world relief STAND/FOR THE VULNERABLE

QUOTATION REQUEST

Category	Office Stationeries

Requested By	Position/Tittle	Date Submitted	Contacts	Location
World Relief South Sudan	Operations	1st March 2021	sstenders@wr.org	Juba

S/N	Detailed item description	Est Annual Quantities	Unit	Specifications	Estimated unit cost	Estimated Total cost	Currency	Est Unit Weight (KG)	Est Total Weight (KG)	Delivery Lead Time	COMMENTS
1	Paper Cutter A4	50	Pcs								
2	Paper, Printing paper 80 grms A4 210x297mm	10,000	Box of 5 Rims								
3	Papers, Manilla papers	500	Packets of 50								
4	Pen, Bic , Blue ,Black ,Red	10,000	Carton of 20 Pcs								
5	Pen, Pencils (ordinary)	3,000	Carton of 20 Pcs								
6	Pen, Pencils HB	3,000	Carton of 20 Pcs								
7	Pens, Coloured pencils	3,000	Carton of 20 Pcs								
8	Pens, Correction pens – Ym -320 8ml	3,000	Carton of 20 Pcs								
9	Pens, High lighter pens	3,000	Carton of 20 Pcs								
10	Pens, White board marker pens –Chisel point(12 Pcs)	3,000	Dozen of 12								
11	Pens, White board Permanent marker	2,000	Dozen of 12								
12	Pins, Paper pins	5,000	Box of 50 Pcs								
13	Pouches, Transparent pouches	3,000	Packets of 50								
14	Punch, Paper punch Kangaroo medium size	200	Pcs								
15	Punch, Single Hole Punch	200	Pcs								
16	Rubber, Rubber band (Gold quality)	500	Packet of 10								
17	Ruler, Plastic ruler 1 feet (30cm)	500	Box of 10 Pcs								
18	Sheet Protectors	3,000	Packet of 50								
19	Stamp, Stamp Pad	300	Pcs								
20	Stamps, Rubber stamps self inking	300	Pcs								
21	Staple, Staple Remover	300	Pcs								
22	Stapler , Rexel Giant stapler	200	Pcs								
23	Stapler, Stapler - Rewen model small (Kangaroo)	200	Pcs								
24	Stapler, Stapler (Large (Kangaroo)	200	Pcs								
25	Staples, Staples 24/6	5,000	Box of 100 Pcs								
26	Staples, Staples for Giant stapler	5,000	Box of 100 Pcs								
27	Sticky, Yellow sticky -small size	5,000	Dozen of 12								
28	Sticky, Yellow sticky -medium size	5,000	Dozen of 12								
29	Sticky, Yellow sticky –large size	5,000	Dozen of 12								
30	Tape, Cello tape medium size (2") 6 pcs on roll	3,000	Rolls of 6 Pcs								
31	Tape, Clear Tape, 3/4"	3,000	Rolls of 6 Pcs								
32	Tape, Masking Tape, 3/4"	3,000	Rolls of 6 Pcs								
33	Tray, Paper tray plastic - 4 tier	800	Pcs								
34	White board, small	50	Pcs								
35	White Board, medium	50	Pcs								
36	White Board, large	50	Pcs								
37	White board, White board eraser	400	Pcs								
38	Cartridge, Cartridge HP 121 Black	300	Pcs								
39	Cartridge, Cartridge HP 121 Colour	300	Pcs								
40	Cartridge, Cartridge HP 122 Black	300	Pcs								
41	Cartridge, Cartridge HP 122 Colour	300	Pcs								
42	Cartridge, Cartridge HP 135, Colour	300	Pcs								
43	Cartridge, Cartridge HP 135,black	300	Pcs								
44	Cartridge, Cartridge HP 61 Black	300	Pcs								
45	Cartridge, Cartridge HP 61 Tri Color	300	Pcs								
46	Cartridge, Cartridge HP 30A (CF230) Tri Color	300	Pcs								
47	Toner, Laser Jet Toner 05A Techpro or HP	300	Pcs								
48	Toner,Laser Jet Toner 35 A	300	Pcs								
49	Toner,Laser Jet Toner 49 A	300	Pcs								
50	Toner,Laser Jet Toner 85 A	300	Pcs								
51	Toner,Laser Jet Toner Hp 283A	300	Pcs								
52	Toner,Laser Jet Toner Hp 78A	300	Pcs								
53	Toner,Laser Jet Toner Hp 226A	300	Pcs								
54	Bags, Clear Bags (12 pieces)	5,000	Dozen								
55	Basket , Waste paper basket metallic	200	Pcs								
56	Basket , Waste paper basket plastic	200	Pcs								
57	Batteries, Batteries Kodak AA	1,000	Pairs								
58	Batteries, Batteries Kodak AAA	1,000	Pairs								
59	Binder, Holes Binder	2,000	Pcs								
60	Board, Black board medium	50	Pcs								
61	Board, Clip Board	5,000	Pcs								
62	Books, Counter book blue 2Q	2,000	Pcs								
63	Books, Counter book blue 3Q	2,000	Pcs								
64	Books, Counter book blue 4Q	2,000	Pcs								
65	Books, Short hand book with spiral binding A4	2,000	Pcs								
66	Books, Short hand book with spiral binding A5	2,000	Pcs								
67	Calculators, Casio calculators model MJ-120T(medium)	300	Pcs								
68	Clips, Binder Clips - Large	5,000	Dozen(12 Pcs)								
69	Clips, Binder Clips - Medium(1-5/8, 41mm)	5,000	Dozen(12 Pcs)								
70	Clips, Binder Clips - Small	5,000	Dozen(12 Pcs)								
71	Clips, Paper Clips - 33MM (10 small Boxes in a large box)	5,000	Box								
72	Clips, Paper Clips No. 2 pkt of 10	5,000	Dozen(12 Pcs)								
73	Clips, Paper Clips No. 3 pkt of 10	5,000	Dozen(12 Pcs)								
74	Diaries A4	1,500	Pcs								
75	Diaries A5	1,500	Pcs								

