



**Request for Quotations (RFQ) No. 2022-007**

**Education Development Center, Inc.  
(Hereafter referred to as "EDC")  
RFQ for Blanket Purchase Agreement for Office Stationery and Supplies**

Date of Issuance: November 07, 2022

Education Development Center, Inc. (EDC) is an international non-profit organization that develops, delivers, and evaluates innovative programs to address some of the world's most urgent challenges. Our work includes research, training, educational materials and strategy, with activities ranging from seed projects to large-scale initiatives. EDC enjoys a worldwide reputation for its excellence in program and fiscal management and for the impact of its work.

The purpose of the USAID Youth Empowerment Activity (USAID YEA) will reach 25,000 South Sudanese youth in 13 counties across five States (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID YEA will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

## ***1. Purpose and Eligibility***

### **1.1 Purpose**

The purpose of the RFQ is to invite prospective Offerors to submit quotations for office stationery and supplies. EDC anticipates issuing a blanket purchase agreement (BPA)/s to establish specific pricing levels and parameters for ordering these commodities/services. The BPA mechanism will allow EDC to issue specific purchase orders, on an as-needed basis, for the procurement of these items over the next twelve (12) months. The selected Offeror/s shall furnish the commodities/services described in any purchase orders issued by IDS under this BPA. EDC is only obligated to pay for commodities/services ordered through purchase orders issued under this BPA and delivered by the selected Offeror in accordance with the terms/conditions of this BPA.

### **1.2 Eligibility**

This procurement is open to offers from organizations, which are incorporated or legally organized under the laws of any country, which is not sanctioned by the US Government. Offers from organizations which are incorporated or legally organized under the laws of any country, which is sanctioned by the US Government shall not be considered. The geographic code for this procurement is 935.

## ***2. General Information***

### **2.1 Original RFQ Document**

EDC shall retain the RFQ, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror's submission or subsequent contract, is grounds for immediate disqualification.

### **2.2 RFQ Provisions**

1. All information provided by EDC in this RFQ is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted therefrom.
2. This RFQ does not under any circumstances commit EDC to pay any costs incurred by the Offeror in the submission of a quotation. This is the Offeror's responsibility.
3. All materials submitted in response to this RFQ shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.

### 2.3 Schedule of Events

The following schedule applies to this RFQ but may change in accordance with EDC's needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

Line	Time	Date	Time Table
A	16:00 PM South Sudan time.	November 11, 2022	Deadline for submission of questions to EDC. Questions should be sent in writing by email to <a href="mailto:YEAprocurement@edc.org">YEAprocurement@edc.org</a> .
B	16:00 PM South Sudan time.	November 15, 2022	Estimated date for issuance of responses by EDC. All questions will be answered in one document and sent to all Offerors.
C	16:00 PM South Sudan time.	November 22, 2022	Deadline for submission of quotations via email to <a href="mailto:YEAprocurement@edc.org">YEAprocurement@edc.org</a>

### 2.4 Inspection and Acceptance

Under any contract awarded in response to this RFQ, EDC may inspect and test the commodities/services for reading to determine whether such commodities/services conform to the terms of the contract and its attachments. Unless otherwise agreed to in writing by EDC, EDC shall have a right to inspect commodities/services for conformity before payment or acceptance of such commodities/services, in accordance with Section 2-513(1) of the UCC. Payment for the commodities/services made before inspection for conformity shall not constitute an acceptance of such commodities/services or impair EDC's right to inspect such commodities/services or any of EDC's remedies, in accordance with Section 2-512(2) of the UCC. Commodities/services rejected or commodities/services in excess of the quantities ordered may be returned to the selected Offeror at the selected Offeror's expense.

## 3. Quotation Submission and Selection

### 3.1 Offeror's Understanding of the RFQ

By responding to this RFQ, the Offeror certifies that they fully understand the RFQ in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential Offerors—in writing—by the date and time designated in **Line A** of the Chart in Section 2.3. Responses will be published in writing. EDC reserves the right to disqualify at its sole discretion any Offeror who submits a quotation that is not responsive or that demonstrates less than such understanding. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

### 3.2 Communication

Verbal communication shall not be legally binding unless formally confirmed in writing by the EDC Contact Person in charge of managing this RFQ process. In no case shall verbal communication govern over written communications.

Offeror's inquiries, questions, and requests for clarification related to this RFQ are to be directed in writing in English before the date and time designated in **Line A** of the Chart in Section 2.3 to:

Education Development Center, Inc.  
Attention: Procurement Team  
E-mail: YEApurchase@edc.org

Offerors must indicate the following as the subject of the email: *“Questions on BPA- Office Stationery and Supplies”*.

### **3.3 Quotation Submission**

All quotations must include a cover letter provided on the Offeror’s letterhead or stationery and be signed in writing by the Authorized Officer of the Offeror. It is not acceptable to only provide the typed name of the Offeror’s representative. Quotations submitted without a written signature will not be considered. The Authorized Officer of the Offeror who signs the cover letter must also sign all other components of the quotation, which require a signature.

