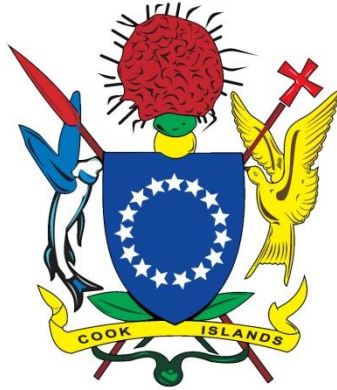


Request for Quote



2024 MOE School Stationery Quote

Reference No:	RFQ202401
Date of Release:	17 July 2023

MINISTRY OF EDUCATION

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

Contact Officer: Terangi Charlie

procurement@education.gov.ck

QUOTE CLOSING TIME: 4.00pm (CI Time) Wednesday 02 August 2023

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INTRODUCTION

Summary of Requirements

Through this Request for Quote, the Ministry of Education wishes to purchase 2024 school bulk stationery order which includes mainly of exercise books, Teachers Plan book and A4 photocopy paper.

Listing of 2024 school bulk stationery items MOE are wishing to purchase

<u>MOE 2024 School Bulk Stationery Order</u>		
<u>Description</u>	<u>Order Qty</u>	<u>Order Unit</u>
Exercise Book (100bbs/ctn) -1A5	1820	book
Exercise Book (100bbs/ctn) -1B5	13050	book
Exercise Book (100bbs/ctn) -1A4	1400	book
Exercise Book (100bbs/ctn) -1F4	1675	book
Exercise Book (100bbs/ctn) -1U4	1650	book
Exercise Book (100bbs/ctn) -1H5	1050	book
Exercise Book (100bbs/ctn) -1E5	4256	book
Exercise Book (100bbs/ctn) -1H4	950	book
Exercise Book (100bbs/ctn)-1L4	650	book
Exercise Book (100bbs/ctn)-1L5	750	book
Exercise Book - Refill (100bbs/ctn)-14J5	230	book
Exercise Book - Refill (100bbs/ctn)-14B8	1490	book
Warwick Artist Drawing Pad, A4 20 leaves	840	pad
Beginner's Writing Books (100/ctn) -BWB	902	book
Writing & Drawing Book (100/ctn) 230x180 (WDB)	1090	book
Warwick Notebook (200bbs/ctn) -5B1	200	book
Teachers Workplan Book 8 Period	335	book
Photocopy Paper White Rey A4 Office 80gsm 500's (5rm/ctn)	2415	ream

Contact Officer

The Contact Officer for this quote is:

Name of Person: Terangi Charlie
Title: Procurement Officer
Phone: (00682) 29357
E-mail: procurement@education.gov.ck

Submission of Quote

In order to participate in this quote process, you will need to submit your quote to the following email address:
procurement@education.gov.ck

Quote Closing Time

Quotes must be received via email by the following deadline, or they will not be considered:

Quote Closing Time and Date: 4.00pm (CI Time) Wednesday 02 August 2023

Schedule of Prices

A schedule of Prices must be included and must clearly show the VAT exclusive amount, the VAT amount, and the total inclusive VAT amount. The total costs must include freight, insurance, customs clearance and all costs required up to the delivery of the Ministry of Education Office in Nikao.

Conflict of Interest Declaration

Suppliers must complete the Conflict of Interest Declaration form 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 Supplier. Where potential or actual conflicts of interests are identified, the Supplier 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

Any further information or clarification required by a Supplier in relation to this RFQ must be directed to the **Contact Officer**.

Probity

No gifts or entertainment of any nature will be permitted between any parties involved throughout the quote 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 quotes received via email: procurement@education.gov.ck by the closing date and time will be assessed.

Forms to Be Submitted

- Completed Schedule of Prices
- Conflict of Interest Declaration Form – Appendix 1

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.

2. PRICES

- 2.1. 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.
- 2.2. The price includes freight, insurance, packaging, crating, local cartage, customs duty and/or any other services in the delivery of the Product.
- 2.3. The price is exclusive of VAT.
- 2.4. 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.

3. DELIVERY

- 3.1. The time of delivery of the Product is a fundamental element of these terms and conditions.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. All Product shall be packaged in a manner to prevent damage or deterioration when being delivered to the Government.
- 3.8. The Government may use other suppliers for the supply of Product, or product of the same nature as the Product, at any time.

4. IDENTIFICATION

- 4.1. 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.
- 4.2. 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.

5. QUALITY, INSPECTION AND ACCEPTANCE

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

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.
- 5.7. The Supplier acknowledges that the signing of a delivery notes or similar on behalf of the Government does not constitute acceptance of any Product. The Government may reject any Product, even after it has 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").
- 5.8. 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.

