

**Rev # 1**  
**Emergency ITB document**



United Nations Population Fund (UNFPA)  
UN City, Marmorvej 51  
2100 Copenhagen, Denmark  
Tel: +45 4533 7000  
Website: [www.unfpa.org](http://www.unfpa.org)  
Date: 31 May 2019

**Invitation to Bid (ITB) No. UNFPA/LBY/EITB/19/002**

Dear Sir/Madam,

- I. The United Nations Population Fund (UNFPA), an international development agency, together with UNICEF and IOM invites sealed bid for the provision/ supply of Female(Dignity), Baby, Male and family Kits to Libya on non-exclusive Long Term Agreements (LTAs) with one or multiple vendors for six months with possible of 1 year extension based on extension of fact track procedure for Libya CO and satisfactory supplier performance condition as per the technical specifications detailed in Annex I of this ITB to **Libya**.
- II. It is important to note the extreme emergency nature of this project, and that lead time will be prioritized in the evaluation of incoming offers
- III. UNFPA requires **free non-returnable** samples for evaluation of the item at the time of bid/submission. Sample shall be considered as part of the offer and shall be subject to technical review and laboratory analysis where appropriate
- IV. The **kit samples** shall reach UNFPA Libya Office located in Libya no later than **05 June 2019 at 12:00PM Tripoli Time** :
  - a. UNFPA Libya Office
  - b. UNFPA house # 176 ,
  - c. UN Compound , Palm City
  - d. Janzour, Tripoli –Libya
  - e. Shipping address to :
  - f. Abdul Rahman
  - a. Tel: 0021892-5443797
- V. **Bids to be submitted** the secure email address [\*\*bidtender@unfpa.org\*\*](mailto:bidtender@unfpa.org) no later than **05 June 2019 at 18:00** Tunis time. please ensure to enter in the subject of email the Ref # “UNFPA/LBY/EITB/19/002”
- VI. The bids shall be opened on **10 June 2019 at 12:00 Tunis time** at UNFPA Libya office located in Tunis. Bidder or their authorized representative may attend the bid opening.

Please confirm by email before **03 June 2019** whether your company shall be represented at the bid opening.

- VII. Bids received after the stipulated date and time shall **NOT** be accepted under any circumstances
- VIII. Any questions relating to the attached documents shall be email account in writing no later than **03 June 2019, at 15:00** (Tunis local time).

- i. Email Account: [lbyprocurement+noreply@unfpa.org](mailto:lbyprocurement+noreply@unfpa.org) for questions related to technical requirements. **Do NOT submit your bid to this contact, or your bid will be disqualified**

Kit #	Kit Description	Kit Content	
Kit # 1:	UNICEF Family Kit	<b>Items</b>	<b>QTY</b>
		Soap	12
		Laundry washing powder	1
		Shampoo	2
		Toothpaste tube for adult	1
		Toothpaste tube for children	1
		Toothbrush for adult	2
		Toothbrush for children	3
		Female sanitary pads	30
		Jerry Can	2
		Bucker with Lid	1
		Comb	1
		Cotton Towel	1
		Plastic Garbage Bag	10
		Anti-Bacterial Detergent	1
		Plastic Mug	1
		Cloths washing bowls	1
		Nail clipper	1
Kit # 2:	UNICEF Baby Kit	<b>Items</b>	<b>QTY</b>
		<b>Size 0-3 Month</b>	
		Diapers	220
		Anti-Rush Cream	1
		Baby underwear	1
		Pajama	1
		Baby bathing soap	1
		Antiseptic Disinfectant Liquid 500ml	1
		<b>Size 6-12 Month</b>	
		Diapers	160

		Anti-Rush Cream	1		
		Baby underwear	1		
		Pijama	1		
		Baby bathing soap	1		
		Antiseptic Disinfectant Liquid 500ml	1		
		Size 12-48 Month			
		Diapers	160		
		Anti-Rush Cream	1		
		Baby underwear	1		
		Pajama	1		
		Baby bathing soap	1		
		Antiseptic Disinfectant Liquid	1		
		Kit # 3:	UNICEF Dignity Kit	Items	QTY
				ABAYA	1
Head Scarf	1				
underwear	3				
pair of socks	1				
Sanitary Napkins	30				
soap	2				
wet wipes	2				
whistle	1				
flashlight	1				
UNFPA kit items are individually packed in UNFPA bag					
Kit # 4	UNFPA Baby Kit	Items	QTY		
		Diapers -Size Small	128		
		Baby underwear (sleeveless overall)	1		
		Warm Overall- baby pajama	1		
		Small Fleece Blanket	1		
Kit #5	UNFPA Dignity Kit	Items	QTY		
		Sanitary napkins	30		
		Underwear set	2		
		Hair Shampoo	1		
		Toothpaste	1		
		Toothbrush	1		
		Hand soap bars	3		
		Towel	1		
		Hair comb	1		
Plastic Slipper	1				