Quotation must be delivered via email to:

Education Development Center, Inc.  
Attention: Procurement Team  
E-mail: YEApurchase@edc.org.

It is the responsibility of the Offeror to ensure that the quotation is delivered to EDC by the deadline date listed in this RFQ.

All quotations must be received by EDC, before the date and time designated in **Line C** of the Chart in Section 2.3.

### **3.4 Eligibility of Quotations**

#### **3.4.1 Complete Quotations**

Offerors must submit **ALL** components required by this RFQ, including annexes, and a description of each item/items proposed, in order for their quotation to be complete; please refer to Annex B for a list of required components. Offerors determined to be eligible, will be requested to provide samples of the items proposed.

EDC will determine which quotations include the components required by the RFQ and are to be considered a complete quotation; only complete quotations will be evaluated and considered for award. Please note that although EDC will determine certain quotations to be complete, this determination does not signify that an award will be made to one or any of the Offerors with complete quotations.

#### **3.4.2 Compliance with Technical Specifications & Requirements**

Offerors may be disqualified if the quotation does not demonstrate compliance with Section 4, *Technical Specifications & Requirements*.

#### **3.4.3 Past Performance**

Offerors may be disqualified if a check of past performance demonstrates that the Offeror has not been able to deliver similar commodities on time and in a satisfactory manner.

### **3.5 Evaluation Criteria**

EDC shall evaluate all eligible quotations based on price.

### **3.6 Selection**

EDC may award one or more contracts resulting from this RFQ to the Offeror(s) whose quotation(s) conforming to this RFQ offer(s) the greatest value. EDC may also (a) reject any or all quotations, (b) accept other than the lowest quotation, or (c) accept more than one quotation. Contracts may be issued for some or all of the Lots. Preference will be given to Offerors that offer an eligible quotation for both lots. Preference may be given to Offerors that provide a delivery schedule which exceeds the minimum requirements stated in Section 4.1.3. EDC, at its sole discretion, may waive informalities and minor irregularities in quotations received.

EDC may award a contract without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct site visits and/or to conduct discussions, which may result in revisions to quotations, with one or more than one or all Offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the Offeror.

## **4. Technical Specifications & Requirements**

### **4.1 Specifications for Office Stationery and Supplies**

All of the specifications listed in Section 4.1 must be met. Offerors are encouraged to provide provide quotations for all items in Annex C, List of Office Stationery and Supplies.

#### **4.1.2 Quotations are requested for the following quantities:**

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the USAID Youth Empowerment Activity. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional commodities/services

#### **4.1.3 Delivery Schedule and Location**

All Offeror are expected to provide an estimated five (5) calendar days of the delivery timeframe (after receipt of order) based on the quantities detailed in Annex C. The delivery location is Africa 03 Building, AFEX Rivercamp, Juba, South Sudan. If an Offeror is not able to provide delivery within a five (5) calendar day period, the Offeror is requested to propose an alternative delivery timeframe. Preference will be given to those Offerors that can meet the five (5) calendar day delivery timeframe.

#### **4.1.4 Warranty**

All Offerors must provide a document with a proposed or applicable warranty for each all items. In addition to any other express or implied warranties, Offerors must expressly warrant that:

- All commodities delivered under any contract resulting from this RFQ will be merchantable, new, suitable for the uses intended, of the grade and quality specified, free from all defects in design, material and workmanship, conform to all samples, drawings, descriptions and specifications furnished, and be free of liens and encumbrances and that the use, distribution or resale of commodities by EDC will not infringe any third party's patent, trademark, trade secret, copyright, or any other proprietary, intellectual property or other right held by any third party.
- None of the commodities delivered under any contract resulting from this RFQ will be counterfeit.

- The selected Offeror(s) shall replace any defective commodities with new ones without charge to EDC.
- Selected Offeror(s) will perform the services in accordance with industry standards;
- Selected Offeror(s) will be solely responsible for any loss or damage of the goods during shipping; and
- Selected Offeror(s) will carry reasonable insurance and provide proof of insurance upon request.

The warranties set forth shall not be waived by reason of the acceptance of any items or payment therefore by EDC.

#### **4.1.5 Other specifications**

Offerors may not provide any items which were manufactured or produced in or shipped from countries sanctioned by the US government. Quotations that include items from countries sanctioned by the US government shall not be considered.

#### **4.2 Shipment**

If the selected Offeror will need to air or ocean-ship any items, air or ocean shipping must be in compliance with USAID and U.S. Government regulations which require shipment via US flag carrier. If US flag carrier is not available for all or some of the shipment, Offeror must provide specific information why US flag carrier is not available for which sections of the shipping, what percentage will be shipped by US carrier and what percentage will be shipped by a foreign carrier. The Offeror must be able to initiate the shipment of the items so that they are delivered by the date specified in Section 4.1.3.

