



REQUEST FOR QUOTATIONS (RFQ) GOODS

Framework Agreement – supply and delivery of stationaries

RFQ GOODS NUMBER: NUV/2026/ADMIN/037

To: Potential Suppliers

Date: 25/08/2026

The National University of Vanuatu (the Purchaser) invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting contract shall be subject to the attached General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). At the time the Contract is awarded the Purchaser reserves the right to increase or decrease the quantities of the Goods and related Services up to 20%.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Description of Goods and place(s) of delivery:
Framework agreement – Supply of Stationaries.

National University of Vanuatu Locations:
 - **Main Campus, Opposite Vanuatu Institute of Technology (VIT), Port Vila**
 - **School of Education, Kawenu Campus, Port Vila, Vanuatu**
 - **School of Agriculture, Luganville, Santo**
- 2) Quotations should be:
Inclusive of VAT and duties or Exclusive of VAT and duties
- 3) The required contract date shall be: **November 1st, 2026**
Contract end date: **November 1st, 2027**
- 4) Quotations must be valid for **90 days** from the Submission Date and Time given below.
- 5) The warranty/guarantee offered shall be: **12 months** including warranty certificate. Suppliers offering extended warranty periods receive additional consideration.
- 6) Quotations and supporting documents as specified in Section B must be marked with the RFQ Goods Number above and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received no later than the Submission Date and Time



**National University of Vanuatu,
tender box, administration building
Main Campus, opposite VIT. Or
email john.manu@univ.edu.vu**

- 9) The attached Schedule of Requirements at Section C detail the items to be purchased and you are requested to advise whether you conform with the Purchaser's specifications and, if not, what the variations are. You are requested to quote your delivered price for these items by completing and returning Sections B, C, D and E.
- 10) Bidders may submit quotations for all items in Section D. Evaluation and award will be conducted on a item by item basis. The Purchaser reserves the right to award one or more suppliers, whichever is determined to provide the best value for money and meets the technical requirements.
- 11) The successful bidder(s) will enter into a **Framework Agreement with National University of Vanuatu, for a period of one (1) year** for the supply of stationery items at the agreed unit rates. The Framework Agreement does not guarantee any minimum quantity or expenditure, and actual purchases will be made as and when required through approved Purchase Orders or call-off arrangements during the agreement period.
- 12) Quotations that are responsive, qualified and technically compliant will be ranked according to price. A Contract will generally be issued to the lowest priced quotation. However, the Purchaser is not bound to accept the lowest or any quotation.

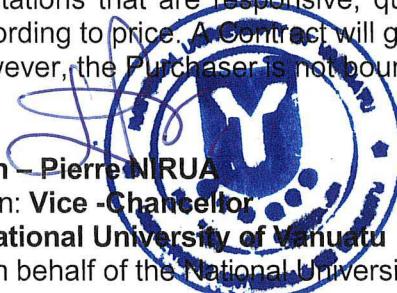
Signed:

Name: **Jean – Pierre MUA**

Title/Position: **Vice -Chancellor**

Address: **National University of Vanuatu**

(For, and on behalf of the National University of Vanuatu)





SECTION B: SUPPLIER'S QUOTATION PURCHASER'S

RFQ GOODS NUMBER: NUV/2026/ADMIN/037

- 1) Currency of Quotation: Vanuatu VATU
- 2) Contract Commencement Date: 1st September 2026
- 3) The validity period of this Quotation is: 90 days from the Submission Date.
- 4) Warranty period (where applicable): 12 months.
- 5) We enclose the following documents:
 - A copy of our business registration certificate
 - A copy of our business license
 - A copy of VAT/TAX clearance certificate (where applicable)
 - Warranty certificates
- 6) We confirm that our quotation is subject to both the attached General Conditions and Special Conditions of Contract and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and any subsequent contract that may be awarded.

Signed:

Name:

Title/Position:

Authorized for and on behalf of:

Supplier Name:

Address:



SECTION C: SCHEDULE OF REQUIREMENTS (Technical Specifications and Quantities required)

No.	Category	Item Description / Minimum Specification	Unit	Conform with Purchaser's Specification (Yes or No)	(If No, what are the variations to the Purchaser's Specification)
A.	WRITING INSTRUMENTS		Each		
1	Writing	Ballpoint Pen – Blue, 0.7 mm	Each		
2	Writing	Ballpoint Pen – Black, 0.7 mm	Each		
3	Writing	Ballpoint Pen – Red, 0.7 mm	Each		
4	Writing	Gel Pen – Blue	Each		
5	Writing	Gel Pen – Black	Each		
6		Permanent Marker - Red	Each		
7		Permanent Marker - Green			
8	Writing	Permanent Marker – Black	Each		
9	Writing	Permanent Marker – Blue	Each		
10	Writing	Whiteboard Marker – Black	Each		
11	Writing	Whiteboard Marker – Blue	Each		
12	Writing	Whiteboard Marker – Red	Each		
13	Writing	Highlighter – Assorted	Each		



