



Invitation for Tendering
for Office Stationery and Equipment

Reach Alternatives (REALS) is an International NGO based in Japan and with a presence in the Middle East and Africa. Our organization specializes in implementing a wide variety of projects, ranging from community security and safety, research and training in peace and security, protection of war-affected populations, prevention of and response to gender-based violence, livelihood empowerment, and peace-building programs with a strong focus on capacity-building of communities and stakeholders affected by conflict. In South Sudan, REALS is a duly registered NGO and has been actively implementing programs focusing on conflict prevention, SGBV/PSS, Agriculture, and WASH since 2012.

Tender submissions are invited for the below.

Office stationery and equipment for the REALS office based at Hamza inn Juba.

Opening date: 17th May 2024

Closing date: 24th May 2024

Location: Juba -South Sudan

Title of Open Tender: **PROCUREMENT OF Office Stationery and Equipment**

Subject of Email: **TENDER Office stationery and equipment**

| S/No | Items | Quantity |
|------|-------|----------|
|------|-------|----------|



| | | |
|----|---|--------|
| 1 | A4 Envelopes | Packet |
| 2 | A6 Envelopes | Packet |
| 3 | A3 Envelopes | Packet |
| 4 | Biro Pens (Obama) | box |
| 5 | L. Sharp | Packet |
| 6 | Sheet Protectors/punched pockets | Packet |
| 8 | Cartridge 650 (Black & Coloured) | Piece |
| 9 | Cartridge 652 (Black & Coloured) | Piece |
| 10 | Marker pens assorted colors | box |
| 11 | White Board Marker Pen | box |
| 12 | Liquid white Board Cleaner | Piece |
| 13 | Flip Chart Papers | Piece |
| 14 | Masking Tape | Packet |
| 15 | Sticker Notes (Big & Small) | box |
| 16 | Staple Pins | Packet |
| 17 | Paper Sticker Glue | Packet |
| 18 | Whitewash (Correction Pen) Deli | Box |
| 19 | PP String | Pcs |
| 20 | Notebooks (4) | Dozen |
| 21 | Highlighter | Packet |
| 22 | Paper Clips Small | Box |
| 23 | Paper Clips Big | Box |
| 24 | Toner 410A (4Pcs) | Set |
| 25 | Toner Cartridge (CF226A/CRG052) | Pair |
| 26 | Garbage Bags (Small Size)/ Dustbin Bags | Piece |
| 27 | Computer Liquid Cleaner | Piece |



| | | |
|----|-----------------------------------|--------|
| 28 | Dish Cleaner | Piece |
| 29 | Dry battery cell (Kodak) | Pair |
| 30 | Stamp Ink (Red & Blue) | Pair |
| 31 | Scissors (8) | Piece |
| 32 | Desk Organizers | Piece |
| 33 | Electronic Calculator | Piece |
| 34 | Printing Papers A4 Size (AA Type) | Box |
| 35 | Colour Printing Paper (Yellow) | Ream |
| 36 | Stapler | Piece |
| 37 | Bunding Clips (Small) | Packet |
| 38 | Box File (Big & Small) | Piece |
| 39 | Paper Punch Normal Size | Piece |
| 40 | Stapler Remover | Piece |

Submit the below documents to hr-africa@reals.org

1. Company Profile
2. Latest Business Registration Certificate.
3. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
4. Declaration of conflict of interest with REALs
5. A tax compliance certificate
6. Quotation

