



Subject: Request for Quotations

Company Name		PRF Number	N/A
Registration No. <small>(7.5% deduction if not available)</small>		Date of Quotation	
Address		Expected Delivery Date	N/A
Telephone		Validity of Quotation	1 Year
E-mail			

Description of services and/or goods billed:

Procurement of Stationary Preferred Suppliers LTA 2024

Right to Play would like to invite you to submit your price offer based on details identified in the below table, 15 -March-2024 is the last date to submit your offer.

Description	Type of Unit	Type of Unit / PC	Unit Price USD Including VAT	Total USD Including VAT
Office Stationary				
A3 Paper	(Pack of 5)	1	USD 0.00	USD 0.00
A4 colored	(Pack of 5)	1	USD 0.00	USD 0.00
A4 Paper	80 gr / 1 Box (pack of 5)	1	USD 0.00	USD 0.00
Adhesives : double sided	1 pc	1	USD 0.00	USD 0.00
Attach Large - metal	Box	1	USD 0.00	USD 0.00
Attach Medium - metal	Box	1	USD 0.00	USD 0.00
Attach Small - metal	Box	1	USD 0.00	USD 0.00
Clips	50mm	1	USD 0.00	USD 0.00
Clips	33mm	1	USD 0.00	USD 0.00
Invisible Tape	18mm*20mm	1	USD 0.00	USD 0.00
Invisible Tape	12mm*20mm	1	USD 0.00	USD 0.00
Pen- Blue, Red, Green, Black	Box of 50	1	USD 0.00	USD 0.00
Compaq flipchart papers	80g 600m*850m- 25 sheets	1	USD 0.00	USD 0.00
corrector pens (tipex)	(pack)	1	USD 0.00	USD 0.00
Erasers	(Pack)	1	USD 0.00	USD 0.00
Fasteners	80 mm	1	USD 0.00	USD 0.00
Glue stick (UHU)	Small	1	USD 0.00	USD 0.00
Glue stick (UHU)	Medium	1	USD 0.00	USD 0.00
Glue stick (UHU)	Large	1	USD 0.00	USD 0.00
Patafix	(Pack)	1	USD 0.00	USD 0.00
Gel Ink Pen 0.5 Blue, red	Box of 50	1	USD 0.00	USD 0.00
Gel Ink Pen 0.5 Colored (for highlighting)	pc	1	USD 0.00	USD 0.00
Pencil	(pack of 12)	1	USD 0.00	USD 0.00
permanent marker black, Blue, Red, Green	(pack of 12)	1	USD 0.00	USD 0.00
Scotch film for tape dispenser	(Medium)	1	USD 0.00	USD 0.00
Scotch film for tape dispenser	(large)	1	USD 0.00	USD 0.00
Scotch film for tape dispenser	(large)	1	USD 0.00	USD 0.00
sharpener	Hard Plastic	1	USD 0.00	USD 0.00
plastic ruler	30cm	1	USD 0.00	USD 0.00
stick notes	76*76 mm / 5 colors	1	USD 0.00	USD 0.00
stick notes	small / 5 colors	1	USD 0.00	USD 0.00
Text liner marker phosphoric colors, Pink, Green, Mauve, Blue etc...	1 Pack of 12 pcs	1	USD 0.00	USD 0.00
white board marker Black, Blue, Red, Green	1 Pack of 12 pcs	1	USD 0.00	USD 0.00
White Board Mope		1	USD 0.00	USD 0.00
Sticky Page Marker	20*50 mm clear	1	USD 0.00	USD 0.00
Sticky Page Marker	20*50 mm Neon	1	USD 0.00	USD 0.00
Metal Ruler	50 cm	1	USD 0.00	USD 0.00
Metal Ruler	30 cm	1	USD 0.00	USD 0.00
Clip Board Covered Mazonite 26*38 Clip 12Cm	1.00	1	USD 0.00	USD 0.00
Invisible Magic Tape Roll 18mm*30m	1.00	1	USD 0.00	USD 0.00
Scotch Tape Crystal Clear 15mm*33m 10 Rolls	10 rolls	1	USD 0.00	USD 0.00