		Colours			
16	Writing	Pencil – HB	Each		
17	Writing	Mechanical Pencil – 0.5 mm	Each		
18	Writing	Mechanical Pencil Leads – 0.5 mm HB	Each		
19	Writing	Pencil Sharpener – Single	Each		
20	Writing	Eraser – Standard	Each		
B. PAPER & PRINTING MATERIA LS					
21	Paper	A4 Copy Paper – 80 gsm, White	Ream (500 sheets)		
22	Paper	A4 Copy Paper – 80 gsm, Coloured	Ream		
23	Paper	A3 Copy Paper – 80 gsm	Ream		
24	Paper	A4 Coloured Card – Assorted Colours	Pack		
25	Paper	A4 Cardboard – White	Each		
26	Paper	A3 Cardboard – White	Pack		
27	Paper	A4 Glossy/Photo Paper	Pack		
28	Paper	A4 Adhesive Labels – Assorted	Pack		
29	Paper	A4 Carbonless	Pack		



		Paper			
30	Paper	Flipchart Paper	Pad		
31	Paper	Graph Paper – A4	Pack		
32	Paper	A4 Exercise/Note book Paper	Pack		
C. NOTEBOOKS & PADS					
33	Notebooks	A4 Hard Cover Notebook	Each		
34	Notebooks	A4 Soft Cover Notebook	Each		
35	Notebooks	A5 Hard Cover Notebook	Each		
36	Notebooks	A5 Soft Cover Notebook	Each		
37	Notebooks	A4 Spiral Notebook	Each		
38	Notebooks	A5 Spiral Notebook	Each		
39	Notebooks	A4 Writing Pad	Pad		
40	Notebooks	A5 Writing Pad	Pad		
41	Notebooks	Memo Pad / Note Pad	Pad		
42	Notebooks	Sticky Notes – 76 × 76 mm	Pad		
43	Notebooks	Sticky Notes – Assorted Colours	Pack		
		Sign here stickers	Each		
44	Notebooks	Hard cover lecture book A4	Each		
45	Notebooks	Wiro Note Book	Each		



D. FILES & FOLDERS					
46	Filing	A4 Lever Arch File	Each		
47	Filing	A4 2-Ring Binder	Each		
48	Filing	A4 4-Ring Binder	Each		
49	Filing	A4 Display Book – 20 Pockets	Each		
50	Filing	A4 Display Book – 40 Pockets	Each		
51	Filing	A4 Clear File	Each		
52	Filing	A4 Document Wallet – Plastic	Each		
53	Filing	A4 Document Wallet – Cardboard	Each		
54	Filing	A4 Expanding File	Each		
55	Filing	A4 Suspension File	Each		
56	Filing	A4 Manilla Folder	Each		
57	Filing	A4 Plastic Folder	Each		
58	Filing	Foolscap Folder	Each		
59	Filing	Box File – A4	Each		
60	Filing	Archive Storage Box	Each		
61	Filing	Blue Foolscap File Folder	Each		
62	Filing	Green Foolscap File Folder			
63	Filing	Red Foolscap	Each		



		File Folder			
64	Filing	Yellow Foolscap File Folder	Each		
65	Filing	Manila Folder - Foolscap	Each		
66	Filing	Suspension File	Each		
67	Filing	Document Wallet-Flap	Each		
E. FILING ACCESSO RIES					
68	Filing	Plastic File Pockets – A4	Each		
69	Filing	Dividers – A4, 5-Part	Each		
70	Filing	Dividers – A4, 10-Part	Each		
71	Filing	Binder Clips – Small	Box		
72	Filing	Binder Clips – Medium	Box		
73	Filing	Binder Clips – Large	Box		
74	Filing	Paper Clips – 28 mm	Box		
75	Filing	Paper Clips – 50 mm	Box		
76	Filing	Bulldog Clips	Each		
77	Filing	Foldback Clips 32mm			
	Filing	Paper Clips 32mm			
F. DESK ACCESSO RIES					
78	Desk	Stapler – Standard	Each		
79	Desk	Heavy-Duty Stapler	Each		
80	Desk	Staples – 24/6	Box		
81	Desk	Staples – 26/6	Box		
82	Desk	Heavy-Duty Staples	Box		



83	Desk	Staple Remover	Each		
84	Desk	Scissors – 150 mm	Each		
85	Desk	Scissors – 210 mm	Each		
86	Desk	Ruler – 30 cm	Each		
87	Desk	Ruler – 50 cm	Each		
88	Desk	Glue Stick – 20 g	Each		
89	Desk	PVA Glue – 100 ml	Bottle		
90	Desk	Clear Adhesive Tape	Roll		
91	Desk	Masking Tape	Roll		
92	Desk	Double-Sided Tape	Roll		
93	Desk	Correction Tape	Each		
94	Desk	Correction Fluid	Each		
95	Desk	Rubber Bands – Assorted	Pack		
96	Desk	Desk Organiser	Each		
97	Desk	Letter Opener	Each		
	Desk	Heavy-Duty 2 Hole-Punch	Each		
			Each		
G. ENVELOPES & MAILING					
98	Envelopes	DL Envelope – White	Each		
99	Envelopes	C5 Envelope – White	Each		
100	Envelopes	C4 Envelope – White	Each		
101	Envelopes	A4 Document Envelope – Manilla	Each		
102	Envelopes	A4 Plastic	Each		



