

REQUIREMENTS AND PRICE SCHEDULE

GENERAL OFFICE STATIONERY

S/NO	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
1	Fine point ball pen (blue)	500 pcs		
2	Fine point ball pen (red)	500 pcs		
3	Fine point ball pen (black)	500 pcs		
4	Globe box file	144 pcs		
5	Binding spiral size 8mm, 10mm, 12mm, 14mm	2 pkts 2 pkts 2 pkts 2 pkts		
6	Binding cover +transparent (blue)	10 pkts each		
7	Blackboard rulers	12 pcs		
8	Cellotape Afri	48 pcs		
9	Counter book A4 3 Quire	60 pcs		
10	Counter book A5	60 pcs		
11	Dusters (for white board)	100 pcs		
12	Embossed paper (conqueror)	20 reams		
13	Fullscap (kasuku)	60 reams		
14	Glue stick pritt	60 pcs		
15	Graph paper (green squared)	12 reams		
16	Highlighter (assorted colors)	24 pcs		
17	Vehicle log book	12 pcs		
18	Elimu lesson book	120 pcs		
19	Manila paper (assorted color)	500 pcs		
20	Permanent marker Snowman	36 pcs		
21	Mark book 1 Quire	120 pcs		
22	Masking tape	60 pcs		
23	Machine roll size 1.25mm	100 pcs		
24	Machine roll size 2.25mm	100 pcs		
25	Small notebook (hard cover)	36 pcs		
26	Office glue (small size)	6 pcs		
27	Paper clips (medium size)	12 pkts		
28	Paper clips (small size)	12 pkts		
29	Photocopying paper A4 (white)	500 reams		
30	Photocopying paper A3 (white)	10reams		
31	Coloured photocopying paper A4	20 reams		
32	HB pencils	265 dozens		
33	Rubber bands	10 pkts		
34	Staples pins 24/6	15 boxes		
35	Elimu school register	72 pcs		
36	Executive assorted spring file	144 pcs		

37	Thumb pins (colored)	24 pkts		
38	Thumb pins (ordinary)	24 pkts		
39	White out (Bic)	24 pcs		
40	White board markers (steadtler)	600 pcs		
41	Sticker pad (ordinary)	12 pcs		
42	Sticker pad (big size)	12 pcs		
43	Staplers (kangaroo)	16 pcs		
44	Scissors	6 pcs		
45	Paper Punch	12 pcs		
46	Chalk white (dustless)	1 box		
47	Coloured pencils	90 pkts		
48	Metallic sharpeners	48 dozen		
49	Eraser steadtler	255 dozen		
50	Crayons (pelican)	630 pkts		
51	Luminious manila paper	300 pcs		
52	Letter head A4	12 reams		
53	Letter head A5	6 ream		
54	Consumable stores ledger book big size	12 pcs		
55	Flip chart	1ream		
56	Requisition book	12 pcs		
57	LPO book	12 pcs		
58	Name tags	12pcs		
59	Mathematical set	12pcs		
60	Clip board	12 pcs		
61	Rulers	120 pcs		
62	Cash register ribbon	12pcs		
63	Suspension files	100 pcs		
64	Table sharpener	12 pcs		
65	Sugar paper (black)	100 pcs		
66	Envelope size A5 manilla	1000 pcs		
67	Envelope Size A4 manilla	1000 pcs		
68	Envelope size A3 manilla	500 pcs		
69	Envelope size B4 manilla	1000 pcs		
70	Envelope DL white	2000pcs		
71	Envelope size A5 (white)	1000 pcs		
72	Envelope size A4 (white)	1000Pcs		
73	A5 48pages plain Geometry	270 pcs		
74	A5 48 pages graph book (110mm)	210 pcs		
75	A5 48 staffed Music	330 pcs		
76	A5 48 pgs 1/3 Inch squared	90 pcs		
77	A5 48 pgs single ruled	120 pcs		
78	A5 48 pgs squared	120 pcs		
79	A5 64 pgs Single ruled	90 pcs		
80	A5 80 pgs single ruled	1470 pcs		
81	A5 80 pgs squared	180 pcs		

82	A5 80 pgs plain	90pcs		
83	A5 96 pgs single ruled	900pcs		
84	A5 120 pgs single ruled	3340 pcs		
85	A5 120 pgs squared	300 pcs		
86	A5 200 pgs single ruled	510 pcs		
87	A5 200 pgs squared	300 pcs		
88	A4 120 pgs single ruled	1190 pcs		
89	A4 120 pgs squared	120 pcs		
90	A4 120 pgs plain	150 pcs		
91	A4 200 pgs single ruled	1710 pcs		
92	A4 200 pgs squared	420 pcs		
93	A4 25 pgs artist sketch pad	540 pcs		
94	A3 25 pgs artist sketch pad	360 pcs		
95	A5 45 pgs school dairies	1000 pcs		
96	Certificates A4	500 pcs		
	TOTAL PRICE			

SELLER'S NAME_____

COMPANY_____

SIGNATURE_____

DATE_____

OFFICIAL STAMP_____

ADDRESS _____ TEL NO. _____

EMAIL: _____

FOR OFFICAL USE ONLY

OPENED BY _____ DESIGNATION _____

SIGNATURE _____ DATE _____

CHECKED BY _____ DESIGNATION _____

SIGNATURE _____ DATE _____