



OAS | More rights
for more people

BID No. 04/22

REQUEST FOR PROPOSALS

FOR

**PROCUREMENT OF STOCKLESS OFFICE SUPPLIES FOR THE GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES**

DEPARTMENT OF PROCUREMENT SERVICES AND MANAGEMENT OVERSIGHT (DPMO)

SECRETARIAT FOR ADMINISTRATION AND FINANCE (SAF)

**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES (GS/OAS)
DEPARTMENT OF PROCUREMENT SERVICES AND MANAGEMENT OVERSIGHT (DPMO)**

May 5, 2022

TABLE OF CONTENTS

1	BACKGROUND	3
2	OBJECTIVE	3
3	RFP SCHEDULE	3
4	SCOPE OF WORK	4
5	PROPOSAL FORMAT AND CONTENT REQUIREMENTS	4
5.1	Technical Proposal	4
5.2	Price Proposal	Error! Bookmark not defined.
5.3	Legal Documentation:	6
5.4	Financial Documentation:	6
5.5	Limited Use of Data	6
6	THE RFP PROCESS	7
6.1	Governing Law	7
6.2	Bidder's Warranties	7
6.3	Submitting a Proposal in a Joint Venture	8
6.4	Registration at the Official GS/OAS Procurement Portal	8
6.5	Bidders' Inquires	9
6.6	Proposal Submission Instructions	10
6.7	Presentations from Bidders	10
6.8	Award Criteria	10
6.9	Right to Cancel the RFP and/or Reject Proposals	13
6.10	Requests for Clarification	13
6.11	Discussions and Negotiations	13
6.12	Award	14
7	CONTRACT TERMS	14
8	GENERAL PROVISIONS	15
8.1	Language	15
8.2	Privileges and Immunities	15
9	ANNEXES	16

1 BACKGROUND

The Organization of American States (OAS) is a public international organization, with headquarters at 1889 F. St. N.W., Washington, D.C. 20006. The OAS brings together the nations of the Western hemisphere to promote democracy, strengthen human rights, foster peace, security, and cooperation and advance common interests.

The origins of the OAS date back to 1890 when nations of the region formed the Pan American Union to forge closer hemispheric relations. This union later evolved into the OAS and in 1948, 21 nations signed its governing charter. Since then, the OAS has expanded to include the nations of the English-speaking Caribbean and Canada, and today all of the independent nations of North, Central, and South America and the Caribbean make up its 35 member states.

The General Secretariat of the OAS (GS/OAS) is the central and permanent organ of the OAS under Article 107 of the Charter.

For more information about the OAS, please refer to the OAS's website at www.oas.org.

2 OBJECTIVE

The General Secretariat of the Organization of American States (GS/OAS), through the Department of Procurement Services and Management Oversight (DPMO), hereby seeks a response to this Request for Proposal (RFP) for the GS/OAS Procurement of Stockless Office Supplies.

This RFP aims to select a qualified vendor(s) to procure high-quality office supplies, paper stock, media materials, and other miscellaneous office products providing a high level of customer service and competitive pricing.

The approximate average volume for the purchase of office supplies during the period from 2018 to 2021 is 334 transactions per year, which represents an annual average of USD 156,322.

3 RFP SCHEDULE

The RFP Schedule represents the best approximation of the schedule that will be followed. The GS/OAS reserves the right, at its sole discretion, to adjust this schedule. Notification of adjustments to the RFP Schedule will be sent to all Bidders registered through the Official GS/OAS Procurement Notices/Opportunities Portal directly to the email that Bidders registered with.

No.	Activities	Dates
1	Request for Proposals and Invitations Released	May 5, 2022
2	Bidder's inquiries are due	May 13, 2022
3	Response to Bidder's Inquiries due	May 20 th , 2022
4	Deadline for Bidder's Registration and Proposal Submission	May 27th, 2022
5	Proposals opening and review	May 31 st – June 6 th , 2022

6	Presentations from Bidders (if required)	June 6 th – 10 th , 2022
7	Evaluation Process	June 13 th – 30 th , 2022
8	Contract Award	July 2022

4 SCOPE OF WORK

The Scope of Work (SOW) for Procurement of Stockless Office Supplies is outlined in Annex A (Scope of Work) of this RFP, and therefore, becomes part of it.