		Mailing Envelope			
103	Envelopes	Bubble Envelope – A4	Each		
104	Envelopes	Bubble Envelope – A5	Each		
H. OFFICE FORMS & REGISTER S					
105	Forms	Receipt Book	Each		
106	Forms	Invoice Book	Each		
107	Forms	Requisition Book	Each		
108	Forms	Purchase Order Book	Each		
109	Forms	Delivery Docket Book	Each		
110	Forms	Visitor Book	Each		
111	Forms	Telephone Message Book	Each		
112	Forms	Duplicate/Triplicate Receipt Book	Each		
113	Forms	Attendance Register	Each		
114	Forms	Minute Book	Each		
115	Forms	Cash Book	Each		
116	Forms	Asset Register Book	Each		
I. CALENDARS & PLANNERS					
112	Planning	Desk Calendar	Each		
113	Planning	Wall Calendar	Each		
114	Planning	A4 Diary/Planner	Each		
115	Planning	A5	Each		



		Diary/Planner			
116	Planning	Weekly Planner	Each		
J. WHITEBOARD & PRESENTATION					
117	Presentation	Whiteboard – Small	Each		
118	Presentation	Whiteboard – Medium	Each		
119	Presentation	Whiteboard – Large	Each		
120	Presentation	Whiteboard Eraser	Each		
121	Presentation	Whiteboard Cleaning Fluid	Each		
117	Presentation	Magnetic Whiteboard Accessories	Pack		
118	Presentation	Flipchart Stand	Each		
119	Presentation	Flipchart Marker – Assorted	Each		
120	Presentation	Presentation Folder	Each		
121	Presentation	Cork notice board	Each		
	Presentation	Whiteboard 600x450m	Each		
122	Presentation	Chalkboard/ Whiteboard Eraser			
K. LABELS & IDENTIFICATION					
123	Labels	Self-Adhesive Address	Each		



		Labels			
124	Labels	File Spine Labels	Each		
125	Labels	Coloured Self-Adhesive Labels	Each		
126	Labels	Name Badge Labels	Each		
127	Labels	Round Adhesive Labels – Assorted	Each		
L. RUBBER STAMPS & STAMP ACCESSORIES					
128	Stamps	Stamp Pad – Black	Each		
129	Stamps	Stamp Pad – Blue	Each		
130	Stamps	Red Stamp Pad	Each		
131	Stamps	Stamp Ink Refill – Black	Each		
132	Stamps	Stamp Ink Refill – Blue	Each		
133	Stamps	Self-Inking Stamp – Standard	Each		
134	Stamps	Date Stamp	Each		
135	Stamps	Numbering Stamp	Each		
M. CALCULATORS					
136	Calculators	Basic Desktop Calculator	Each		
137	Calculators	Scientific Calculator	Each		
138	Calculators	Desktop Printing Calculator	Each		



N. DESK & OFFICE CONSUMABLES					
139	Consumables	Desk Tray – Letter	Each		
140	Consumables	Document Tray – 3 Tier	Each		
141	Consumables	Clipboard – A4	Each		
142	Consumables	Clipboard – A3	Each		
143	Consumables	Pencil Holder	Each		
144	Consumables	Waste Paper Basket	Each		
145	Consumables	Name Plate Holder	Each		
146	Consumables	Elastic Document Folder	Each		
O. PACKAGING & GENERAL OFFICE USE					
147	Packaging	Packing Tape – 48/50 mm	Roll		
148	Packaging	Packing Tape Dispenser	Each		
149	Packaging	String/Twine	Roll		
150	Packaging	Bubble Wrap	Roll		
151	Packaging	Brown Wrapping Paper	Roll		
152	Packaging	Clear Plastic Bags – Assorted Sizes	Pack		
153	Packaging	Mailing Labels	Each		
154	Packaging	Shipping/Packaging Labels	Each		
155	Packaging	Brown Kraft	Each		



		Paper			
156	Packaging	Bubble Wrap	Each		

Signed:

Name:

Title/Position:

Authorised for and on behalf of:

Supplier Name:

Address:



SECTION D: SCHEDULE OF PRICES

Price per Unit Rate

No.	Category	Item Description / Minimum Specification	Unit	Unit Price (in VUV) Inclusive of VAT
A. WRITING INSTRUMENTS			Each	
1	Writing	Ballpoint Pen – Blue, 0.7 mm	Each	
2	Writing	Ballpoint Pen – Black, 0.7 mm	Each	
3	Writing	Ballpoint Pen – Red, 0.7 mm	Each	
4	Writing	Gel Pen – Blue	Each	
5	Writing	Gel Pen – Black	Each	
6		Permanent Marker - Red	Each	
7		Permanent Marker - Green		
8	Writing	Permanent Marker – Black	Each	
9	Writing	Permanent Marker – Blue	Each	
10	Writing	Whiteboard Marker – Black	Each	
11	Writing	Whiteboard Marker – Blue	Each	
12	Writing	Whiteboard Marker – Red	Each	
13	Writing	Highlighter – Assorted Colours	Each	
16	Writing	Pencil – HB	Each	
17	Writing	Mechanical Pencil – 0.5 mm	Each	
18	Writing	Mechanical Pencil Leads – 0.5 mm HB	Each	
19	Writing	Pencil Sharpener – Single	Each	
20	Writing	Eraser – Standard	Each	
B. PAPER &				