#### **5. Quotation Requirements**

A best offer price quotation must include the costs for the items including any necessary components to meet the specifications in Section 4 and as detailed in Annex C. VAT is not to be included in the price quotation.

All Offerors must submit the price quotation in US Dollars. All Offerors must provide a price guarantee that the quotation price remains valid for 120 calendar days.

#### **6. Contract Type**

Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA)

#### **7. Organizational Information and Certification Form**

In addition to other RFQ requirements, in order for their quotation to be considered, the Offeror must complete and submit the Organizational Information and Certification Form, which is included as **Annex A** to this RFQ, and submit all the attachments required by the form.

## Annex A—Organizational Information Form

The Offeror must ensure that this form is duly completed and correctly executed by an authorized officer of the Offeror's company.

### A1. Organizational Information

The full legal name of the Offeror's company: \_\_\_\_\_

Year the Offeror's company was established: \_\_\_\_\_

Contact information regarding the quotation:

- (a) Individual's full name and title: \_\_\_\_\_
- (b) Full office address: \_\_\_\_\_
- (c) Telephone number: \_\_\_\_\_
- (d) Fax number: \_\_\_\_\_
- (e) Email address: \_\_\_\_\_

Offeror's Unique Entity Identifier (UEI) Code<sup>1</sup>: : \_\_\_\_\_

The Offeror certifies, by checking the applicable box(es), that:

- ☐ The Offeror is a **non-U.S. entity** and it operates as:
- ☐ a corporation organized under the laws of \_\_\_\_\_ (country name),
  - ☐ an individual,
  - ☐ a partnership,
  - ☐ a nongovernmental nonprofit organization,
  - ☐ a nongovernmental educational institution,
  - ☐ a governmental organization,
  - ☐ an international organization, or
  - ☐ a joint venture.
- ☐ The Offeror is a **U.S. entity** and:
1. it operates as:
- ☐ a corporation incorporated under the laws of the State of \_\_\_\_\_ (state name),
  - ☐ an individual,
  - ☐ a partnership,
  - ☐ a nongovernmental nonprofit organization,
  - ☐ a state or local governmental organization,
  - ☐ a private college or university,
  - ☐ a public college or university,
  - ☐ an international organization, or
  - ☐ a joint venture.

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<sup>1</sup> Offerors that currently have a UEI Code are requested to provide this information. Offerors who are not registered may do so at <https://sam.gov/content/duns-uei>. There is no charge for this registration. A UEI Code is not required for submission of a quotation but may be required before a contract is issued. Whether or not an Offeror currently has a UEI code will not affect the evaluation of the Offeror's quotation.

2. its status is (check all that apply; the NAICS codes for this procurement are 423430 and 443142):

- ☐ Small Business (SB) (self-certification)<sup>2</sup>
- ☐ Small Disadvantaged Business (SDB) (self-certification)
- ☐ HUBZone Small Business (self-certification not available), certification issued by \_\_\_\_\_
- ☐ Woman Owned Small Business (WOSB) (self-certification)
- ☐ Veteran Owned Small Business (VOSB) (self-certification)
- ☐ Service Disabled Veteran Owned Small Business Concern (SDVOSP) (self-certification)
- ☐ Large Business (LB)
- ☐ Other Certification, certification: \_\_\_\_\_

In addition to the above, the Offeror complies with the Small Business Administration's Table of Size Standards. (See [www.sba.gov](http://www.sba.gov) for additional information.)

## A2. References

Names, email addresses, telephone numbers and contact people at three organizations (preferably in Zambia) to which the Offeror has provided commodities of a similar type and in similar or larger quantities during the last 12 months, whom EDC can call on as references, and a description of the type of commodities provided to each organization. It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by EDC.

### **Reference #1:**

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of commodities/services Provided: \_\_\_\_\_  
Value of the commodities/services Provided: \_\_\_\_\_  
Month and Year During Which commodities/services were Provided: \_\_\_\_\_

### **Reference #2:**

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of commodities/services Provided: \_\_\_\_\_  
Value of the commodities/services Provided: \_\_\_\_\_  
Month and Year During Which commodities/services were Provided: \_\_\_\_\_

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<sup>2</sup> Please refer to Annex B for standard definitions of "small business," "small disadvantaged business," etc. Notification: Under 15 U.S.C. 645(d), any person who misrepresents its firm's size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act. If you are certified or a member of one of the qualifying groups, please register with Dun & Bradstreet at [http://www.dnb.com/us/duns\\_update/](http://www.dnb.com/us/duns_update/). There is no charge for this registration.



**Reference #3:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of commodities/services Provided: \_\_\_\_\_

Value of the commodities/services Provided: \_\_\_\_\_

Month and Year During Which commodities/services were Provided: \_\_\_\_\_

**A3. Incorporation, Registration, and Litigation**

The following documents must be included in your quotation.