5 PROPOSAL FORMAT AND CONTENT REQUIREMENTS

Proposals must be structured in four separate sections:

1. Technical Proposal
2. Pricing
3. Legal Documentation
4. Financial Documentation

Assumptions: Bidder shall document any assumptions made; however, shall attempt to seek clarification, validation, and/or ask questions during the Questions and Answers (Q&As) period to minimize overall assumptions made in their final proposal submission.

5.1 Technical Proposal

The Technical Proposal shall include the following information/documents:

Documents related to Bidder's Experience

- a) A general description of the background and organization of the bidding firm.
- b) A detailed description of the Bidder's work experience similar or relevant to this Project. The description shall substantiate its qualifications and capabilities to satisfy the requirements of the RFP.
- c) A minimum of three (3) references from Bidder's clients to which similar or relevant services were provided during the last three (3) years. These references should include: i) the name of the client, ii) the contact person, iii) telephone number and e-mail address, and iv) a description of the work performed and the duration of the Project. Please follow Annex D, Format 3.

Documents related to the Service

- d) Bidders shall provide a detailed work plan description of the service to be provided as per Annex A, with the definition of the processes to procure office supplies and the implementation plan with its estimated timeline.
- e) If the Bidder plans to perform the work with subcontractors and/or in a joint venture with other firms, the work plan should address the interrelationship of the firms and how potential inefficiencies such as organization, communications, and the process

can be avoided. If the form of a joint venture is considered to submit a Proposal, the Technical Proposal should additionally address joint and several liabilities for all partners.

Documents related to Bidder's Personnel

- f) The resume of the Account Manager who will be assigned to the GS/OAS and a summary of this person's prior experience with similar projects.

Bidder's Point of Contact

- g) Information of Bidder's point(s) of contact. Provide the name, position, telephone number, and email of the person or persons serving as coordinator or focal point of information of the Bidder concerning this bidding process.

5.2 Price Proposal

5.2.1 Bidders shall submit a Price Proposal expressed in United States Dollars (USD) in the numbers. The Price Proposal shall follow the instructions provided in Annex B (Price Schedule).

5.2.2 Pricing shall include all anticipated charges, including but not limited to, freight and delivery, cost of materials and product, overhead, profits, and other costs or expenses incidental to the vendor's performance.

5.2.3 Quoted prices must include Contract and Non-Contract products. The term "Contract Item" is defined as any item or replacement item (as agreed to by GS/OAS) that is included in Annex B: Price Schedule Proposal, or any resulting agreement that may result from this RFP. The term "Non-Contract Item" is defined as any item that the vendor can provide that is not included with a specific price in Annex B. The term "Contract pricing" is defined as the price for a Contract Item that was bid in the vendor's proposal and reflected in any final agreement that results from this RFP. Bidders shall demonstrate options for designating Contract items using visual identifiers (online) and/or special GS/OAS defined customer catalog product numbers, or other potential item flags.

5.2.4 The Bidder shall describe the process used to evaluate purchasing patterns that result in the identification of items that may be eligible to add to the list of Contract Items and opportunities for price reductions to existing Contract Items (or substitutions) during the term of any resulting agreement.

5.2.5 Bidder shall propose a single-rate standard discount from manufacturers' list pricing, for Non-Contract Items that the vendor can provide. The prices proposed in the bidder's response will be valid for the original three-year term after any resulting agreement is signed.

5.2.6 The bidder's proposal must describe how future price increases will be minimized and capped and how both increases and decreases will be passed on to the GS/OAS if the agreement is renewed after the initial term. The bidder must explain the proposed process to implement price changes, including the process to update catalogs and websites.