PRINTING MATERIALS				
21	Paper	A4 Copy Paper – 80 gsm, White	Ream (500 sheets)	
22	Paper	A4 Copy Paper – 80 gsm, Coloured	Ream	
23	Paper	A3 Copy Paper – 80 gsm	Ream	
24	Paper	A4 Coloured Card – Assorted Colours	Pack	
25	Paper	A4 Cardboard – White	Each	
26	Paper	A3 Cardboard – White	Pack	
27	Paper	A4 Glossy/Photo Paper	Pack	
28	Paper	A4 Adhesive Labels – Assorted	Pack	
29	Paper	A4 Carbonless Paper	Pack	
30	Paper	Flipchart Paper	Pad	
31	Paper	Graph Paper – A4	Pack	
32	Paper	A4 Exercise/Notebook Paper	Pack	
C. NOTEBOOKS & PADS				
33	Notebooks	A4 Hard Cover Notebook	Each	
34	Notebooks	A4 Soft Cover Notebook	Each	
35	Notebooks	A5 Hard Cover Notebook	Each	
36	Notebooks	A5 Soft Cover Notebook	Each	
37	Notebooks	A4 Spiral Notebook	Each	
38	Notebooks	A5 Spiral Notebook	Each	
39	Notebooks	A4 Writing Pad	Pad	
40	Notebooks	A5 Writing Pad	Pad	
41	Notebooks	Memo Pad / Note	Pad	



		Pad		
42	Notebooks	Sticky Notes – 76 × 76 mm	Pad	
43	Notebooks	Sticky Notes – Assorted Colours	Pack	
		Sign here stickers	Each	
44	Notebooks	Hard cover lecture book A4	Each	
45	Notebooks	Wiro Note Book	Each	
D. FILES & FOLDERS				
46	Filing	A4 Lever Arch File	Each	
47	Filing	A4 2-Ring Binder	Each	
48	Filing	A4 4-Ring Binder	Each	
49	Filing	A4 Display Book – 20 Pockets	Each	
50	Filing	A4 Display Book – 40 Pockets	Each	
51	Filing	A4 Clear File	Each	
52	Filing	A4 Document Wallet – Plastic	Each	
53	Filing	A4 Document Wallet – Cardboard	Each	
54	Filing	A4 Expanding File	Each	
55	Filing	A4 Suspension File	Each	
56	Filing	A4 Manilla Folder	Each	
57	Filing	A4 Plastic Folder	Each	
58	Filing	Foolscap Folder	Each	
59	Filing	Box File – A4	Each	
60	Filing	Archive Storage Box	Each	
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62	Filing	Green Foolscap File Folder		
63	Filing	Red Foolscap File Folder	Each	
64	Filing	Yellow Foolscap File Folder	Each	
65	Filing	Manila Folder - Foolscap	Each	
66	Filing	Suspension File	Each	
67	Filing	Document Wallet-	Each	



		Flap		
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68	Filing	Plastic File Pockets – A4	Each	
69	Filing	Dividers – A4, 5-Part	Each	
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94	Desk	Correction Fluid	Each	
95	Desk	Rubber Bands – Assorted	Pack	
96	Desk	Desk Organiser	Each	
97	Desk	Letter Opener	Each	
	Desk	Heavy-Duty 2 Hole-Punch	Each	
			Each	
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98	Envelopes	DL Envelope – White	Each	
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100	Envelopes	C4 Envelope – White	Each	
101	Envelopes	A4 Document Envelope – Manilla	Each	
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103	Envelopes	Bubble Envelope – A4	Each	
104	Envelopes	Bubble Envelope – A5	Each	
H. OFFICE FORMS & REGISTERS				
105	Forms	Receipt Book	Each	
106	Forms	Invoice Book	Each	
107	Forms	Requisition Book	Each	
108	Forms	Purchase Order Book	Each	
109	Forms	Delivery Docket Book	Each	
110	Forms	Visitor Book	Each	
111	Forms	Telephone Message Book	Each	
112	Forms	Duplicate/Triplicate Receipt Book	Each	
113	Forms	Attendance	Each	



		Register		
114	Forms	Minute Book	Each	
115	Forms	Cash Book	Each	
116	Forms	Asset Register Book	Each	
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118	Presentation	Whiteboard – Medium	Each	
119	Presentation	Whiteboard – Large	Each	
120	Presentation	Whiteboard Eraser	Each	
121	Presentation	Whiteboard Cleaning Fluid	Each	
117	Presentation	Magnetic Whiteboard Accessories	Pack	
118	Presentation	Flipchart Stand	Each	
119	Presentation	Flipchart Marker – Assorted	Each	
120	Presentation	Presentation Folder	Each	
121	Presentation	Cork notice board	Each	
	Presentation	Whiteboard 600x450m	Each	
122	Presentation	Chalkboard/Whiteboard Eraser		
K. LABELS & IDENTIFIC				



ATION				
123	Labels	Self-Adhesive Address Labels	Each	
124	Labels	File Spine Labels	Each	
125	Labels	Coloured Self-Adhesive Labels	Each	
126	Labels	Name Badge Labels	Each	
127	Labels	Round Adhesive Labels – Assorted	Each	
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130	Stamps	Red Stamp Pad	Each	
131	Stamps	Stamp Ink Refill – Black	Each	
132	Stamps	Stamp Ink Refill – Blue	Each	
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134	Stamps	Date Stamp	Each	
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136	Calculators	Basic Desktop Calculator	Each	
137	Calculators	Scientific Calculator	Each	
138	Calculators	Desktop Printing Calculator	Each	
N. DESK & OFFICE CONSUMABLES				
139	Consumables	Desk Tray – Letter	Each	
140	Consumables	Document Tray – 3 Tier	Each	
141	Consumables	Clipboard – A4	Each	
142	Consumables	Clipboard – A3	Each	
143	Consumables	Pencil Holder	Each	



144	Consumables	Waste Paper Basket	Each	
145	Consumables	Name Plate Holder	Each	
146	Consumables	Elastic Document Folder	Each	
O. PACKAGING & GENERAL OFFICE USE				
147	Packaging	Packing Tape – 48/50 mm	Roll	
148	Packaging	Packing Tape Dispenser	Each	
149	Packaging	String/Twine	Roll	
150	Packaging	Bubble Wrap	Roll	
151	Packaging	Brown Wrapping Paper	Roll	
152	Packaging	Clear Plastic Bags – Assorted Sizes	Pack	
153	Packaging	Mailing Labels	Each	
154	Packaging	Shipping/Packaging Labels	Each	
155	Packaging	Brown Kraft Paper	Each	
156	Packaging	Bubble Wrap	Each	

All items quoted price are inclusive of VAT.