Documentation showing the Offeror's current legal incorporation in the country in which it is incorporated:

☐ Attached

A copy of the Offeror's currently active registration in South Sudan, demonstrating that the organization can legally operate in South Sudan *if the Offeror will complete any work under a contract resulting from this RFQ in South Sudan.*

☐ Attached

☐ The offeror certifies that it will not complete any work under a contract resulting from this RFQ in South Sudan and further certifies that it can legally operate in the country (ies) in which all work under a contract resulting from this RFQ will take place.

Information regarding any current lawsuits, legal proceedings, court cases, or other litigation in which the Offeror, or any of the entities in the collaboration, are involved, regardless of jurisdiction where the litigation resides.

☐ Attached

☐ The offeror certifies that it is not currently involved in any lawsuits, legal proceedings, court cases, or other litigation.

**A4. Key Individuals**

The names and titles of the Offerors' key individuals are:

(a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees): \_\_\_\_\_

(b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president): \_\_\_\_\_

(c) the program manager(s) for the proposed contract: \_\_\_\_\_

(d) any other person who will have significant responsibilities for the administration of the US Government-financed activities or resources under the proposed delivery of the services: \_\_\_\_\_

**A5. Awareness and Agreement to the Content of this RFQ**

By signing this form, the Offeror attests to its awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms in Section 6.

**A6. Compliance With Applicable Laws and Regulations**

By signing this form, the Offeror agrees to comply with all applicable U.S. federal laws and regulations including those governing affirmative action, E-Verify, equal employment opportunity, use of human

participants in research, disabilities, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of the contract resulting from this RFQ is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Offeror hereby certifies that it is not delinquent on any State or Federal tax. The offeror will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed by EDC by the sponsor(s) of this project.

#### **A7. Debarment and Suspension**

The Offeror further certifies that their firm (check one):

☐ IS

☐ IS NOT

currently debarred, suspended, or proposed for debarment by any United States federal entity. The undersigned agrees to notify EDC of any change in this status, should one occur, until such time as an award has been made under this procurement action.

#### **A8. Quotation Validity**

This quotation is submitted in response to an RFQ issued by EDC. The undersigned is a duly authorized officer and hereby certifies that:

\_\_\_\_\_  
Offeror's Name

agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced RFQ. The Quotation shall remain in effect for a period of 90 calendar days as of the Due Date of the RFQ.

#### **A9. Authorized Negotiators**

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFQ are:

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

#### **A10. Signature**

***Signature of Authorized Officer:***

Name: _____	Title: _____
Signature: _____	Date: _____

### Annex B—RFQ Checklist

	<b>Checklist for Office Stationery and Supplies</b>	
	<b>Please check the boxes in the column entitled “Submitted” to ensure inclusion of all items in your submission.</b>	
	<b><i>Items to be included with the quotation</i></b>	<b><i>Submitted</i></b>
1.	Annex A – Sections A1 through A9 completed. Please make sure all sections are complete and all required attachments (e.g. documentation of legal incorporation, etc.) are included before submitting.	
2.	Annex B – RFQ Checklist	
	a. Annex A completed and signed	
	b. Three References	
	c. Documentation of Legal incorporation documents	
	d. Key Individual/s information	
	e. Complete technical specifications for <b>each type</b> of commodities/services offered	
3	Timeline for Delivery	
4	Price Guarantee	
5	Annex C- Completed Price Quotation	

### Annex C: List of Office Stationery and Supplies

Item #	Product name	Description	Unit/ Measure	QTY	Unit Price	Total Price
1	Batteries	Batteries <ul style="list-style-type: none"> <li>• Size AA,</li> <li>• Packet of 2 pieces</li> <li>• Similar to dura, Eveready or its equivalent.</li> </ul>	Packets	1		
2	Batteries	Batteries <ul style="list-style-type: none"> <li>• Size AAA,</li> <li>• Packet of 2 pieces</li> <li>• Similar to dura, Eveready</li> </ul>	Packets	1		
3	Binder Clips.	Binder Clips. <ul style="list-style-type: none"> <li>• Size: -2" width [big],</li> <li>• 12 pcs per pkt.</li> </ul>	Packets	1		
4	Binder Clips	Binder Clips <ul style="list-style-type: none"> <li>• Size: -1.6" width [medium],</li> <li>• 12 pcs per pkt</li> </ul>	Packets	1		
5	Binder Clips	Binder Clips <ul style="list-style-type: none"> <li>• Size: -1" Width 10 small,</li> <li>• 12 pcs per pkt</li> </ul>	Packets	1		
6	Box file/ Lever Arch files	Box file/ Lever Arch files <ul style="list-style-type: none"> <li>• 3" FC, 65.5 x24.5x36.5 CM,</li> <li>• A box of 50 pieces</li> </ul>	Boxes	1		
7	Calculator, Desk	Calculator, Desk <ul style="list-style-type: none"> <li>• 16 digits,</li> <li>• two way power,</li> <li>• Casio or similar brand</li> </ul>	Pieces	1		
8	Calculator, Desk	Calculator, Desk <ul style="list-style-type: none"> <li>• 12 digits,</li> <li>• two-way power,</li> <li>• Casio or similar brand</li> </ul>	Pieces	1		

