to our Approved Vendors with US Banks . Please see section 6 on p. 2 for more details.	By checking this box, you are agreeing to participate in this Virtual Pay Option <input type="checkbox"/>

Payment into an International Bank (Bank account located outside the US)

Bank Name:	Branch Name (If Applicable):
Bank Address (Street Address, City, States/Province, Zip (postal code), and Country):	
Account Name (account holder/Payee):	Branch Code (National Code/Local Clearing Code) (If Applicable):
Account Number:	SWIFT/BIC (8 or 11 alphanumeric code/not applicable to US banks):
IBAN Code (if applicable):	Account Type: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
Currency of Bank Account:	Email Address (for Remittance Advice Notification):

Acceptable Forms of Verification

Section D

Vendor must attach one of the following bank account verification documents with complete banking details along with this form:
Voided pre-printed domestic check for US Bank Only (within the US). Voided check without printed name will not be accepted. Bank Statement is also acceptable for Savings Account in lieu of voided check with *complete bank details (dated within the last 6 months)
Letter from Bank on bank letterhead with *complete banking details to validate information (dated within the last 12 months)
Letter from Vendor on official company letterhead with *complete banking detail to validate details (dated within the last 6 months)

CARE is not responsible for error, delays and other problems caused by or resulting from incorrect and/or incomplete banking instructions. Furthermore, CARE is not responsible for fees assessed by the intermediary/correspondent and/or beneficiary bank.

*For **Domestic payments**, complete bank details refer to the Bank Name, Bank Address, Account Name, Type (checking or savings account), ABA Routing Number, and Account Number.

*For **International payments**, complete bank details refer to the Bank Name, Bank Address, Branch Code (if applicable) Account Name, Type (checking or savings account), IBAN (if applicable), and SWIFT / BIC.

Acknowledgement & Acceptance

I (the undersigned) certify that the information provided on this form is correct and complete and I hereby authorize CARE to electronically deposit payments to the bank account designated above. I understand that I must notify CARE in writing immediately of any changes in status or banking information and understand that this authorization will remain in full force and effect until CARE has received written notification by submitting a Bank Change Authorization.

I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.

CERTIFICATION REGARDING TERRORISM: Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.

Misrepresentation above may result in penalties and fines, including those as set forth in the Small Business Administration Act Section 16.d.2 and 18 U.S.C. § 1001. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.

Title of Authorized Signer:	Email Address of Authorized Signer:
Phone Number of Authorized (for call-back verification) (XXX) XXX-XXXX):	Date Signed (MM/DD/YYYY):
Name of Authorized Signer:	Electronic Signature of Authorized Signer: ATTENTION: Once you electronically sign the form, all parts of this form will lock the document to prevent subsequent changes and ensure security.
Additional signature line if provider policy requires a different signature format, such as certificate-based digital signature, inserting digital signature, draw signature, etc.	