Signed:

Name:

Title/Position:

Authorised for and on behalf of:

Supplier Name:

Address:



SECTION E: DELIVERY SCHEDULE

Please insert delivery times for individual items:

Item No.	Item	Quantity	Delivery Date
	[Supplier to enter]	[Supplier to enter]	[Supplier to enter]

Mode of Transport:

Place(s) of Delivery:

We confirm delivery as specified above.

Signed:

Name:

Title/Position:

Authorised for and on behalf of:

Supplier Name:

Address:



SECTION F: GENERAL CONDITIONS OF CONTRACT (GCC) GENERAL

PROVISIONS

1. The Documents listed in the Contract represent the entire and integrated Contract between the Purchaser and the Supplier. The Contract is governed by and shall be construed in accordance with the Laws of the Republic of Vanuatu, and the ruling language of the Contract is English.
2. All prior negotiations, representations and agreements, both oral and written, are superseded by the Contract. All correspondence and documents relating to the Contract between the parties and their representatives shall be in English.
3. Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under the Contract, except with the prior written consent of the other party.

4. In these Conditions of Contract, unless the context otherwise requires:

Contract Manager means the person named in the Special Conditions of Contract (SCC) who manages the implementation of the Contract on behalf of the Purchaser;
Contract means the signed Contract Agreement and the documentation specified therein, as entered into between the Purchaser and the Supplier for the provision of the Goods and related Services;

Contract Cost means the total sum stated in the Contract in both words and figures;

Days mean calendar days;

Force Majeure means an event or situation beyond the control of either party that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of either party. Such events may include, but not be limited to, wars or revolutions, natural disasters (such as earthquakes, tsunamis, fires, floods etc.), epidemics, quarantine restrictions, and freight embargo;

In writing means communicated in written form (e.g. by letter, e-mail or fax);

Months mean calendar months;

Specification means the Specification of the Goods included in the Contract and any modification or addition made or approved by the Contract Manager;

Purchaser means the Government of Vanuatu Procuring Entity stated in the Contract,

Subcontractor means any person or organisation that supplies goods, materials or services to the Supplier;

Supplier means the person or organisation stated in the Contract Agreement whose Quotation to provide the Goods and related Services where applicable has been accepted by the Purchaser;

Technical Specifications means the Specifications of the Goods included in the Contract and any modification or addition made or approved by the Contract Manager;

Variation is an instruction given by the Purchaser which varies the Contract Agreement.

Clause headings shall not be used in the interpretation of these Conditions.

Words in the singular also include the plural and vice versa when the context so requires.

Words indicating a gender include either gender.



OBLIGATIONS OF THE PURCHASER

5. Contract Manager

- (1) The Purchaser shall appoint a Contract Manager to act on its behalf for the management of any queries arising during the supply and delivery period.
- (2) The Purchaser shall pay to the Supplier sums due under the Contract.

OBLIGATIONS OF THE SUPPLIER

6. Scope of Supply

- (1) The Supplier shall deliver the Goods to the location/s specified in the Delivery Schedule and shall obtain a signed 'Goods Delivery and Acceptance Note' from the Purchaser.

7. Subcontracting

- (1) The Supplier shall obtain the Purchaser's prior approval in writing of all subcontractors, who are not specified in its Quotation, with whom the Supplier wishes to engage under the Contract. Such approval shall not relieve the Supplier from any of its obligations, duties, responsibilities or liability under the Contract.

8. Specification and Standards

- (1) The Goods and related Services supplied under the Contract shall conform to the technical specifications (including the standards mentioned in the technical specifications). When no applicable standard is mentioned in the Technical Specifications, the standard shall be equivalent or superior to that given in the **SCC**.
- (2) Where references are made to codes or standards, the edition or the revised version of such codes and standards shall be those specified in the **SCC**.

9. Copyright

- (1) The intellectual property and copyright (IP) in all drawings, documents and other materials containing data and information furnished to the Purchaser by the Supplier shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including Suppliers of materials, the copyright in such materials shall remain vested in such third party, save insofar as the Supplier shall grant to the Purchaser a world-wide, non-exclusive, irrevocable and royalty-free licence to use the IP to give effect to the provisions of this agreement.

10. Inspection and Tests

- (1) The Supplier shall at its own expense and at no additional cost to the Purchaser arrange all such tests and/or inspections of the Goods and related Services as stated in the **SCC**.
- (2) At the option of the Purchaser, the inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the **SCC**.
- (3) If conducted on the premises of the Supplier or its Subcontractor all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors and/or testers at no charge to the Purchaser.
- (4) The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to, provided that the Purchaser bears all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.