9	Cello tape, Small	Cello tape, Small <ul style="list-style-type: none"> <li>Scotch Magic (or similar brand)</li> <li>Tape, 3/4 x 1000 Inches</li> </ul>	Roll	1		
10	Certificate Paper,	Certificate Paper, <ul style="list-style-type: none"> <li>Embossed certificate papers- white plain,</li> <li>Size; A4,</li> <li>A packet of 50 pieces</li> </ul>	Packet	1		
11	Calculators	Calculators <ul style="list-style-type: none"> <li>14 digits,</li> <li>two-way power,</li> <li>Casio or similar brand.</li> </ul>	Pieces	1		
12	Clip Board with Cover	Clip Board with Cover <ul style="list-style-type: none"> <li>Legal size,</li> <li>Plastic board with water resistant cover, SS clip</li> </ul>	Pieces	1		
13	Clip Board without cover	Clip Board without cover <ul style="list-style-type: none"> <li>Legal size,</li> <li>plastic board with ss clip.</li> </ul>	Pieces	1		
14	Color Pencil	Color Pencil <ul style="list-style-type: none"> <li>Assorted colors –</li> <li>packet of 12, Staedtler (or similar brand)</li> </ul>	Packet	1		
15	Paper cutter-	Paper cutter- <ul style="list-style-type: none"> <li>A4 Size</li> </ul>	Pieces	1		
16	Envelopes	Envelopes <ul style="list-style-type: none"> <li>Size: A3 color-Khaki/brown,</li> <li>peel &amp; seal,</li> <li>100 GSM</li> <li>A packet of 50 pcs</li> </ul>	Packets	1		
17	Envelopes	Envelopes <ul style="list-style-type: none"> <li>Size: A3 color-white,</li> <li>peel &amp; seal, 100</li> <li>GSM</li> </ul> A packet of 50 pcs	Packets	1		

18	Envelopes	Envelopes <ul style="list-style-type: none"> <li>• Size: A4 color-white,</li> <li>• peel &amp; seal,</li> <li>• 80 GSM</li> </ul>	Packets	1		
19	Envelopes	Envelopes <ul style="list-style-type: none"> <li>• Size: A4 color-Khaki/brown,</li> <li>• peel &amp; seal,</li> <li>• 80 GSM</li> <li>• A packet of 50 pcs</li> </ul>	Packets	1		
20	Envelopes	Envelopes <ul style="list-style-type: none"> <li>• Size: A5 color-Khaki/brown,</li> <li>• peel &amp; seal,</li> <li>• 80 GSM</li> </ul> A packet of 50 pcs	Packets	1		
21	Envelopes	Envelopes <ul style="list-style-type: none"> <li>• Size: A5 color-white,</li> <li>• peel &amp; seal,</li> <li>• 80 GSM</li> <li>• A packet of 50pcs</li> </ul>	Packets	1		
22	Envelopes	Envelopes <ul style="list-style-type: none"> <li>• Size: A6 color-Khaki/brown,</li> <li>• peel &amp; seal,</li> <li>• 70 GSM</li> <li>• A packet of 50 pcs</li> </ul>	Packets	1		
23	Envelopes	Envelopes <ul style="list-style-type: none"> <li>• Size: A6 color-White,</li> <li>• peel &amp; seal,</li> <li>• 70 GSM</li> <li>• A packet of 50 pcs</li> </ul>	Packets	1		
24	Eraser Rubber	Eraser Rubber <ul style="list-style-type: none"> <li>• High Quality Pencil Eraser (50pcs/ Pack)</li> <li>• Staedtler (or similar brand)</li> </ul>	Packets	1		
25	Exercise Book	Exercise Book <ul style="list-style-type: none"> <li>• 120 pages ruled,</li> <li>• 70 GSM</li> </ul>	Pieces	1		
26		Exercise Book <ul style="list-style-type: none"> <li>• 86 pages ruled,</li> </ul>	Pieces	1		