		Textile backpack with UNFPA logo (see below)	1
		Abaya	1
		Head Scarf	1
		Pajamas for women	1
		Disposable razors	3
		Deodorant	1
		Hair Shampoo	1
Kit # 6	UNFPA Male Kit	<b>Items</b>	<b>QTY</b>
		Underwear (underpants and t-shirt)	2
		Shampoo	1
		Tooth Paste	1
		Tooth Brush	1
		Hand Soap	3
		Face/Hands Towel	1
		Nail Clipper	1
		Hair Brush/comb	1
		Cotton Socks	1
		Shaving Cream	1
		Disposable Razors	5
		*UNFPA Textile Bag	3
		Small Fleece Blanket	1
Kit # 7	IOM –Family Kit	<b>Items</b>	<b>QTY</b>
		Soap	30
		Laundry washing powder	1
		Shampoo	1
		Toothpaste tube for adult	1
		Large Towel	1
		Small Towel	1
		Toothbrush for adult	1
		Sponge	1
		Bucket	1
		Deodorant	1
		Comb	1
		Shower gel	1
		Nail Clipper	1
		Wet Wipes	1

Kit # 8	IOM –Baby Kit	<b>Items</b>	<b>QTY</b>
		Baby diapers	30
		Baby talc	1
		Baby soap	1
		Baby lotion	1
		Baby towel	1
		Plastic basket	1
Kit # 9	IOM –dignity kit	<b>Items</b>	<b>QTY</b>
		Abaya	1
		Hair comb	1
		Hand cream	1
		Sanitary pads	10

If you are interested in submitting a bid for any of these kits, kindly fill in the attached submission forms and submit to [bidtender@unfpa.org](mailto:bidtender@unfpa.org). Bidding shall be conducted through ONE email. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

## IX. Eligible Bidders

IX.1. This Bidding process is open to all legally-constituted companies that can provide the requested kits and have legal capacity to deliver in Libya, or through an authorized representative.

IX.2. Bidders and all parties constituting the Bidder may hold any nationality. If the LTA is associated with goods, their origin can be from any country.

IX.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

IX.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.

IX.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 19 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.

IX.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.

IX.3.4. The following information must be disclosed in the Bid:

IX.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and

IX.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.

IX.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.

IX.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:

IX.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);

IX.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace (UNGM) as a result of having committed fraudulent activities;

IX.4.3. Included on the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;

IX.4.4. Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.

IX.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IX.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA

## **X. Fraud and Corruption**

X.1. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.

X.2. Pursuant to this Policy, UNFPA defines the terms set forth as follows:

X.2.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

X.2.2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;

X.2.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

X.2.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party:

X.2.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.

X.2.6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment

X.3. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;

X.4. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for, or in executing, a UNFPA contract/agreement

## **XI. Zero Tolerance**

UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel

## **XII. Documents to be submitted with the bid:**

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents
- d. Financial bid including the price schedule

Partial bids **are allowed** under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested **kits types** in order to submit a complete bid. However, within each **kit type**, full quantities must be offered.

## **INCOTERMS 2010:**

- Price of goods **FCA** Point of Departure
- Freight cost **DAP to UN Warehouses located in Libya**

### **XIII. Bid currency and prices**

All prices shall be in US dollars (**USD**) only

### **XIV. Validity of Bid:**

The prices of the bid shall be valid for **30 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

### **XV. Delivery Time:**

The maximum allowed delivery time is **21-28 days/3-4 weeks** upon issuing of purchase order.

### **XVI. Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

### **XVII. Contract Award:**








UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially **responsive with the bidding documents**, including the **maximum allowable lead time and quality of the products are in line with the requirements listed and accepted standard**. **As** partial bids per kit are allowed, the lowest evaluated bidder will be evaluated by **kit type**.