5.2.7 The GS/OAS is Tax exempt from sales tax.

5.3 Legal Documentation:

- a) A copy of the Bidder's certificate of incorporation issued by the competent authority of its country.
- b) A copy of the Bidder's bylaws.
- c) A copy of the Bidder's licenses and certifications in the corresponding jurisdiction (if required under the law of the duty station where the work is to be performed).
- d) A copy of the W-9 Form for US Companies and the Employer Identification Number for companies outside of the US.
- e) A list of the directors, officers, and the names of any stockholder with more than 50% of the stock.
- f) A statement where Bidder acknowledges that he or she has read and understood Annex C of this RFP: Model Contract for Stockless Office Supplies. The statement should follow the format contained in Annex D: Format 1 of this RFP. If the Bidder does not agree with any of the Contractual Terms and Conditions of GS/OAS, he or she should expressly indicate so in its Proposal, offer alternative language, and present the rationale of its proposal. Refer to Section 7, Contract Terms of the Scope of Work.
- g) A disclosure statement of conflict of interest. The statement should follow the format contained in Annex D: Format 2 of this RFP. In the event of the Bidder intends to subcontract or perform the contract in a joint venture, such statement shall be also disclosed by the subcontractors and by each member of the joint venture.

5.4 Financial Documentation:

- a) A copy of the Bidder's latest general balance sheet for 2021 or 2020; and a copy of the Bidder's latest three (3) audited financial statements, for the years 2018, 2019, 2020, or 2019,2020, and 2021.

5.5 Limited Use of Data

If the Proposal includes data that the Bidder does not want to disclose to the public for any purpose or used by the GS/OAS except for evaluation purposes, the Bidder shall include in its Proposal a statement signed by its legal representative with the following legend:

USE AND DISCLOSURE OF DATA

This Proposal includes data that shall not be disclosed outside the GS/OAS and shall not be duplicated, used, or disclosed— in whole or in part—for any purpose other than to evaluate this Proposal. If, however, a contract is awarded to this Bidder as a result of—or in connection with—the submission of this data, the GS/OAS shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the GS/OAS' right to use the information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets].

6 THE RFP PROCESS

6.1 Governing Law

This RFP process is regulated by:

- a) This RFP.
- b) The Procurement Contract Rules of the GS/OAS, approved by Executive Order No. 00-1 <https://www.oas.org/legal/english/gensec/Executive%20Order%2000-1.pdf>
- c) The Performance Contract Rules, approved by Executive Order No. 05-04, Corr. No. 1 <http://www.oas.org/legal/english/gensec/EXOR-05-04-CORR1.htm>
- d) The Executive Orders, memoranda, and other dispositions and official documents of the GS/OAS apply to this process.

6.2 Bidder's Warranties

By submitting a proposal in response to this RFP, the Bidder represents and gives express warranty of:

- 6.2.1 Its knowledge and acceptance of RFP and the rules and conditions that govern the bidding process.
- 6.2.2 That it has studied and is thoroughly familiarized with the requirements and specifications of the GS/OAS Procurement of Stockless Office Supplies in its entirety. This includes familiarity with the technical and contractual information contained in this RFP and its Attachments, with all current equipment, labor, material, market conditions, shipping, and applicable laws, such that the Bidder accepts responsibility for and is prepared to execute and shall completely fulfill all obligations outlined in Annex C, Model Contract.
- 6.2.3 The accuracy and reliability of all information it submits in this procurement process.

- 6.2.4 Its knowledge that its proposal does not create any right in or expectation to a contract with the GS/OAS.
- 6.2.5 That the Bidder shall bear all costs or expenses associated with or incurred in the formulation or development of a proposal in response to this RFP.
- 6.2.6 That the Bidder accepts that it will not make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the contract, or because of any information, which is known or should have been known to the Bidder.
- 6.2.7 Bidder shall be liable for improper or incorrect use of the data collected or information disclosed to Bidder by GS/OAS in connection with its Proposal, and/or in connection with any subsequent contract negotiations between GS/OAS and the Bidder.
- 6.2.8 The data and related information are legal documents and are intended to be used as such.
- 6.2.9 The bidder takes full responsibility for any errors or mistakes concerning its bid proposal. Bidder has used its best efforts to ensure the accuracy, reliability, and completeness of its proposal, and agrees that any cost of any modification of proposal or contract terms is based on Bidder's error in the information it has provided with its proposal shall be borne solely by Bidder.