	Exercise Book	<ul style="list-style-type: none"> <li>70 GSM</li> </ul>				
27	Exercise Book	Exercise Book <ul style="list-style-type: none"> <li>36 pages ruled,</li> <li>70 GSM</li> </ul>	Pieces	1		
28	File divider	File divider <ul style="list-style-type: none"> <li>A-Z per pkt, A4,</li> <li>assorted color</li> </ul>	Pieces	1		
29	Flip Chart rolls	Flip Chart rolls <ul style="list-style-type: none"> <li>Size:810mm*585mm,</li> <li>100 GSM paper,</li> <li>50 sheets per roll,</li> <li>Hole punched</li> </ul>	Roll	1		
30	Flipchart stand,	<ul style="list-style-type: none"> <li>Flipchart stand,</li> <li>Mobile with a sturdy 5 star base equipped with 5 lockable castor wheels.</li> <li>The board has a magnetic, dry-wipe writing surface with an adjustable flip chart holder.</li> <li>Surface: H 1070mm x W 750mm; Total height: 1610-2050mm.</li> </ul>	Pieces	1		
31	Glue stick	Glue stick <ul style="list-style-type: none"> <li>Large, 38g,</li> <li>3M or similar brand,</li> <li>A packet of 12 Pieces.</li> </ul>	Packets	1		
32	Glue Stick	Glue Stick <ul style="list-style-type: none"> <li>Medium, 20g,</li> <li>3M or similar brand,</li> </ul> A packet of 12 pieces.	Packet	1		
33	Glue stick	Glue stick <ul style="list-style-type: none"> <li>Small, 15g,</li> <li>3 M or similar brand,</li> </ul> A packet of 12 pieces.	Packets	1		
34	High lighters	High lighters <ul style="list-style-type: none"> <li>Assorted colors,</li> <li>packet of 10 pieces</li> </ul>	Packets	1		
35	Lamination paunch	Lamination paunch <ul style="list-style-type: none"> <li>A4, 100 pouch/pkt,</li> </ul> 125 microne	Packets	1		

36	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> <li>• Size: A5,</li> <li>• 4QR,</li> <li>• Hard cover</li> </ul>	Pieces	1		
37	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> <li>• Size: A5,</li> <li>• 3QR,</li> <li>• Hard cover</li> </ul>	Pieces	1		
38	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> <li>• Size A4,</li> <li>• 4QR,</li> <li>• Hardcover</li> </ul>	Pieces	1		
39	Manuscript Book	Manuscript Book <ul style="list-style-type: none"> <li>• Size A4,</li> <li>• 3QR,</li> <li>• Hardcover</li> </ul>	Packets	1		
40	Masking tape;	Masking tape; <ul style="list-style-type: none"> <li>• 1" x 60 Yards Roll,</li> <li>• Crepe Paper,</li> <li>• 3M or similar</li> </ul>	Roll	1		
41	Mathematical set	<ul style="list-style-type: none"> <li>• Mathematical set</li> <li>• 180 protractor</li> <li>• A 15cm ruler</li> <li>• A 9cm pencil</li> <li>• A pencil sharpener</li> <li>• An eraser</li> <li>• 10mm stencil</li> <li>• Compass</li> <li>• Divider</li> </ul>	Pieces	1		
42	Office clamp file	Office clamp file <ul style="list-style-type: none"> <li>• Transparent size A4,</li> <li>• A packet of 100 pieces</li> </ul>	Packet	1		
43	Packing Tape,	Packing Tape, Brown <ul style="list-style-type: none"> <li>• Heavy Duty,</li> <li>• Adhesive Acrylic Base Sticks on Any Surface –</li> </ul>	Roll	1		



		<ul style="list-style-type: none"> <li>2 Mil Thickness - 2 inches x 110 Yards</li> </ul>				
44	Packing Tape	Packing Tape – <ul style="list-style-type: none"> <li>60 Yards Per Roll – Stronger &amp; Thicker 2.7mil, 2" width.</li> </ul>	Roll	1		
45	Paper bin	Paper bin <ul style="list-style-type: none"> <li>Metallic, tiny mesh,</li> <li>Bottom diam 23xm, height 35cm, black,</li> <li>Non-corrosive</li> </ul>	Pieces	1		
46	Paper Clips	Paper Clips <ul style="list-style-type: none"> <li>Small size,</li> <li>33 mm,</li> <li>100 pcs/pkt</li> <li>Non-corrosive</li> </ul>	Packet	1		
47	Paper Clips	Paper Clips <ul style="list-style-type: none"> <li>Medium size,</li> <li>50mm,</li> <li>100 pcs per pkt</li> <li>Non-Corrosive</li> <li></li> </ul>	Packet	1		
48	Paper Clips	Paper Clips <ul style="list-style-type: none"> <li>Large size,</li> <li>78 mm,</li> <li>50 pcs/pkt</li> </ul>	Packet	1		
49	Paper pin remover	Paper pin remover <ul style="list-style-type: none"> <li>Kamgaroo or similar brand</li> </ul>	Pieces	1		
50	Paper Punching Machine	Paper Punching Machine <ul style="list-style-type: none"> <li>Small, Kangaroo DP-520 or similar brand.</li> </ul>	Pieces	1		
51	Paper tray	Paper tray <ul style="list-style-type: none"> <li>Metallic, "3 stack" 35cm long x30cm wide x20cm,</li> <li>with meshed trays, black</li> </ul>	Pieces	1		
52	Paper trays,	Paper trays, <ul style="list-style-type: none"> <li>Plastic- For desk</li> <li>With three (3) sections or level</li> </ul>	Pieces	1		