### **Attachments:**


- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**







**Annex I**  
**Bid No. UNFPA/LBY/EITB/19/002**  
**Description of Goods and Technical Specifications**

No	Description	Technical Specifications	Shelf Life (months)	Indicative Photos
1	Sanitary Napkin	Brand: no limitation Sanitary napkins (30PCS) Disposable good reputable quality. Non-woven tissue, cotton touch feel top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin include plastic cover for discreet disposal Not containing allergic and dangerous substances. Packages: three packs of 10 pieces minimum	12 Months	
2	Underwear-set of 2 pieces / Male	Underwear set,. Size 50%L, 50 %XL Good reputable quality Material: 100% cotton , Color : recommended white Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances.	N/A	
3	Underwear-set of 2 pieces / Female	Underwear set,. Size 50%L, 50 %XL Good reputable quality Material: 100% cotton , Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances	N/A	
4	Washing Powder in Plastic Bag	Brand: no limitation pack of detergent in powder form Preferably in plastic packaging one pack of 2 kg Environmental/ marketable standard quality & not harmful for the skin	12 Months	
5	Shampoo-normal hair	Brand: no limitation Good quality, 200- 300 ml Good reputable quality for adults. For normal hair, good smell. Hypoallergenic, PH factor 5.5	12 Months	
6	Tooth Paste for Adult and Children	Brand: no limitation Good reputable quality Concentrated paste, with fluoride 75 ml minimum per tube	12 Months	
7	Toothbrush for Adult and Children	Brand: no limitation Good quality Adult size, Strong Plastic toothbrush , medium hardness, individually wrapped. Children size, soft hardness, individually wrapped.	N/A	

8	Antiseptic Hands Soap	Brand: no limitation Good reputable quality Toilet soap bar, 100 g minimum. Un-perfumed, antibacterial, hypoallergenic, skin friendly. Long durability.	12 months	
	Baby Soap	Brand: no limitation Good reputable quality Baby soap bar, 125 g minimum. hypo allergic, for personal hygiene, suitable for baby, ABSENCE OF: Propylene glycol, 1,4-dioxane and ethylated surfactants, Parabens, Mineral oil, Triclosan	12 months	
9	Disposable Razors	Brand: no limitation Good quality plastic Pack of 3 razors, twin blade.	N/A	
10	Shaving Cream	Brand: no limitation Good quality 90 ml per tube	12 Months	
11	Face/ Hands Towel	Good quality Towel, 50cm*100cm Good quality Material: 100% cotton. Weight 150g minimum Thick and absorbent Color: fixed dye, different light colors except white	N/A	
12	Nail Clipper	good quality, large size	N/A	
13	Hair Brush	Good quality Durable plastic comb of medium size (12/ 15 inch) Good quality, un-recycled material, unbreakable	N/A	

14	DEODORANT & ANTIPERSPIRANT for female	Good quality No harmful Package of 100 ml Recommended Spray	12 Months	
15	Cotton Socks	Good quality Sport quality(lined)-free size Material: 90% cotton, 10% elastic approx. 39-42 free size	Size: N/A	
16	Head Scarf	Good quality Material: 95% cotton, 5% Elastic. Thick, not transparent. Different colours Measurements: 100 x 100 cm as minimum Assorted colours	N/A	
17	Small Fleece Blanket	Small Fleece Blanket minimum size 100 x 150 cm Composition: 100% polyester fleece or flannel (non recycled) ; lightweight Color: Assorted colors (dark colors) Edge: Folded and stitched	N/A	
18	Plastic bucket with lid (containing all kitted items)	Size : 14 Ltr Plastic bucket with a lid and either one handle over the diameter or two side handles.	NA	
19	Garbage bags	Brand: recommended locally Qty: 20 pcs. pr pack Size: 20 ltr. Strong & durable opaque bags, tear resistant, anti-leakage	NA	
20	twWet Wipes	Band: recommended locally (Antibacterial, Not harmful) Wet Wipes pack (around 20 wipes) Marketable quality Antibacterial, not harmful	12 month	