(5) The Supplier shall provide the Purchaser with a copy report of the results of any such test and/or inspection.

11. Packing and Documents

(1) The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their Final Destination(s). The packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Final Destination(s), and the absence of heavy handling facilities at all points in transit.

(2) Any special packing requirements additional to the foregoing shall be as specified in the **SCC**.

(3) The marking and documentation inside and outside the packages shall comply with the instructions specified in the **SCC**.

12. Transportation and Insurance

(1) Responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms, and the mode of transport and point(s) of final delivery shall be as specified in the Delivery Schedule.

(2) Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery, in accordance with the applicable Incoterms.

DELIVERY, ACCEPTANCE AND REJECTION

13. Delivery of Goods

(1) The Supplier shall deliver the Goods within the time period, and to the place(s) specified in the Delivery Schedule.

(2) The Supplier shall provide to the Purchaser any shipping and other documents as specified in the **SCC**. If they are not received by the time specified the Supplier shall be responsible for any consequent expenses.

14. Provision of Related Services

(1) If there are Related Services included in the supply of the Goods these shall be as specified in the Purchaser's Technical Specifications.

15. Acceptance of the Goods and Related Services

(1) Acceptance shall not be considered complete until receipt of the Goods and satisfactory testing, installation and commissioning, as applicable, has taken place. To certify delivery the Supplier shall provide to the Purchaser a Goods Delivery and Acceptance Note signed and stamped by the Purchaser.

(2) Receipt of delivery, acceptance or payment shall not prejudice the right of the Purchaser to maintain an action for breach of condition or warranty should the Goods prove to be of inferior quality or in any respect contrary to the requirements of the Contract.

16. Rejection of the Goods

(1) The Purchaser may reject Goods which are not in accordance with the Purchaser's Technical Specifications and Other Conditions, and the Quotation. The Purchaser



shall, upon rejection of any Goods, notify the Supplier and may direct that the rejected



Goods be removed and replaced or rectified at the Supplier's risk and expense within such reasonable time as the Purchaser may direct. Should the Supplier fail to remove or rectify the rejected Goods within the time directed the Purchaser may have the rejected Goods returned at the Supplier's risk and expense.

VARIATION ORDERS

17. Purchaser and Suppliers Rights

- (1) The Purchaser may prepare a Variation Order making changes to the Goods, specifications, timing, cost of the Contract, and/or other conditions, and submit it, with a brief justification for the variation, to the Supplier for acceptance. If accepted, the Purchaser shall issue the Variation Order to the Supplier.
- (2) The Supplier may submit a written proposal to the Purchaser requesting a variation in the Supply. The proposal shall include a reasonable estimate of the time and/or cost of the variation, as well as a brief justification for the variation. If the Purchaser agrees to the proposal, it shall prepare and issue the Variation Order to the Supplier.
- (3) Variation in or modification of the terms of the Contract shall be made by written amendment signed by both parties.

TERMS OF PAYMENT

18. Contract Cost

- (1) Unit Costs charged by the Supplier for the Goods supplied and any Related Services provided under the Contract shall not vary from those stated in the Contract.
- (2) The total payments to be made against the Contract shall not exceed the Contract Cost stated in the Contract, except for changes made to the Contract as provided for in Clause 17.

19. Advance Payment

- (1) If specified in the SCC, the Purchaser will make an advance payment to the Supplier against submission of an unconditional Bank Guarantee to the full amount of the advance payment in the format specified by the Purchaser.
- (2) The advance payment shall be repaid by deducting equal or proportionate amounts from payments otherwise due to the Supplier, to be recovered during the period of the Contract.

20. Payment Provisions

- (1) Payment(s) to the Supplier shall be made as specified in the Contract and in the currency of the Contract.
- (2) Request(s) for payment(s) shall be made to the Purchaser in writing, accompanied by invoices and supporting documents listed in the **SCC** describing, as appropriate, the Goods delivered and any related Services performed. ,
- (3) Payments shall be made promptly by the Purchaser within 30 days after acceptance of the Invoice and other required documentation.

21. Taxes and Duties

- (1) Taxes and Duties as applicable are stated in the **SCC**.



PERFORMANCE SECURITY

22. Requirement for Performance Security

(1) Details of any Performance Security, if required, are as stated in the **SCC**. Failure to provide the Performance Security (if required) within 14 days of Contract signature will result in automatic cancellation of the Contract.

LIQUIDATED DAMAGES

23. Provisions for Liquidated Damages

(1) Liquidated Damages as applicable are as stated in the **SCC**.

SUPPLIER WARRANTY

24. Warranty Requirements

(1) The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Purchaser's Technical Specifications.

(2) The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship, under normal use in the conditions prevailing in the Republic of Vanuatu.

(3) Unless otherwise specified in the **SCC**, the warranty shall be provided within 10 days of shipment and remain valid for 12 months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination, or for 18 months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

(4) If a defect (fair wear and tear excepted) appears in the Goods within the Warranty Period, the Supplier shall remedy such defect by either repairing or replacing the defective Goods without cost to the Purchaser within the period specified in the **SCC** and the Supplier shall obtain for the Purchaser the benefit of any manufacturer's warranty.

(5) If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC** the Purchaser may proceed to take, within a reasonable period, such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

TERMINATION AND SUSPENSION

25. Termination for Default

(1) The Purchaser may, without prejudice to any other remedy for breach of Contract and by written notice of default sent to the Supplier, terminate the Contract in whole or in part if the Supplier:

(a) Fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser on notification by the Supplier of the cause and its likely duration; or

(b) Fails to perform any other obligation under the Contract; or

(c) Has engaged in fraud, corruption, collusion, coercion and/or obstructive practises in competing for or in executing the Contract.