- 5.9. Title to the Rejected Product will pass back to the Supplier on the earlier of the replacement of the Rejected Product or, refund or credit of any amounts paid by the Government as specified in clause 5.8(c).
- 5.10. 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.
- 5.11. The Government's failure to inspect does not relieve the Supplier of any responsibility to perform its obligations according to these terms and conditions.

6. OWNERSHIP AND RISK

- 6.1. Subject to clauses 5.7 and 5.8:
 - a. 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;
 - b. the Product remains at the Supplier's risk until the Product is delivered to the Government.
- 6.2. 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.

7. PAYMENT

- 7.1. 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.
- 7.2. 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.
- 7.3. Invoices and statements are to be addressed to the address specified in the Purchase Order.
- 7.4. Subject to clause 5, payment for Product delivered, once accepted, 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.
- 7.5. Any invoices provided by the Supplier which have not met the requirements of this Payment clause will not be effected.
- 7.6. Payment will be effected by Electronic Funds Transfer (EFT) (direct credit).

8. CONFLICT

- 8.1. The Supplier confirms it has no knowledge of any conflict of interest in providing the Product.
- 8.2. 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.

9. ASSIGNMENT

The Supplier shall not assign, transfer 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.

10. NOTICES

- 10.1. All correspondence shall include the Purchase Order number and addressed to the Government's Contact Person named on the Purchase Order form.
- 10.2. 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.
- 10.3. 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.
- 10.4. The Government shall only be deemed to have received delivery of a notice upon the Government acknowledging in writing receipt of the notice.

11. 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.

12. REMEDIES

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

13. INSURANCES

- 13.1. 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.
- 13.2. 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.

14. LAW

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

15. 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 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.

16. GENERAL WARRANTIES

The Supplier represents, warrants and undertakes that:

- 16.1. it has full power, capacity and authority to execute, deliver and perform its obligations under these terms and conditions or any Purchase Order;
- 16.2. 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;
- 16.3. 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;
- 16.4. it has not offered any inducement in connection with the entering into or negotiation of these terms and conditions or any Purchase Order and;
- 16.5. 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.

17. 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.



PURCHASE ORDER

Government: His Majesty the King Representative acting by and through the Ministry of Education

Signed: _____

Name: Danielle Cochrane

Position: Secretary of Education

Date: _____

Supplier:

Signed: _____

Name:

Position:

Date: _____

Product: The Ministry of Education Stationery 2024 Order includes mainly of exercise books, Teachers Plan book and A4 photocopy paper.

Listing of 2024 school bulk stationery items include the following:

MOE 2024 School Bulk Stationery Order		
<u>Description</u>	<u>Order Qty</u>	<u>Order Unit</u>
Exercise Book (100bbs/ctn) -1A5	1820	book
Exercise Book (100bbs/ctn) -1B5	13050	book
Exercise Book (100bbs/ctn) -1A4	1400	book
Exercise Book (100bbs/ctn) -1F4	1675	book
Exercise Book (100bbs/ctn) -1U4	1650	book
Exercise Book (100bbs/ctn) -1H5	1050	book
Exercise Book (100bbs/ctn) -1E5	4256	book
Exercise Book (100bbs/ctn) -1H4	950	book
Exercise Book (100bbs/ctn)-1L4	650	book
Exercise Book (100bbs/ctn)-1L5	750	book
Exercise Book - Refill (100bbs/ctn)-14J5	230	book
Exercise Book - Refill (100bbs/ctn)-14B8	1490	book
Warwick Artist Drawing Pad, A4 20 leaves	840	pad
Beginner's Writing Books (100/ctn) -BWB	902	book
Writing & Drawing Book (100/ctn) 230x180 (WDB)	1090	book
Warwick Notebook (200bbs/ctn) -5B1	200	book
Teachers Workplan Book 8 Period	335	book
Photocopy Paper White Rey A4 Office 80gsm 500's (5rm/ctn)	2415	ream

Delivery: Product delivered to Ministry of Education Office in Nikao. The Supplier must start work to supply consignment within 24 hours of the date this agreement is signed and shall complete the work within the allocated time frame.

Price: Payment will be made in lump sum after delivery at Ministry of Education Building, Nikao, Rarotonga, Cook Islands.

Guarantee: The Supplier guarantees all Product supplied for one year from the date of delivery.

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: Terangi Charlie

Title: Procurement, Health & Safety Officer

Address: P O Box 97, Rarotonga, Cook Islands

Phone: (682) 29357

E-mail: procurement@education.gov.ck

Supplier Contact: _____

Title: _____

Address: Rarotonga, Cook Islands

Phone: _____

E-mail: _____

**2024 MOE School Stationery Quote
Reference no. RFQ202401
Conflict of Interest Declaration Form**

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 quote process.

In submitting this quote I declare:

- I understand that an actual, potential or perceived conflict of interest may arise in participating in this quote 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 quotes 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)