SCOPE OF WORK

Purpose of this Scope of Work (SOW) is to explain responsibilities of the vendor, regarding office expendable supply orders.

The vendor’s main point of contact for this Blanket Purchase agreement would be our Expendables Clerk. The Vendor shall designate a Project Manager or Account Representative who would serve as a point of contact for the BPA, oversee the operation of this BPA and resolve any potential issues in a timely manner. Only the Expendables Clerk can order items through this Blanket Purchase Agreement. During the absence of the Expendables Clerk, our Warehouse Manager or General Services Assistant will perform the duties of Expendables Clerk. Items are to be delivered to the Embassy grounds on a just-in-time basis, three times a week (Mondays, Wednesdays, and Fridays) with predetermined minimum delivery value amounts.

The Blanket Purchase Agreement would function on the following basis:

1. **Order/Delivery deadline** - Vendor will receive orders from the Expendables Clerk every Monday, Wednesday, and Friday, no later than 09:00. Vendor must deliver items same day until 13:00.

2. **Minimum Delivery Amount** - Minimum delivery amount is ten euros (10.00 €). Vendor is not expected to deliver orders below ten euros (10.00 €).

3. **Green products** - Whenever possible, environmentally friendly items should be recommended by the vendor and ordered.

4. **Return of items** - Vendor is required to have written procedures, roles, and responsibilities for return items due to defect.

5. **Supplies list:**
   - Vendor is expected to offer most of the products listed in the attached “Office Supplies List” document (or suitable alternatives).
   - Vendor will work with Expendables Clerk in producing a Catalog. The Catalog must contain descriptions, item numbers, photo, unit of issue and price of the item.
   - Vendor must coordinate with the Expendables Clerk to estimate the consumption of office supplies and stock these items appropriately to avoid delivery delays.

6. **Replacement/Removal/Addition of items from/to the vendor Catalog** – Vendor is obligated to inform Expendables Clerk whenever an item is no longer available and provide information whether the item is being replaced. Vendor should coordinate with the Expendables Clerk to add new items to the Catalog if necessary. Vendor must send the photo, product and pricing information of any new item added to catalog to the Expendables Clerk. The Expendables Clerk must also be informed of any price changes on cataloged items in a timely manner.
7. **Issuance Forms** - On each delivery/pick up of the items, vendor must provide itemized issuance form (otpremnica). Each Itemized issuance form must contain its number, BPA number, description of items, quantities, date of delivery, name of employee who placed the order, individual prices, and the price total.

8. **Monthly Invoicing** – On the last day of the month, the vendor must provide the cumulative summary itemized invoice for that month. Besides the total amount per month, monthly invoice must have specified every issuance form number with their respective price totals.

9. **Critical Items**

Expendables clerk will provide a list of critical items after a BPA Agreement is signed with the vendor. Critical items are items out of which vendor must always have one (1) of in stock, or until they are informed by Expendables Clerk, that the items can be removed from the stock. The number of the critical items cannot exceed 7% of total items in the catalog. For example, if the final catalog consists of 275 items, the Expendables Clerk could appoint a critical stock of up to 20 items.