

For DRC to Complete			For Supplier to Complete	
Item	Description	Unit	Offered specification <i>Insert details of goods offered including specifications and Brand/Model offered if applicable</i>	Unit Price excluding VAT
1	Ball Pen,50pen/box Blue,Red,Green	Box		
2	A4 Envelopes, white ,250 pcs/box	Box		
3	A5 Envelopes ,white, 250 pcs/box	Box		
4	Tape dispenser 19mm width,20mm length	Piece		
5	Small Scotch Tape, transparent.	Piece		
6	Scissors ,stainless steel,plastic handle,Small size	Piece		
7	Scissors ,stainless steel,plastic handle,Medium size	Piece		
8	Scissors ,stainless steel,plastic handle,Large size	Piece		
9	Pencils with eraser, pack of 12	Pack		
10	Plastic Pencil Sharpener Pack of 12	Pack		
11	Eraser,white,small size,pack of 20	Pack		
12	Highlighters all colors	Piece		
13	Permanent Marker all colors	Piece		
14	White board Marker all colors	Piece		
15	Glue liquid stick,36 gr,medium size	Piece		
16	Glue stick,8 gr ,small size	Piece		
17	Colored Ribbon	Piece		
18	Note book,lined,A4	Piece		
19	Note book,lined,A5	Piece		
20	White Board Eraser	Piece		
21	Board Cleaner bottle 80 ml	Bottle		
22	Magnets for magnetic board (6 magnets 2 cm)	Box		
23	Magnetic white board & flip chart stand,with wheels 70x100cm	Piece		
24	Plastic Ruler 30 cm	Piece		
25	Plastic Ruler 100 cm	Piece		
26	A4 papers 500 sheet/ream	Ream		
27	A3 papers 80gr, 500 sheet/ream	Ream		
28	A3 papers colored,500 sheet/ream	Ream		
29	A4 papers colored,500 sheet/ream	Ream		
30	Black binder clips 19mm Metal 12 clips/Pack	Pack		
31	Black Binder Clips 25mm Metal 12 clips/Pack	Pack		
32	Black Binder Clips 32mm Metal 12 clips/Pack	Pack		
33	Black Binder Clips 50mm Metal 12 clips/Pack	Pack		
34	Medium Puncher UP to 16 sheets	Piece		
35	Puncher up to 50 sheets	Piece		
36	Stapler small up to 10 sheets	Piece		
37	Stapler medium up to 24 sheets	Piece		
38	Staples # 10	Piece		
39	Staples 24/6	Piece		
40	Stapler Remover	Piece		
41	Paper Clips 28mm Length pack of 100	Pack		
42	Paper Clips 33mm Length pack of 100	Pack		
43	Attach Clips 25 mm Length pack of 100	Pack		
44	Colored paper clips,small size ,33mm (100pcs/Pack)	Pack		
45	Colored paper clips,Medium size,50mm (50pcs/Pack)	Pack		
46	Correction tape	Piece		
47	Correction pen	Piece		
48	Document Tray, three layers,plastic,transparent	Piece		
49	Punched Sheet protectors,A4,80u,transparent,100 sheets/pack	Piece		
50	Storage box,(Set of 3) L:280,W 133 H 135.	Piece		
51	Archive box file,size 30x39x10cm	Piece		
52	Cardboard corner box,size 25x32x10 cm	Piece		
53	Cardboard portfolios A4 Size,with 2 rubber band	Piece		
54	Storage box 44x36x29 cm,capacity 5 box files	Piece		
55	Envelope bag with button size A4	Piece		
56	Plastic colored separator 6 division	pack		
57	Suspension file,legal size	Piece		
58	Box file 28x35x8cm - Gray & black Color	Piece		
59	Box file 28x32x8cm - Gray & black Color	Piece		
60	Box file 28x32x4cm - Gray & black Color	Piece		
61	Self Adhesive Sticky White Labels 15 Sheets A5 Pack, 20x38x100 mm	Pack		
62	Page marker flags,4 colors,50 sheets per color.	Pack		
63	Key holder 48/pack	Pack		
64	Pen stand,metal & round	Piece		
65	Calculator 12 digits	Piece		