21	Flash light & Batteries (solar power )	Good Quality Medium Size, 10 cm minimum Solar power	NA	
22	Plastic Slipper	Good quality un-recycled material (Sizes 30%M, 40%L, 30%XL)	N/A	
23	Abaya	Good quality Sizes 30%M, 40%L, 30%XL 100% polyester crepe fabric, long sleeves, Ankle length 150 cm, no cleavage. Colour : recommended black	NA	
24	Pajamas for Female	Good quality Cotton 100% ; different colours Sizes 30% M, 40%L, 30%XL	NA	
25	Jerry can	Good quality Plastic un-recycled material Colour : recommended white Sizes : 10 ML	NA	
26	Anti-Bacterial Detergent	Multi-Purpose Cleaner. With its proven anti-bacterial formula, it helps eliminate 99.9% bacteria, leaving your household surfaces clean and shiny. It also gives freshness that lasts for 24 hours.	NA	

27	Cloths washing bowls	Good quality Plastic un-recycled material Size : 20 lit	NA	
28	whistle	Good quality Plastic un-recycled material	NA	
29	Plastic Mug	Good quality Plastic un-recycled material Size : 500 ml	NA	
30	Baby underwear	Good quality 100% Cotton sleeveless overall hypoallergenic Size : 1-24 months (to be specified in per agency)	NA	
31	Baby pyjama	Good quality 100% Cotton Long-sleeved Size : 0-24 months (to be specified in per agency)	NA	

32	Anti-Rush Cream	Zinc Oxide 15.25% w/w, certified from recognized national entity, shelf life 2 years at least	12 months	
33	Antiseptic Disinfectant Liquid	Size 500ml : Bottle hypoallergenic	12 months	
34	Diapers	Size Small Disposable good reputable quality high absorbance	12 months	
35	Hand cream	Tube of 150/100 ml non-greasy texture 24 months shelf Life	12 months	
36	Sponge for body wash	Good quality	NA	
37	Shower Gel	Good quality Size 500 ml , Plastic packing Antibacterial, hypoallergenic, skin friendly. Long durability.	12 months	
38	*UNFPA Bag	Textile backpack with UNFPA logo Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the above items) Color: Dark Blue for Male kit; Light Blue for Female kit Design: Rectangular or square, with UNFPA logo in beige and Orange on the flap. With handle for easy carrying and zipper, rope or	NA	



		<p>alternative to close the bag.</p> <p>With a flap and Velcro to close the flap.</p> <p>*All Kit items shall be packed inside each bag; the bag should be closed to avoid spillage of items</p>		
39	Kitting and Packing	Per Kit	N/A	

**Annex II**

**Bid No. UNFPA/LBY/EITB/19/002  
Bid Submission Form**

**Name of Bidder:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_  
**Bid No:** \_\_\_\_\_  
**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_

(Note: maximum number of days is: 21-28 days/3-4 weeks)

**Expiration of Validity of Bid/Proposal** (*The bid shall be valid for a period of at least 1 month after the Closing date.*): \_\_\_\_\_

*Vendor's Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA** <http://www.unfpa.org/resources/unfpa-general-conditions-contract> **and we will abide by this bid/proposal until it expires.**

**I hereby certify that this company, has not being included in the UN security council 1267/1989 list , UN Procurement Division List of other UN ineligibility list.**

**We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.**

**We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.**

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**



### Annex III

Bidders Identification Form  
Bid No. UNFPA/LBY/EITB/19/002

#### 1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

## 2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

## 3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

## 4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

## 5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

**Annex IV**  
**Product Item Overview Form**

<b>Item No.</b>	<b>Description and minimum /mandatory specifications</b> <i>[Detailed description to be completed by UNFPA]</i>	<b>Description of items offered and Bidder's statements on deviations</b> (To be completed by the bidder)	<b>Compliant? (Y/N)</b> (To be completed by UNFPA during evaluation)
<b>1</b>	<b>[...]</b>		
<b>2</b>	<b>[...]</b>		
<b>3</b>	<b>[...]</b>		
...			

*(Use the spreadsheet "Product Item Overview Form.xls" if a large number of items need to be compared.)*

Bid No. UNFPA/LBY/EITB/19/002  
Price Schedule Form

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Bid No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*days from receipt of order till dispatch*): \_\_\_\_\_

**(Note: maximum number of days is: 21-28 days/3-4 weeks)**

**Expiration of Validity of Bid/Proposal** (*The bid shall be Valid for a period of at least 01 months after the Closing date.*): \_\_\_\_\_

*You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.*

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total DAP (Destination)	Delivery schedule (days upon order)

*Vendor's Comments:*

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**