6.3 Submitting a Proposal in a Joint Venture

Any firm may bid independently or in a joint venture confirming joint and liability, either with domestic firms and/or with foreign firms. The GS/OAS does not accept conditions of bidding which require mandatory joint ventures or other forms of mandatory association between firms.

6.4 Registration at the Official GS/OAS Procurement Portal

- 6.4.1 The GS/OAS will post this RFP and its appendices on the OAS website (<http://www.oas.org/OASpage/bid/default.asp>), United Nations Development Business website (www.devbusiness.com), dgMarket website (www.dgmarket.com) and the Official GS/OAS Procurement Notices/Opportunities Portal (<https://oas.procureware.com/Bids>).
- 6.4.2 Companies interested in receiving updates of the RFP Schedule, requesting clarification, and/or bidding will need to register at the Official GS/OAS Procurement Notices/Opportunities Portal (<https://oas.procureware.com/Bids>) as a vendor.

6.4.3 To start the registration process, Bidder must complete the following fields and then hit the “Next” button to submit its entry. Bidders will receive an email message with instructions on how to complete the registration.

- a) Company Name
- b) First Name (Contact Person)
- c) Last Name (Contact Person)
- d) Title (Contact Person)
- e) Email Address (Contact Person. This email address will receive all further notifications)
- f) Legal ID # (EIN or Federal Tax ID of the Company)
- g) Phone (Contact Person)

6.4.4 Please note that unfortunately, some servers or SPAM filters may block important messages or send them to your junk mail folder because they do not recognize the sender. To help ensure that you receive all emails and further notifications from OAS/ProcureWare, please ensure to add our e-mail address noreply@procureware.com to your address book, contacts, and/ or "Safe Senders" list.

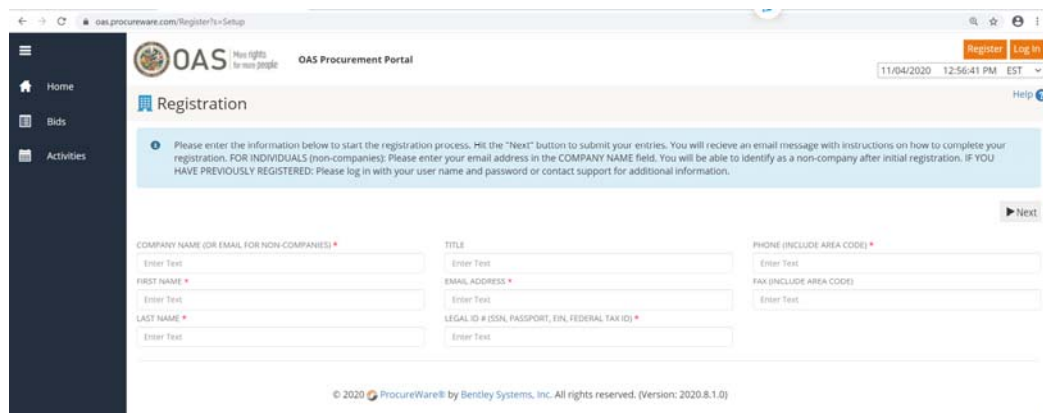


Fig 1: Screenshot of the Official GS/OAS Procurement Notices/Opportunities Portal.

Source: <https://oas.procureware.com/Register?s=Setup>

6.5 Bidders' Inquires

6.5.1 Bidders may submit any inquiry or request for more information and clarification regarding terms of reference in this RFP until **May 13th, 2022**, through the Official GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids>. The bidder must be registered to ask questions.

6.5.2 Bidder questions must identify the number of the section of the RFP related to the question being asked.

6.5.3 The responses to these requests will be submitted through the Official GS/OAS Procurement Notices/Opportunities Portal directly to the email that the Bidder registered with, on or before **May 20th, 2022**, where all submitted questions and answers (Q&A) will be available for registered Bidders.

6.6 Proposal Submission Instructions

6.6.1 Proposals shall be submitted through the GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids> no later than 11:59 pm EST on **May 27, 2022**. Bidders need to be registered to submit proposals. Bidder's failure to submit a proposal by the deadline will cause the proposal to be disqualified.