66	Flip chart paper,25 sheets,80 gr	Pack	
67	Flip chart paper,50 sheets,80 gr	Pack	
68	White board & magnetic flip chart stand 70x100cm	Piece	
69	White board & non magnetic flip chart stand 70x100cm	Piece	
70	Magnetic white board with Aluminium frame & front tray 120x180 cm	Piece	
71	Magnetic white board with Aluminium frame & front tray 90x180 cm	Piece	
72	Cork board with Aluminium frame 45x60 cm	Piece	
73	Cork board with Aluminium frame 60x90 cm	Piece	
74	Cork board with Aluminium frame 90x120 cm	Piece	
75	push pins plastic color/pack of 100	Pack	
76	Sticky notes, sign here	Pack	
77	Stick notes cube,5 colors,7.5x7.5cm	Pack	
78	Stick notes , colors, 5cm x 4cm	Pack	
79	White index Cards 13x20 cm, squares	Pack	
80	Name Badge Vertical	Piece	
81	Plastic Clip Boards A4 Size	Piece	
82	Stamp Pads Medium	Piece	
83	Stamp Pads Large	Piece	
84	Ink for Stamp Blue	Piece	
85	Ink for Stamp Red	Piece	
86	Rubber band pack of 500 gr	Pack	
87	USB 32 GB	Piece	
88	Double sided tape 24mmx 9m	Piece	
89	Uniball EYE Fine pens 0.7mm all colors	Piece	
90	Uniball EYE Micro pens 0.5 mm all colors	Piece	
93	Invoice book ,2 ply, 12x17 cm,50 sheets	Piece	
94	Paid Stamp	Piece	
95	Cancelled Stamp	Piece	
96	laptop bags Good quality	Piece	
97	Wireless mouse similar to Lenovo 300 Wireless Compact Mouse	Piece	
98	AA Batteries pack of 2	pack	
99	AAA Batteries pack of 2	pack	
100	Batteries C pack of 2	pack	
101	Batteries D pack of 2	pack	
102	Pencil case /Fabric /Defferent colors	Piece	
103	Clipboard A4 With Clip	Piece	
104	Colored carton (50*70cm)	Piece	
105	Scotch Packaging Tape transparent Clear 48mm X 66m	Piece	
106	Glitter Glue Tube 177ml	Piece	
107	Metallic Glue Tube 100ml	Piece	
108	Mesh Paper Tray A4 3 Tire Black	Piece	
109	Mesh Paper Tray A4 2 Tire Black	Piece	
110	Coloring Pencils (12 pc /small size)	Pack	
111	Coloring Pencils (12 pc /Big size)	Pack	
112	Coloring Pencils (24 pc /small size)	Pack	
113	Coloring Pencils (24 pc /Big size)	Pack	
114	Emotion Stickers (Happy Faces)	Pack	
115	Blue Tack 12 pcs/pack 60g	Pack	
116	Puzzle (Wooden cubes (6-12 aged)	Piece	
117	Matching Cards game	Piece	
118	Wood round beads	Piece	
119	Plastic Mathematical instruments set	Piece	
120	Blister Scissors safe for Kids	Piece	
121	A4 blinder folder black with 2 rings	Piece	
122	Laptop Backpack 15.6" W/Multi Pocket	Piece	
123	White Board and flip chart stand without wheels	Piece	
124	Yearly Agenda ,60mgs,1 day/Page	Piece	
125	Yarn string	Piece	
126	Faux pearl for bracelet 100pcs/pack	Piece	
127	Hand Puppet	Piece	
128	Colored Balloons, 100 pcs /pack, different forms (Helix,latex..)	Pack	
129	Gouache painting bottle, 1000 ml all colors	Bottle	
130	Bag cartoon 20*30 cm	Piece	
131	Bag cartoon 25*35 cm	Piece	
132	Colored Balloons, 100 pcs /pack, regular form	Pack	
133	Gift wrapping paper for events, activities and training 5m all colors	Piece	
134	Elastic Brecelet stretchy string	Piece	
135	stress ball	Piece	
136	spiral note book (A4 150 sheets)	Piece	
137	spiral note book (A5 300 sheets)	Piece	
138	Mini Clay 6 colors	Piece	

Notes:

- The above unit price should be **VAT excluded and in USD**
- Selection is based on the Best Value for Money criteria, including availability of items, price & quality.
- The attached RFQ template and other documents attached should be signed and enclosed to this template or the offer will be disqualified (not meeting the administrative requirement)

Date: _____

Contact person: _____

Signature & Stamp: _____