(2) In the event the Purchaser terminates the Contract, in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or related Services similar to those undelivered or not performed, and the



Supplier shall be liable to the Purchaser for any additional costs for such



similar Goods or related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

26. Termination for Insolvency

(1) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, the Supplier shall be paid for the Goods delivered up to the date of termination only, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

27. Termination for Convenience

(1) The Purchaser may, without cause, by written notice instruct the Supplier to terminate its engagement under the Contract. Upon such termination, the Supplier shall be paid for the Goods delivered up to the date of termination, provided that any such undelivered Goods were not late or otherwise overdue for delivery at the date of termination. The Supplier shall promptly make every reasonable effort to effect cancellation upon terms acceptable to the Purchaser of all outstanding subcontracts.

28. Termination by the Supplier

(1) The Supplier may terminate the contract by giving not less than thirty days' written notice to the Purchaser in the event that:

- (a) The Purchaser fails to pay any money due to the Contractor
- (b) As the result of an event of Force Majeure, the Supplier is unable to perform a material portion of the contract
- (c) The Purchaser fails to comply with any negotiated settlement

29. Suspension of Funding

(1) In the event that funding is suspended, from which payments to the Supplier are being made, the Purchaser is obliged to notify the Supplier of such suspension within seven days of having received advice of the suspension of funding.

DISPUTES AND SETTLEMENT

30. Negotiated Settlement

(1) The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to negotiate all disputes arising out of, or in connection, with this Contract or its interpretation.

(2) Failing successful negotiation any disputes will be settled by the courts in Vanuatu.

FORCE MAJEUR

31. No Breach of Contract

(1) The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as the inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract; and has informed the other Party as soon as possible about the occurrence of such an event.



32. Extension of Time

(1) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

33. Payments

(1) During the period of their inability to Supply the Goods or provide the related Services as a result of an event of Force Majeure, the Supplier shall be entitled to continue to be paid under the terms of this Contract.

INTEGRITY/ PROBITY

34. Competing for and Executing the Contract

(1) Neither the Contractor, nor any Representative of the Contractor will engage in fraud, corruption, collusion, coercion and/or obstructive practises in competing for, or in executing the contract. Should the Contractor, or any Representative of the Contractor engage in the above, they could face any, or all, of the following sanctions:

- (a) Immediate termination of contract (refer Termination and Suspension above);
- (b) Liability for damages to the Government of Vanuatu and other competing bidders;
- (c) Debarment (blacklisting) for five years from engaging in any further contract with the Government of Vanuatu; and
- (d) Public Prosecution under the Penal Code Act.

(2) The Contractor, or any Representative of the Contractor, shall immediately report to the Police, Public Prosecutor and Chairman of the Public Service Commission any attempt by the Purchaser, or the Purchaser's Representative, to demand bribes or gifts in relation to this contract.



SECTION G: SPECIAL CONDITIONS OF CONTRACT (SCC)

In addition to any other specific issues, add any of the following issues, as mentioned in the GCC, if applicable:

GCC Ref.	HEADING	DETAILS TO BE ENTERED BY PURCHASER (Where Applicable)
4 & 5	Contract Manager	John Manu Senior Procurement and Asset Management Officer. John.manu@univ.edu.vu Ph: 7162358
8(1)&(2)	Standards	Conform to Specifications of items provided in SEC. C Schedule of requirements.
10(1)	Specification of Inspection and Tests	Inspection will be conducted after delivery prior to completion payment
10(2)	Location of Inspection and Tests	National University of Vanuatu, main campus, opposite VIT
11(2)	Packing Requirements	Clearly labelled each box and include packing list inside each boxes.
11(3)	Marking and Documentation	Each package should be clearly marked to allow easy identification and safe handling: • Contract/PO Number – NUV_2026_ADMIN_037 • Item Description – Include product name, quantity, and unit of measure. • Handling Instructions – e.g., “Fragile,” “Keep Dry,” “This Side Up.” • Destination and Consignee – National University of Vanuatu, main campus, Port Vila Vanuatu.
12(2)	Insurance	The Supplier is responsible for insuring the goods until they are delivered and formally accepted by the Purchaser. Insurance must cover all risks of loss or damage during transit, including theft, breakage, and natural hazards.
13(2)	Shipping Documents	Packing List - Details each package with weight, dimensions, and contents. Cross-references with markings on the packages. Bill of Lading / Airway Bill - Issued by the carrier as proof of shipment. Must match the contract description and quantities.



		Insurance Certificate - Confirming coverage for all risks during transit.
13(1)	Delivery of Goods	As per signed purchase order
19(1)	Advance Payment	not applicable
	Payment	100% payment upon received of good and accepted by a Good Delivery and Acceptance Note.
21	Taxes and Duties	the Supplier's price should be inclusive of taxes and duties
22	Performance Security	N/A
23	Liquidated Damages	N/A
24(3) (4) (5)	Warranty	Shall be 12 months including warranty certificate. Suppliers offering extended warranty periods receive additional consideration



SECTION H: SAMPLE FORMS

Sample forms are attached for information and use as applicable:
Sample Forms

FORM 1 – Contract Agreement

FORM 2 - Goods Delivery and Acceptance Note

FORM 3 – Performance Security (Bank Guarantee)

FORM 4 – Advance Payment Security (Bank Guarantee)



FORM 1 - Contract Agreement

Contract No:	
Brief Description:	

This Contract is made this day of [Enter date] by and between [Enter name and address of Purchaser] (the 'Purchaser') on the one part and [Enter name and address of Supplier] (the 'Supplier') on the other part.