76	Duster for black board	300	Pcs								
77	Envelope, Brown Envelopes- A2 (packet of 50)	5,000	Pckts								
78	Envelope, Brown Envelopes- A3 (packet of 50)	5,000	Pckts								
79	Envelope, Brown Envelope –A4 (Packet of 50)	5,000	Pckts								
80	Envelope, Brown Envelopes -A5 (packet of 50)	5,000	Pckts								
81	Envelope, Brown Envelopes -A6 (packet of 50)	5,000	Pckts								
82	Envelope, White Envelopes- A2 (packet of 50)	5,000	Pckts								
83	Envelope, White Envelopes- A3 (packet of 50)	5,000	Pckts								
84	Envelope, White Envelopes- A4 (packet of 50)	5,000	Pckts								
85	Envelope, White Envelopes -A5 (packet of 50)	5,000	Pckts								
86	Envelope, White Envelopes -A6 (packet of 50)	5,000	Pckts								
87	File, Document wallet plastic	5,000	Pckts								
88	File, File Dividers	5,000	Pckts								
89	File, File folders (Spring)	5,000	Pckts								
90	File, Spring file plastic	5,000	Pckts								
91	File, Spring files	5,000	Pckts								
92	Files , Box files (Ring binder)	5,000	Pckts								
93	Files , Box files manila A4	5,000	Pckts								
94	Files , Pamphlet box files	5,000	Pckts								
95	Files, Suspension files	5,000	Pckts								
96	Flip chart, Flip chart paper -30 sheets	5,000	Pckts								
97	Flip chart, Flip chart stand	5,000	Pckts								
98	Folder, Glow hanging Folder	5,000	Pckts								
99	Folders, Plastic file folders	5,000	Pckts								
100	Folders, Plastic folder file	5,000	Pckts								
101	Glue, Glue stick Dolphin type 20grm	500	Pcs								
102	Glue, Office 25 g	500	Pcs								
103	Holders, Plastic pen holders (Desk organizer)	2,000	Pcs								
104	ID Holder	3,000	Packets of 50								
105	ID, Identity card plastic double sided	3,000	Packets of 50								
106	ID, Identity card plastic single sided	3,000	Packets of 50								
107	Ink pad	100	Pcs								
108	Key Tags(100Pcs)	300	Packets of 50								
109	Laminating A3 Sheets	300	Rim of 50								
110	Laminating A4 Sheets	300	Rim of 50								
111											
					Total USD	**0**	**-**		**0.00**		

Please Include:

- Quote validity -12 Months
- Unit price in USD after Deduction of Discount
- Item details ie brand names of quoted items
- Terms of delivery - WRSS Juba Warehouse
- Product availability
- Terms of payment

Company Name:	
Contact Name:	
Address:	
Cell Phone:	
Email:	

Authorized By: name and sign *Date*