6.6.2 Bidders should not consider their proposal received unless they receive a confirmation email ("Bid submission received") from our address noreply@procureware.com. It is the bidder's responsibility to ensure that its proposal has been received. The GS/OAS is not responsible for proposals not received due to email delivery issues.

6.7 Presentations from Bidders

6.7.1 Bidders may be required to give presentations and/or to have interviews (question and answer sessions). If a presentation or interview is required, the information given may be considered as part of the Technical Evaluation. The GS/OAS reserves the right to incorporate elements from presentations or interviews, if any, in the final Contract. The presentation or interview shall not encompass Price Proposals.

6.7.2 The purpose of the presentations and interviews is to validate the information provided by the Bidder in its Proposal and to test the Bidder's understanding of the service that will be performed per the SOW under the prospective contract, which will be a factor in the overall Technical Evaluation of the Proposals.

6.7.3 The GS/OAS will determine the date and time for each Bidder's presentation and interview and provide the necessary instructions.

6.7.4 The GS/OAS will not inform Bidders of their strengths, deficiencies, or weaknesses during the presentation and interviews. The GS/OAS will not engage in bargaining during the presentations and interviews. The presentations and interviews do not constitute discussions with Bidders.

6.8 Award Criteria

Proposals will be admitted for evaluation only if they comply with the mandatory minimums contained in the RFP. Once admitted, the GS/OAS will review, evaluate, and compare those Proposals according to, but not necessarily limited to, the following criteria:

EVALUATION CRITERIA	POINTS
Technical Criteria:	
1. Relevant Experience / Past Performance	5
2. Operational capabilities including delivery, customer service, training, value engineering, sustainability program, transition plan, etc.	25
3. System capabilities including online ordering, tracking, reporting, PCard support, etc.	25
4. Key personnel	5
Total Technical Evaluation Weight	60
Total Price Proposal Evaluation Weight	40
Total	100

6.8.1 Technical Criteria:

- a) **Relevant Experience / Past Performance.** Assesses Bidder’s capability, comprising of three elements: i) observation of the historical facts of Bidder’s work experience (what work it did, when and where it did it, whom it did it for, and what methods it used); ii) qualitative judgments about breadth, depth, and relevance of that experience based on those observations; and iii) qualitative judgments about how well the Bidder performed, also based on those observations.

The bidder’s relevant experience and past performance will be evaluated concerning past or current efforts similar or relevant to this Bid.

- b) **Operational Capability.** Capacity to perform the contract based on responses to issues itemized on Annex A (SOW), including quality of distribution and delivery systems, client references, and demonstrated success in projects with similar requirements.
- c) **System Capabilities.** Technical development and responsiveness of the online user interface: searching, selection, ordering, tracking, reporting, Punch Out option (to be implemented in the future if needed), customized approval workflow, etc. Techniques and methodology for managing and identifying risk. Capability to reduce risk. Assesses the transition plan proposed. Favorable consideration will be given to those Bidders that can demonstrate a commitment to continual improvement and service enhancements.

In addition, the selected Bidder must have the ability to migrate the Organization's current information, including but not limited to the new user set up accounts, approvers, budgets, etc., to the newly selected system.

The Bidder must also be willing to provide training, as needed, including but not limited to the setup of new accounts, Purchase Orders (POs), accepting/rejecting POs, running reports, etc.

- d) **Key Personnel.** Assesses the knowledge, qualifications, and relevant experience of the key personnel that the Bidder intends to use to perform the contract, and its organization.

6.8.2 **Price Criteria:**

- a) The Bidder with the lowest evaluated pricing proposal will be granted **40 points**.
- b) Price proposals from other Bidders will receive points based on the relationship of the Bidder's prices to that of the lowest evaluated pricing proposal.
- c) Special incentive programs, annual bonus rewards, rebates, and other such programs aimed to increase savings will be considered in the price criteria evaluation.

