

Request for quotation (RFQ) number: **RFQ#2026-IN-02**

For: **Procurement of Office Stationery, Housekeeping, and Cleaning Supplies – PATH New Delhi Office**

1. Summary of deadlines

Release of RFQ	28 April 2026
Confirmation of interest due	05 May 2026
Quotations due	12 May 2026
Bidders notified of decision	19 May 2026

Note: PATH reserves the right to modify this schedule as needed. Any changes will be communicated to all parties simultaneously via email.

2. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Visit www.path.org to learn more.

3. Purpose of the Request for Quotation

PATH India seeks quotations from eligible suppliers for the supply of office stationery, housekeeping, and cleaning items for its New Delhi office over a two (2) year contract period from May 2026 to April 2028. The objective is to ensure uninterrupted availability of essential office consumables and hygiene supplies throughout the contract period.

- Deliverables: Supply and delivery of all quoted items to the PATH New Delhi office as per the approved purchase order, within two (2) working days of order placement. Items to be supplied on an as-needed basis across the contract period from May 2026 to April 2028.
- Specifications: All stationery items must be of standard office quality (ISI-marked or equivalent where applicable). Cleaning and housekeeping products must be suitable for office use, non-toxic, and comply with applicable safety standards. Branded or equivalent-quality products acceptable; bidder must specify brand and pack size in the quotation.
- Timeline: Contract period: May 2026 to April 2028. Delivery within two (2) working days of each purchase order. PATH reserves the right to place multiple orders across the year as per operational requirements.

4. Quotation requirements, pricing, and costs

Please refer to the attached Annexures for the complete list of required items for the PATH New Delhi office. The quotation must cover two (2) separate categories of items, each provided as a distinct list: Annexure A – Shared Services Items (Stationery & General Office Supplies; Cost Code 1512) and Annexure B – Facilities Items (Cleaning Supplies, Kitchen Supplies & Toner; Cost Code 2347). Bidders must provide unit rates and total costs for each line item as listed in the respective Annexure. Both Annexures (Excel format) are attached separately and form an integral part of this RFQ. Please complete unit rates and total costs for each line item in the attached Annexures (A and B).

Line item no.	Component/Item [insert name]	Component/Item description	Delivery date	Unit cost [INR]	Total line item cost [INR]
Refer -Annexures (A and B)					
Total quotation price [INR]					

5. Instructions for submission

A. PATH contacts

Procurement contact: [Procurement Officer | rfpindia@path.org](mailto:rfpindia@path.org)

B. Confirmation of interest

Please submit a statement acknowledging receipt of this solicitation and your intent to respond (or not) no later than **05 May 2026**. Send the confirmation to the contacts listed in Section 5 A above.

C. Quotations due: **12 May 2026**

Completed quotations must be submitted by email to the contacts listed above. The subject line of the email should read: **RFQ#2026-IN-02** - [Your Company Name].

D. Conclusion of process

Applicants will be notified of PATH's decision by **19 May 2026**. The final award is subject to the terms and conditions outlined in this solicitation, as well as the successful negotiation of all applicable terms and conditions related to this work.

6. Terms and conditions of the solicitation

A. Notice of nonbinding solicitation

PATH reserves the right to reject any or all bids received in response to this solicitation and is not obligated to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. Unauthorized disclosure of such information may result in PATH seeking appropriate remedies under applicable law. Proposals, discussions, and all information received in response to this solicitation will remain strictly confidential except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose any actual or potential conflicts of interest to the procurement contact listed in the RFP. Conflicts of interest may exist if a personal relationship with a PATH staff member constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that conflict with the supplier's obligations to PATH. Both suppliers and PATH are safeguarded when actual or perceived conflicts of interest are disclosed. When necessary, PATH will develop a management plan to mitigate potential risks associated with disclosed conflicts of interest. Contacting third parties involved in the project, the review panel, or any other party will be considered a conflict of interest and may result in disqualification of the proposal. All communications regarding this solicitation shall be directed to the appropriate parties at PATH listed in Section 5 A.

D. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the right to negotiate the final terms and conditions, as well as the substance of the RFQ finalists' proposals. Additionally, PATH may choose to accept partial components of a proposal if appropriate.

E. Proposal validity

Proposals submitted under this RFQ must remain valid for 90 days from the submission deadline. The validity period must also be explicitly stated in the proposal.