Whereas the Purchaser has accepted the Quotation of the Supplier [Purchaser to enter reference number and date] for the supply of such Goods and related Services in the sum of:

[Purchaser to enter currency and amount in words and figures]

In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of Contract hereinafter referred to.

The documents constituting the Contract are as shown below in order of precedence and shall be deemed to form and be read as part of this Contract:

- (a) This Contract Agreement
- (b) Special Conditions of Contract
- (c) General Conditions of Contract
- (d) The Supplier's Quotation including the Schedule of Requirements, Schedule of Prices and Delivery Schedule
- (e) Other documents [Purchaser to enter as required]

In consideration of the payments to be made by Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and related Services as appropriate in conformity in all respects with the provisions of the Contract.

The Purchaser hereby agrees to pay the Supplier in consideration of the delivery of the Goods and related Services as appropriate the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS of the aforesaid, the parties hereto have caused this Contract to be executed in accordance with the Laws of the Republic of Vanuatu.

For the Purchaser		For the Supplier	
Signature:		Signature:	
Date:		Date:	

RFQ Goods Number: [Purchaser to enter]

FORM 2 - Goods Delivery and Acceptance Note				
Contract No.		Description		
Date of Contract		Delivery Date		Date of Goods Receipt
Purchaser:		Supplier:	Delivery Address/es:	
Project Code:				

Item No.	Goods Description	Unit	Quantity Ordered	Quantity Received	Discrepancies
Goods Received				Installation and commissioning (if applicable)	
I/We confirm having received in good condition the Goods listed above in the quantities stated in the 'Qty Received' column. Any discrepancies between quantities ordered and those delivered or between the specifications of the Goods ordered and also the Goods delivered are recorded in the "Discrepancies" column. Any further shortages that could not reasonably be noticed at the time of delivery and receipt will be notified in writing within 48 hours after the delivery.				I/We confirm that installation and commissioning has been satisfactorily completed for the Goods listed above in the quantities stated in the 'Qty Received' column. Any discrepancies or shortages are recorded in the "Discrepancies" column. Any further shortages that could not reasonably be noticed at the time of installation and/or commissioning will be notified in writing within 48 hours after the installation and/or commissioning.	
Name:				Name:	
Organization:				Organization:	
Designation:				Designation:	
Signature:				Signature:	
Stamp:				Stamp:	
Date:				Date:	

FORM 3 - Performance Security (Bank Guarantee)

[To be provided on headed notepaper of the bank issuing the guarantee]

To:

Beneficiary: [Enter beneficiary]

Date: [Enter date]

PERFORMANCE GUARANTEE No.: [Enter Guarantee Number]

We have been informed that [Name of the Contractor] ('the Contractor') has entered into Contract No [Enter Contract Number] dated [enter date] with you, for [Enter description] ('the Contract').

Furthermore, we understand that, according to the Terms and Conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we [Enter name and address of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [Enter name of the currency and amount in words and figures]¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than [Enter date]² and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this guarantee for a period not to exceed [insert number in words] months, in response to your written request for such extension, such request to be presented to us before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[Seal of Bank and Signature(s)]

Note:

¹ Insert the amount representing 10% of the Contract Price and denominated in the currency of the Contract.

² Enter the date thirty days after the expiry of the warranty obligations, as established in the contract. The Beneficiary should note that in the event of an extension of the time for completion of the Contract (and therefore the warranty period), the Beneficiary will need to request an extension of this guarantee from the Bank, accordingly. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM 4 - Advance Payment Security (Bank Guarantee)

[To be provided on headed notepaper of the bank issuing the guarantee]

To:

Beneficiary: [Enter beneficiary]

Date: [Enter date]

ADVANCE PAYMENT GUARANTEE No.: [Enter Guarantee Number]

We have been informed that [name of the Contractor] ('the Contractor') has entered into Contract No. [Enter Contract Number] dated [Enter date] with you, for [Enter description] ('the Contract').

Furthermore, we understand that, according to the Terms and Conditions of the Contract, an advance payment in the sum of [Enter name of currency and amount in figures and words]¹ is to be made against an advance payment guarantee.

At the request of the Contractor, we [Enter name and address of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [Enter name of the currency and amount in figures and in words]¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligations under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor in its account number [Enter Contractor's account number] at [Enter name and address of the Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as stated in copies of submitted invoices which shall be presented to us. This guarantee shall remain valid and in full effect from the date the advance payment is received by the Contractor in its bank account until [Insert date]². Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. We agree to a one-time extension of this guarantee for a period not to exceed [Insert number] months, in response to the Beneficiary's written request for such extension, such request to be presented to us before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[Seal of Bank and Signature(s)]

Note:

¹ Insert the amount representing the amount of the advance payment.

² Insert the date stipulated in the Contract for completion of delivery. The Beneficiary should note that in the event of an extension of the time for completion of the Contract, the Beneficiary will need to request an extension of this guarantee from the Bank, accordingly. Such request must be in writing and must be made prior to the expiration date established in the guarantee.