6.8.3 **Other Considerations:**

- a) The GS/OAS shall determine to its satisfaction whether a Bidder is qualified to perform the contract satisfactorily. The determination may be based upon an examination of the documentary evidence of the Bidder's qualifications either submitted by the Bidder or being available as public information such as the Dun & Bradstreet (D&B) report, and a thorough reference check.
- b) **Financial Capability:** The GS/OAS will assess the financial condition of the Bidder to perform the Contract through the review of the Bidder's financial statements.
- c) **References Check:** The GS/OAS will request performance information from Bidder's previous clients. A reference check will be based on the Reference information submitted by Bidders under Annex D: Format 3, Commercial References, and at its discretion, may seek references from other Institutions that are familiar with the Bidder's work. Information from the Reference Check will also be used as part of the technical evaluation process.
- d) **Contingency Plan:** The Bidder shall submit with its proposal a contingency plan for the supply of materials that meets the provisions and recommendations of the Federal Government, the District of Columbia, and/or the GS/OAS regarding COVID-19 or any other event that may affect public health and the contract's proper performance.

6.9 Right to Cancel the RFP and/or Reject Proposals

- 6.9.1 This RFP does not in any manner whatsoever constitute a commitment or obligation on the part of GS/OAS to accept any proposal, in whole or in part, received in response to this RFP, nor does it constitute any obligation by GS/OAS to acquire any goods or services.
- 6.9.2 The GS/OAS has the right to reject any or all proposals, and to disqualify any proposal not following RFP communication procedures and/or not responsive to the minimum technical requirements and proposal content specified in this RFP.

6.10 Requests for Clarification

- 6.10.1 To enhance the GS/OAS's understanding of Proposals, allow reasonable interpretation of the Proposal, or facilitate the evaluation process, the GS/OAS may submit, in writing, any inquiry or request to the Bidders for an explanation, substantiation, or clarification of certain aspects of its Proposal.
- 6.10.2 Likewise, during the evaluation process, the GS/OAS may offer the Bidders an opportunity to eliminate minor irregularities, informalities, or apparent clerical mistakes in its Proposal.
- 6.10.3 Requests for clarifications shall not be used to cure proposal deficiencies or material omissions that materially alter the technical or cost elements of the Proposal, and/or otherwise revise the Proposal.
- 6.10.4 Inquiries or requests for clarification will be addressed to the point of contact indicated by the Bidders in its Proposal.

6.11 Discussions and Negotiations

- 6.11.1 Before granting the award, the GS/OAS may choose to have written or oral discussions and/or negotiations regarding the terms, conditions, and deliverables of the proposal with the Bidders that, in the opinion of GS/OAS, are within the competitive range.
- 6.11.2 For that purpose, the GS/OAS, through DPMO, will submit, in writing, any request (including interview requests) to the Bidders. Such requests will be addressed to the point of contact indicated by the Bidders in their proposal.
- 6.11.3 During the negotiations, the GS/OAS may request the Bidders to revise or modify their proposals. After the negotiations, the GS/OAS may issue a request for Best and Final Offer (BAFO).

6.12 Award

- 6.12.1 Proposals will be admitted for evaluation only if they comply with the mandatory minimums contained in the RFP. Once admitted, the GS/OAS shall analyze and rate those Proposals using the award criteria described in section 6.8.
- 6.12.2 A technical-economic analysis will be applied for the evaluation of the Proposals. Under this rule, the GS/OAS will evaluate both price and non-price factors and will award the Contract to the Bidder proposing the combination of factors that offers the best value to the GS/OAS. Therefore, the GS/OAS reserves the right to consider awards to other than the lowest price bidder or the highest technically rated bidder.
- 6.12.3 All technical evaluation factors, when combined, have a higher level of importance than cost or price.
- 6.12.4 The GS/OAS reserves the right to award the contract to multiple bidders rather than a single bidder.
- 6.12.5 The GS/OAS reserves the right to reject any or all Proposals and to partially award the Contract.
- 6.12.6 The award will be notified to the winning Bidder. Such communication shall not be construed as a Contract with the GS/OAS. The award is contingent upon the signature of the Model Contract between the GS/OAS and the winning Bidder.
- 6.12.7 Award will be made to the highest evaluated Bidder following the negotiation of an acceptable contract. The award will be in effect only after acceptance by the selected Bidder of the terms and conditions and the updated Statement of Work. The contract will reflect the name of the Firm whose financials were provided in response to this RFP. Upon completion of negotiations, the GS/OAS will promptly notify the unsuccessful Bidders in writing and the awarded company will be posted on the GS/OAS website <http://www.oas.org/OASpage/bid/default.asp>.
- 6.12.8 The GS/OAS will enter into a contract with the selected Bidder. **The contract will be for three (3) years.** The GS/OAS may, at its option, extend this contract for up to an additional forty-eight (48) months by executing two (2) separate options of twenty-four (24) months each. The GS/OAS may exercise these options upon notice to the Contractor, furnished at least thirty (30) days before the contract or option expires.