53	Pen	Pen <ul style="list-style-type: none"> <li>• Ball point</li> <li>• 0.7mm</li> <li>• Blue Color,</li> <li>• A packet of 50pcs</li> </ul>	Packet	1		
54	Pen	Pen <ul style="list-style-type: none"> <li>• Ball point</li> <li>• 0.7mm</li> <li>• Black Color,</li> <li>• A packet of 50pcs</li> </ul>	Packet	1		
55	Pen	Pen <ul style="list-style-type: none"> <li>• Ball point</li> <li>• 0.7mm</li> <li>• Red Color,</li> <li>• A packet of 50pcs</li> </ul>	Packet	1		
56	Pen	Pen <ul style="list-style-type: none"> <li>• Ball point</li> <li>• 0.7mm</li> <li>• Red Color,</li> </ul> A packet of 50pcs	Packet	1		
57	Pencil	Pencil <ul style="list-style-type: none"> <li>• Staedtler Norris 122-HB (or similar brand),</li> <li>• Rubber-tipped</li> <li>• A packet of 12 pieces</li> </ul>	Packet	1		
58	Permanent Board maker	Permanent Board maker <ul style="list-style-type: none"> <li>• Assorted colors,</li> <li>• packet of 10,</li> <li>• Staedtler or similar brand</li> </ul>	Packet	1		
59	Plastic document folder/clear bag	Plastic document folder/wallet <ul style="list-style-type: none"> <li>• A4/Transparent</li> <li>• Assorted colors</li> </ul>	Pieces	1		
60	Post it sticker notes	Post it sticker notes <ul style="list-style-type: none"> <li>• Size:-12.5cm*7.5cm large</li> <li>• Assorted colors.</li> </ul>	Pieces	1		
61	Post it sticker notes	Post it sticker notes <ul style="list-style-type: none"> <li>• Size:7.5cm*5cm</li> <li>• Assorted colors</li> </ul>	Pieces	1		
62	Post it sticker note	Post it sticker note <ul style="list-style-type: none"> <li>• Size:5cm*5cm</li> <li>• Assorted colors</li> </ul>	Pieces	1		

63	Post it Sticker note	Post it Sticker note <ul style="list-style-type: none"> <li>Size:5cm*1.5cm, page</li> <li>Assorted colors.</li> </ul>	Pieces	1		
64	Printing Paper	Printing Paper <ul style="list-style-type: none"> <li>Double A</li> <li>White,</li> <li>A4 size, 80 GSM,</li> <li>500 per ream/pkt,</li> <li>5 ream per box</li> </ul>	Box	1		
65	Printing Paper	Printing Paper <ul style="list-style-type: none"> <li>Double A</li> <li>White, A3 size,</li> <li>80 GSM,</li> <li>500 sheets per ream.</li> <li>5 ream per box</li> </ul>	Box	1		
66	Two Ring binder file	Ring binder file <ul style="list-style-type: none"> <li>Legal size,</li> <li>PVC/ Plastic type</li> <li>A Box of 24 pieces</li> </ul>	Box	1		
67	Ruler	Ruler <ul style="list-style-type: none"> <li>Hard clear plastic,</li> <li>300mm long</li> </ul>	Pieces	1		
68	Ruler	Ruler <ul style="list-style-type: none"> <li>Steel rule,</li> <li>300mm long</li> </ul>	Pieces	1		
69	Scientific calculator	Scientific calculator <ul style="list-style-type: none"> <li>Casio fx-260 (or similar)</li> <li>SOLAR Scientific Calculator</li> </ul>	Pieces	1		
70	Scissors	Scissors <ul style="list-style-type: none"> <li>6" Straight Titanium Bonded Scissors or equivalent.</li> </ul>	Pieces	1		
71	Scissors	Scissors <ul style="list-style-type: none"> <li>8" Straight Titanium Bonded Scissors or equivalent</li> </ul>	Pieces	1		
72	Scissors	Scissors <ul style="list-style-type: none"> <li>10" Straight Titanium Bonded Scissors of equivalent</li> </ul>	Pieces	1		
73	Sheet protector	Sheet protector <ul style="list-style-type: none"> <li>Clear Plastic,</li> <li>A4, 11 holes,</li> </ul>	Packet	1		