Scotch Tape Crystal Clear 12mm*33m 12 Rolls	12 rolls	1	USD 0.00	USD 0.00
Scotch Tape Crystal Clear Crystal Clear 19mm*33m 8 Rolls	8 rolls	1	USD 0.00	USD 0.00
Glue Pen 50ML	1 pc	1	USD 0.00	USD 0.00
Patafix 50gr White	1 pc	1	USD 0.00	USD 0.00
Tack-it 6 Colours	1 pc	1	USD 0.00	USD 0.00
Desk / office Accessories				
Stapler 24/6 30 Sheets Black		1	USD 0.00	USD 0.00
Staples for 24/6 30 Sheets Black	Pack of 1000	1	USD 0.00	USD 0.00
staple remover Black		1	USD 0.00	USD 0.00
Scissors	medium size	1	USD 0.00	USD 0.00
Calculator	16 digits	1	USD 0.00	USD 0.00
Flipchart stand	Fixed Legs	1	USD 0.00	USD 0.00
Flipchart stand	Ruler Legs / Mobile	1	USD 0.00	USD 0.00
Magnetic White Board	120 * 240	1	USD 0.00	USD 0.00
Magnetic White Board	A1+	1	USD 0.00	USD 0.00
Magnetic White Board	60 * 90	1	USD 0.00	USD 0.00
Magnetic White Board	90 * 120	1	USD 0.00	USD 0.00
Magnetic White Board	90 * 180	1	USD 0.00	USD 0.00
Magnetic White Board	120 * 180	1	USD 0.00	USD 0.00
Office 'Foot Rest Plastic		1	USD 0.00	USD 0.00
Office 'Foot Rest Metal		1	USD 0.00	USD 0.00
Laptop Stand with Fan		1	USD 0.00	USD 0.00
Laptop Stand without fan		1	USD 0.00	USD 0.00
Stamp Ink Blue	30 ml	1	USD 0.00	USD 0.00
Cleaner Spray White Board	250 ml	1	USD 0.00	USD 0.00
Office chair pad (Cushion)- Memory foam		1	USD 0.00	USD 0.00
Office chair pad (Cushion) - Natural Latex		1	USD 0.00	USD 0.00
Metal paper puncher		1	USD 0.00	USD 0.00
Badge Holder Plastic 9*6.5Cm	Hard Plastic	1	USD 0.00	USD 0.00
Name Badge Yarn Cotton With Clip or hook	pc	1	USD 0.00	USD 0.00
Metal Mesh Metal 3-Tier Tray	pc	1	USD 0.00	USD 0.00
Desk Organizer Mesh Wire Black	pc	1	USD 0.00	USD 0.00
Metal Mesh Rotatable Pencil Holder 13*13.5cm	pc	1	USD 0.00	USD 0.00
Metal Mesh Pencil + Paper Holder 4 Holes 15.5*10.5*10.2cm black	pc	1	USD 0.00	USD 0.00
Metal Mesh trash bin - Medium - black	pc	1	USD 0.00	USD 0.00
Mouse Pad With Microban Antibac 24 x 27.8 x 0.6cm	pc	1	USD 0.00	USD 0.00
Badges (Name tags) - solid hard plastic	PC	1	USD 0.00	USD 0.00
Labelling Key Chains	(Pack)	1	USD 0.00	USD 0.00
Notebook	A4- 48 SHEETS	1	USD 0.00	USD 0.00
Notebooks	A4- 72 SHEETS	1	USD 0.00	USD 0.00
Pins for cork boards	colored- medium-30 mm	1	USD 0.00	USD 0.00
Cork Board	45* 90	1	USD 0.00	USD 0.00
Cork Board	60* 90	1	USD 0.00	USD 0.00
Cork Board	90* 120	1	USD 0.00	USD 0.00
Cork Board	120* 180	1	USD 0.00	USD 0.00
Spiral Notebook	A4	1	USD 0.00	USD 0.00
Spiral Notebook	A5	1	USD 0.00	USD 0.00
Arts & Crafts				
Decorative stickers	(Pack)	1	USD 0.00	USD 0.00
colored Cardboard	A2 (Pack)	1	USD 0.00	USD 0.00
Acrylic paint	(Pack of 12)	1	USD 0.00	USD 0.00
colored sticked	Box of 5	1	USD 0.00	USD 0.00
pom poms	Box of 5	1	USD 0.00	USD 0.00

