

SFCG seeking to have a Long Term Agreement (LTA) for:

Stationary Supply Company

Companies willing to apply are requested to send an email to: rhaddad@sfcg.org and sghaddar@sfcg.org titled **Stationary Supply LTA tender**, including:

- 1- Company documents (Business registration / commercial registry / tax registration)
- 2- Contact person
- 3- Business references 3 customers (Preferred I-NGOs)
- 4- Singed and stamped price quotation as per the request (reflect TVA in the quotation)

Request

- a- Send a price quotation for the attached list of items (SFCG ref Stationary list)
- b- Delivery of requests and items to Search office –Sioufi – achrafieh

Support staff from SFCG will contact the shortlisted companies for further information.

Deadline for bids submission is Tuesday 19 September 2019 at 15:00.

SFCG Ref Stationary list			
#	Item	Description	Unit
1-Filing System			
1	Box Files	38x32x8 cm	Pc
2	Ring Binders	4R "D" 38 mm	Pc
3	Documents Envelopes	29.7x21 cm (A4)	Pack
4	Hanging Suspension Files	37x24cm	Pack
5	Band Files	A3 ,A4 , A5	Pack
6	BinderMax Protector Sheet	(A3 , A4 , A5) 80 mic	Pack
7	Magazine Holder	-	Pc
8	Corner Archive Box	23x31x10 cm	Pack
9	Archive Storage Box	44x36x29 cm	Pack
2-Desk Accessories			
10	Mini Puncher	up to 10 sheets	pack
11	Stapler	up to 10 sheets	pack
12	Attach Clips	All sizes	pack
13	Binder Clips	All sizes	pack
14	Magnetic Clip Box	-	pack

15	Thumb Tacks	-	pack
16	Push Pins	-	pack
17	Rubber Bands	all sizes	pack
18	scissors	-	pack
19	Cutting knife	Heavy	pack
20	Stainless Ruler	-	item
21	Stamp Ponds	-	item
22	Preinked stamps	printing stamps	item
23	Dated Stamp+text	-	item
24	Tape Dispenser	Medium	item
25	Memo holder	A4	item
26	Pen Stand Holder	-	item
27	Document Tray	A4	item
28	Mesh Tray	A4	item
29	File Cabinet	A4	item
30	Waste Basket	small	Item
31	Desktop Calculator		Item
3-Paper Product			
32	Business cards printing	pack of 50	Pack
33	Copy Paper	white/Premium	Pack
34	Note Book	10.5x14.8cm / Side Open / 50 sheets	Pack
35	Lined Copy Books	96 sheets / Lined	Pack
36	Sticky Notes	Brilliant/ post notes	Pack
37	Film Index Tab Arrow	Brilliant/ post notes	Pack
38	Info Flag	Brilliant/ post notes	Pack
39	Duplicate/ triplicate book	Standard	Pack
40	Invoice numbered book	Standard	Pack
41	receipt book	Standard	Pack
42	Delivery order book	Standard	Pack
43	Agenda	leather 2019	Pack
4-writing instruments			
44	Ball pen	Blue/red/black/green	Pack
45	Grip Ball Pen	Blue/red/black/green	Pack
46	Roller Pen	Blue/red/black/green	Pack
47	Sign pen	Blue/black	Pack
48	Eye Roller	Blue/black	Pack
49	Z-Needle Pad	Blue/black	Pack
50	Highlighter	all colors each	Pack
51	Tank Highlighter	4 colors	Pack
52	Flip chart marker	Blue/red/black/green	Pack
53	Permanent Marker	Blue/red/black/green	Pack
54	white board Marker	Blue/red/black/green	Pack
55	Paint Marker	Blue/red/black/green	Pack
56	Window Maker	Blue/red/black/green	Pack
57	Pencils	-	Pack
58	coloring pencils	-	Pack

59	Eraser	Small sized	Pack
60	sharpner	Small sized	Pack
61	correcting pen	-	Pack
62	correction tape	Mini	Pack
5-Glue And Adhesive Tapes			
63	Glue Stick	Small	Pack
64	White Glue	Small	Pack
65	Adhesive tape	33mmx12m	Pack
66	Packing tape	Clear	Pack
67	Packaging tape	44mmx50m	Pack
68	Scotch tape	44mmx115m	Pack
69	Double Sided Tape	19 mm x 32.9m	Pack
70	Masking tape	24 mm x 30m /38mmx20m	Pack
71	tack-it	-	Item
72	Measuring tape	-	Item
6-Multimedia			
73	USB	2.0 16GB+	Item
74	CD-R	extra protection	Pack
75	DVD-R	Printing availability	Pack
7-Visual Presentation			
76	Magnetic White Board	45x60/60x90/90x120	Item
77	Cork Bulletin Board	-	Item
78	Board Stand 161x97 cm	161x97 cm	Item
79	Triangle Tripod Flip Chart	-	Item
80	Flip Chart Paper Pads	-	Pack
8-Office equipment Machinerie			
81	Desk Side Shredder	15sheets	Item
82	Trimmer	-	Item
83	Manual Binding Machine	A4 Size	Item
84	Dymo Letra Tag	LT-100H	Item
9-Other			
85	Brochure Holder	double cased	Item
85	Iron Zigzag Brochure	A4	Item
85	Holder	A4	Item
85	Name badge	ID size	Pack
85	Name badge Holder	ID size	Pack