		<ul style="list-style-type: none"> <li>Heavy grammage,</li> <li>A packet of 100pcs</li> </ul>				
74	Sliding bar report file	Sliding bar report file <ul style="list-style-type: none"> <li>A4, Tranbo “H324”</li> <li>Packet of 6 files</li> </ul>	Pack	1		
75	Soft facial tissue	Soft facial tissue <ul style="list-style-type: none"> <li>100% pure virgin pulp</li> <li>200*2ply size-190mm*175cm.</li> </ul>	Packet	1		
76	Spring File	Spring File <ul style="list-style-type: none"> <li>Legal size, PVC/ Plastic type,</li> <li>A box of large pack up to 50 pcs.</li> </ul>	Box	1		
77	Stamp pad	Stamp pad Standard size.	Pieces	1		
78	Stamp pad ink.	Stamp pad ink. <ul style="list-style-type: none"> <li>Red, blue and green ink colours,</li> <li>no oil,</li> <li>28 ml bottle or similar</li> </ul>	Bottles	1		
79	Staples pins	Staples pins <ul style="list-style-type: none"> <li>Kangaroo or similar</li> <li>Size: No.16[24/6]’</li> <li>A pack of 10</li> </ul>	Packet	1		
80	Staple pins	Staple pins <ul style="list-style-type: none"> <li>Kangaroo or similar</li> <li>Size: No 66/8,5000pins</li> </ul>	Packet	1		
81	Staple pins	Staple pins <ul style="list-style-type: none"> <li>Kangaroo or similar</li> <li>Size: No 66/11,5000pins</li> </ul>	Packet	1		
82	Stapler	Stapler <ul style="list-style-type: none"> <li>Kangaroo or similar</li> <li>Model HD 23 S 13 or similar.</li> </ul>	Pieces	1		
83	Stapler	Stapler <ul style="list-style-type: none"> <li>Kangaroo or similar,</li> <li>Model HP 45 or similar</li> </ul>	Pieces	1		
84	Stapler standard.	Stapler standard. <ul style="list-style-type: none"> <li>Model: DS- 335 or similar,</li> <li>Kangaroo or similar</li> </ul>	Pieces	1		

85	Sign Here/ Page marker	Sign Here/ Page marker <ul style="list-style-type: none"> <li>A packet of assorted colors,</li> <li>5x50mm or similar</li> </ul>	Packets	1		
86	Sign Here/ Page marker	Sign Here/ Page marker <ul style="list-style-type: none"> <li>A packet of assorted colors,</li> <li>45mmx12mm or similar</li> </ul>	Packets	1		
87	Suspension File A4 Size	Suspension File <ul style="list-style-type: none"> <li>A4 Size</li> </ul>	Pieces	1		
88	Waste paper Basket	Waste paper Basket <ul style="list-style-type: none"> <li>Bottom diam 17cmx height 27cm</li> <li>Plastic</li> </ul>	Pieces	1		
89	White board cleaner	White board cleaner size:-250ml/ spray bottle	Bottles	1		
90	White board maker	White board maker <ul style="list-style-type: none"> <li>Assorted colors –red, blue, black, green,</li> <li>packet of 10 pcs,</li> <li>Staedtler or similar brand</li> </ul>	Packet	1		
91	White wash/Correct ion pen	White wash/Correction pen <ul style="list-style-type: none"> <li>A packet of 10 pieces</li> </ul>	Packet	1		
92	Whiteboard	Whiteboard with metal frame Size 90cmx120cm	Pieces	1		
93	Whiteboard	Whiteboard with metal frame <ul style="list-style-type: none"> <li>Size 90cmx150cm</li> </ul>	Pieces	1		
94	Whiteboard	Whiteboard with metal frame <ul style="list-style-type: none"> <li>Size 100cmx150cm</li> </ul>	Pieces	1		
95	Whiteboard	Whiteboard with metal frame Size 120cmx180cm	Pieces	1		
96	Writing note pad	Writing note pad <ul style="list-style-type: none"> <li>Size: A4 Spiral ruled, 100 sheets, 70 GSM</li> </ul>	Pieces	1		

97	Writing note pad	Writing note pad <ul style="list-style-type: none"> <li>• Size: 5"x8", Spiral, ruled</li> <li>• 70 sheets,</li> <li>• 60 GSM</li> </ul>	Pieces	1		
98	Writing note Pad	Writing note Pad <ul style="list-style-type: none"> <li>• Size: A4 Spiral,</li> <li>• square, 100 sheets, 70 GSM</li> </ul>	Pieces	1		
99	Writing note pad	Writing note pad <ul style="list-style-type: none"> <li>• Size: A4 Spiral ruled,</li> <li>• 100 sheets, 70 GSM</li> </ul>	Dozen	1		
100	Writing note pad	Writing note pad <ul style="list-style-type: none"> <li>• Size: 5"x8", Spiral, ruled</li> <li>• 70 sheets,</li> </ul> 60 GSM	Dozen	1		
101	Writing note Pad	Writing note Pad <ul style="list-style-type: none"> <li>• Size: A4 Spiral,</li> <li>• square, 100 sheets, 70 GSM</li> </ul>	Dozen	1		