glitter	Box of 5	1	USD 0.00	USD 0.00
feathers colored	(Pack)	1	USD 0.00	USD 0.00
Water Color Pencils 36 Colors	(Pack of 36)	1	USD 0.00	USD 0.00
Water Color Pencils 24 Colors	(Pack of 24)	1	USD 0.00	USD 0.00
Water Color Pencils 12 Colors	(Pack of 12)	1	USD 0.00	USD 0.00
Face mask carton	(white)	1	USD 0.00	USD 0.00
Heavy Duty Cutter	pc	1	USD 0.00	USD 0.00
glue gun - 20W HL-E20W	pc	1	USD 0.00	USD 0.00
glue gun - Large Ac100 240V 60W HT-3101	pc	1	USD 0.00	USD 0.00
Masking tape - paper	1 cm	1	USD 0.00	USD 0.00
Masking tape - paper	1.5 cm	1	USD 0.00	USD 0.00
Paint brushes	(Pack) - 6 PCS	1	USD 0.00	USD 0.00
Paint palette	(10 or 12 colors)	1	USD 0.00	USD 0.00
rubber bands	1 kg	1	USD 0.00	USD 0.00
Sparkles/ glitter	Pack of 5 / different colors	1	USD 0.00	USD 0.00
White Wood Glue - ghereh	500 g.	1	USD 0.00	USD 0.00
White Wood Glue - ghereh	1 kg	1	USD 0.00	USD 0.00
Crepe Paper Roll 38gm 2.5m*50cm / colored	1 roll	1	USD 0.00	USD 0.00
Wax Jumbo Crayons 12 colors	(Pack of 12)	1	USD 0.00	USD 0.00
Polymer Clay 57gr Assorted Color		1	USD 0.00	USD 0.00
Felt Non Adhesive 40cm*60cm*2Mm 380Gr / colored	1 pc	1	USD 0.00	USD 0.00
Balloon 12inch 100/Bag	pack of 100	1	USD 0.00	USD 0.00
Aluminum Wire Cc:2.5 * 10 Meter / colored	1 pc	1	USD 0.00	USD 0.00
Brass Wire 0.6Mm 6 Meter / colored	1 pc	1	USD 0.00	USD 0.00
Acrylic Wool Yarn 100gr Colored	1 pc	1	USD 0.00	USD 0.00
Spray Paints 400ml Assorted Colors	1 pc	1	USD 0.00	USD 0.00
Spray Paints 400ml Gold & Silver	1 pc	1	USD 0.00	USD 0.00
Spray Paints 400ml Bright Gold, Chrome & Fluorescent Colors	1 pc	1	USD 0.00	USD 0.00
Cloth Tape 48mm*13.7m / colored	1 pc	1	USD 0.00	USD 0.00
Cloth Tape 36mm*13.7m / colored	1 pc	1	USD 0.00	USD 0.00
Craft Structural Adhesive Glue Plus Tip E6000	1 pc	1	USD 0.00	USD 0.00
Multipurpose Spray Adhesive 385gr	1 pc	1	USD 0.00	USD 0.00
Glue Sticks 1 Kg Thick 25cm	1KG	1	USD 0.00	USD 0.00
Glue Sticks 1 Kg Thin 15cm	1KG	1	USD 0.00	USD 0.00
Filing & Packing				
A4 solid plastic Protector 80 mic or more heavy duty	Envelop / 11 holes for 2,3,4-ring binder (Box) 0.08mm	1	USD 0.00	USD 0.00
Protector A4 sheets with button	(pack of 100)	1	USD 0.00	USD 0.00
Protector A4 sheets with holes 80 mic or more horizontal with lock	(pack of 100)	1	USD 0.00	USD 0.00
pocket files		1	USD 0.00	USD 0.00
Box Files - Black	Small / Thin	1	USD 0.00	USD 0.00
Box Files - Black	Regular	1	USD 0.00	USD 0.00
Box Files Thick	Big	1	USD 0.00	USD 0.00
binder	clip 2"	1	USD 0.00	USD 0.00
binder clip	1"	1	USD 0.00	USD 0.00
binder clip	3/4"	1	USD 0.00	USD 0.00
binder clip	1, 1/4"	1	USD 0.00	USD 0.00
binder clip	1, 5/8"	1	USD 0.00	USD 0.00
Box Files - Black	Small / Thin	1	USD 0.00	USD 0.00
Archive storage Cartoon Box	(36 * 44 * 29)	1	USD 0.00	USD 0.00
Packing Tape	48mm*50yrd Transparent	1	USD 0.00	USD 0.00
Separators File boxes	(5 divisions)	1	USD 0.00	USD 0.00
Separators File boxes	(12 divisions)	1	USD 0.00	USD 0.00

Suspension files	(383*415*58 mm)	1	USD 0.00	USD 0.00
Zipper files	plastic	1	USD 0.00	USD 0.00
Divider Alphabetic	ABC	1	USD 0.00	USD 0.00
Pvc Box File A4 8*28*32Cm		1	USD 0.00	USD 0.00
Pvc Box File A4 28*32*4Cm		1	USD 0.00	USD 0.00
Label For Boxfile 10 Labels		1	USD 0.00	USD 0.00
Label For Boxfile 10 Labels Adhesive		1	USD 0.00	USD 0.00
Storage Box 44X36X29Cm Craft Color		1	USD 0.00	USD 0.00
Exchange or return facility?				
Delivery to South North & Beirut?				
Delivery time (same day, 2 days, 3 days)				
Payment terms (Monthly, weekly or upon delivery?)				
Payment in Cash Letter or Bank Wire Transfer?				

•Prices in USD and Including VAT
•Please send your offer signed & stamped
•Please send the filled excel along with items photos
•All items should be the original
•Right to Play is not obliged to award all items to one supplier.
•Right to Play is not bound to accept the lowest offer.

Additional comments by the supplier:

Signature & Company Stamp by the supplier

PLEASE SPECIFY WHETHER YOU WANT YOUR PAYMENT AS:
 BANK TRANSFER
 BANK LETTER
Please Note: Right to Play will not cover the cost of bank fees for cash letters. Furthermore, for bank transfers, we will only assume responsibility for internal bank charges, and the supplier is expected to cover all corresponding charges related to his bank.