7 CONTRACT TERMS

The Contract for Stockless Office Supplies (Contract) will be drafted by the GS/OAS based on this RFP, the winning Proposal, and the results of the negotiations with the selected Bidder. Consequently, the Contract shall come into effect when signed by both GS/OAS and the duly authorized representative of the winning Bidder.

Annex C of this RFP contains the Model Contract for Stockless Office Supplies (Model Contract). No changes to the Model Contract shall be accepted after the contract award. Once the contract is awarded, the Vendor shall be bound by such Model Contract either as stated herein in the RFP or as mutually modified by the Parties.

Bidders wishing to negotiate a modification of the Model Contract for Stockless Office Supplies stated in Annex C of this RFP must attach a copy of the GS/OAS's RFP and show proposed changes (deleted sections with a strike over and added sections in boldface type). Bidder's failure to identify any such changes in its Proposal will preclude the Bidder from raising any such changes thereafter. If Proposals are subject to additional terms, that the GS/OAS decides are not in its best interest, the GS/OAS reserves the right to deem that Proposal as unresponsive.

The GS/OAS selection of any Bidder who proposes changes to the Model Contract shall not be deemed as acceptance of the Bidder's proposed changes. At all times, the GS/OAS reserves the right to use its Model Contract and to negotiate changes to it. The GS/OAS reserves the right to accept or reject any changes in language to the Contract and reserves the right to make final conforming changes to the Contract.

8 GENERAL PROVISIONS

8.1 Language

All correspondence and responses to this RFP shall be made in English.

8.2 Privileges and Immunities

8.2.1 Nothing in this RFP shall constitute an express or implied agreement or waiver by the GS/OAS, the OAS, or the personnel of their privileges and immunities under the OAS Charter, the laws of the United States of America, or international law.

8.2.2 The Bidders are not entitled to any of the exemptions, privileges, or immunities, that the GS/OAS may enjoy arising from GS/OAS status as a public international organization.

8.3 Confidentiality and Privacy

- 8.3.1 Contractor shall keep all work and services carried out hereunder and proprietary information disclosed hereunder entirely confidential, and not use, publish, sell, or make known, without the GS/OAS' written approval, any information, developed by the Contractor or provided by the GS/OAS, to any persons other than personnel of the parties to this Contract. Any public representation regarding the GS/OAS shall be made by the GS/OAS and any requests for information made to the Contractor by the news media, or others, shall be referred to the GS/OAS. Additionally, the Contractor shall not reference the work performed for the GS/OAS under this Contract without the prior written approval of the GS/OAS. For purposes of this Paragraph, proprietary information includes, but is not limited to any information that is generally understood as proprietary under common industry practices; and any matter designated as proprietary by the GS/OAS.
- 8.3.2 In addition, information that a party considers proprietary or confidential and which it has indicated/marked as proprietary or confidential will be treated by receiving party in the same manner as receiving party treats its proprietary or confidential information.
- 8.3.3 Period of confidentiality: The obligations under the paragraph above, shall continue, notwithstanding the expiration or termination of this Contract.

9 ANNEXES

All annexes listed below form an integral part of this RFP:

- Annex A – Scope of Work
- Annex B – Price Schedule
- Annex C – Model Contract for Stockless Office Supplies
- Annex D – Formats:
 - Format 1: Acceptance of the Contractual Terms and Conditions
 - Format 2: Statement of Conflict of Interest
 - Format 3: Commercial References