



## GUIDELINES FOR APPLICANTS

### CALL FOR PROPOSALS FOR THE ADJUDICATION OF OFFICE, PAPER, INK & TONER SUPPLIES AND WATER SERVICE FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations issues a call for proposals to provide office, paper, ink & toner supplies and water service.

#### Location

The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)

#### Date and Time

Next business day or same week supply and service.

#### Duration

TBD. One-year (2023) or Two-year contract (2023-2024).

#### Recipients

This call for proposals is intended to business products companies and workplace products dealers that have the technical expertise and the financial and human resources to enter such agreement as the primary office supply vendor of the Permanent Mission of Italy.

#### Duties and Activities

- Office supplies
- Paper supplies
- Ink & Toner supplies
- Water service

#### Purpose

This call for proposals is aimed to start a constructive dialogue with interested companies. At this stage, proposals are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

#### Requirements

As a guarantee of sound business practices, companies must include in the proposal the following information:

- business license
- company profile

- copy of the profit and loss account and the balance sheet for up to the last three financial years

The proposal shall also indicate:

- Special discounts
- Online catalog (link)
- Delivery lead-times; same-day delivery costs (if available)
- Return policy
- Ordering experience (e-commerce, phone, etc.)
- Online budgets (ability by account administrators to assign budgets to users or cost centers; if a user or cost center goes over budget, prevent checkout or send a notification to the user/manager).

### **Submission of the Proposal**

The proposal with the attached "form" must be submitted by email no later than November 25<sup>th</sup>, 2022, to the address [admin.italyun@esteri.it](mailto:admin.italyun@esteri.it) (subject: "*CALL FOR PROPOSALS FOR OFFICE, PAPER, INK & TONER SUPPLIES AND WATER SERVICE*").