

INVITATION TO BID (ITB)

Vendor / Company Name: _____

Date: _____

Cell phone: _____

Date: 12 th December 2024	No. of pages including this page: 7
Tender Title: Supply of Stationery materials	Ref no:

Submission:

Completed tender documents (Mandatory Requirement along with the Quote) in sealed envelope clearly marked with the title **Supply of Stationery materials** must be deposited in the tender box located at WVS Hargeisa Office before the deadline date and time (updated the date and time), and recorded in the attendance sheet.

Closing deadline: time: 12.00 pm date: 25th December 2024

Important: Offers transmitted in any other manner than those indicated above will not be considered.

Requirements:

World Vision Somaliland Office intends to establish Frame Work Agreements with several key suppliers for the **Supply of Stationery materials** indicated below. World Vision Somaliland invites your company to make an offer based upon the conditions stated in this Request for Quote.

Important:

Offers transmitted in any other manner than those indicated above will not be considered.

Requirements:

World Vision Somaliland invites pre-qualified and reputable Suppliers with proven experience in **Supply of Stationery materials**, to make an offer based upon the conditions stated in this invitation to tender for the Items in Annex 1.

Your offer should clearly indicate:

1. Unit price as per the attached RFQ
2. Price should be net after deduction. Applicable Taxes must be clearly stipulated and separated from the base costs.
3. Validity of the offer should be three year valid.
4. Delivery time upon receive of LPO
5. Bidders are required to stamp RFQ once they indicate the prices. Any unstamped **BOQ/QUOTE** will be **DISQUALIFIED**
6. Inclusive of the Transport cost up to delivery place WVSLD office in Hargeisa.

7. Total Delivery Duty Un paid (DDU) (or some other Incoterm) Price:
8. Confirmed delivery schedule/lead time from order date to delivery:
9. Detailed specifications (if different from stipulated specifications):

Information to bidders:

1. Currency of offer should preferably be in US Dollars, but in case local currency is offered, the comparison of offers will be based on the prevailing rate of exchange.
2. World Vision reserves the right to accept the whole or part of your offer.
3. World Vision Somaliland reserves the right to accept or reject any application (bid), and is not bound to give reasons for its decisions. Canvassing or giving false information will lead to automatic disqualification.

1. Mandatory Requirements:

- Provide a certified copy of business registration (company/organization)
- Provide a certified copy of tax registration
- References including names and contact information from previous clients who can be contacted regarding relevant experience
- Successful bidder will be required to sign World Vision Supplier Code of Conduct form

Financial Capacity

- Submit competitive fixed price rate per item
- Submit Official Bank Transactions report signed and stamped for the last 6 Months.

Price quotation.

Item Description*	UOM code*	Quantity	Unit Price
Bond Paper,80 gsm , Plain , white, A4 size,500 Sheets per ream(printer or copier paper)	Ream	1	
Pads, A4, 80 pages ,Executive writing, ruled, 210 x 297 mm	Pad	1	
Pads, 76x127mm , 100 sheets , colours : yellow or sky blue	Pad	1	
Note Books-Ruled A5, Stiff cover, (148 x 210 mm) A5, 50 leaves	Pad	1	
Note Books-Ruled A4, Stiff cover, (210 x 297 mm) A4 , 50 leaves	Pad	1	

Note Books-Ruled A5, Stiff cover, (148 x 210 mm) A5 , 100 leaves	Pad	1	
Carbon Paper,A4, Single-sided , blue , 210x297mm , packets of 100 sheets	Packet	1	
Cello tape, Masking tape 2 inches	Each	1	
Packaging tape, Buff - 2 inches	Each	1	
Writing paper, Ruled feint , A4 size , in reams of 500 sheets	Each	1	
Writing paper, Ruled feint , A5 size , in reams of 500 sheets	Pad	1	
Self-adhesive note paper,A6 ,	Each	1	
Log books or pads,A5 For vehicle movement recording	Pad	1	
Label papers, Different colors	Each	1	
White board duster -Plastic with wiping felt	Each	1	
Staple removers-Light duty, stainless steel with plastic butts	Each	1	
Staple removers-Heavy duty, stainless steel with plastic butts	Each	1	
Staplers-Rapid 17 medium duty	Each	1	
Staplers-26/6 and heavt duty	Each	1	
Staple guns-Heavy duty	Each	1	
Scissors-Small, stainless steel with plastic handles	Each	1	
Scissors-Larqe ,210mm, stainless steel with plastic handles	Each	1	
Manual pencil sharpener-metal with desk clamp	Each	1	
Pens ball point blue, black, red, Sic-Smooth writing , plastic tubing , medium point	Box of 50	1	
Pens ball point blue, black, red, Sic-Smooth writing , plastic tubing , fine point	Box of 50	1	

Pencils-Lead , rubber tipped	Each	1	
White board markers-Different colors, non-indelible ink , in packs of 10	Box	1	
Magic ,IVlarkers-Kound telt tip ,water proot instant dry ink, assorted colors	Each	1	
Highlighters Markers-Free flowing non blot ink, assorted colors	Each	1	
Correction fluid-White correctinQ fluid,20ml with thinners	Set	1	
Indelible Ink -Black,22 x 30ml nozzle bottles	Each	1	
Indelible Ink -Red,22 x 30ml nozzle bottles	Each	1	
Endorsing Ink -Black ,22x30ml nozzle bottles	Each	1	
Endorsing Ink -Red ,22x30ml nozzle bottles	Each	1	
Ink / stamp pads-Metal, with ink absorbent foam, large 11cmx7cm	Each	1	
Ink/ stamp pads-Plastic, with dual ink absorbent pads, medium, 5"x3"	Each	1	
Document Dividers-with numbers and alphabet, A4 Size, ream of 100	Ream	1	
Envelopes A3-324 x 458 mm, Khaki , manila paper , self-adhesive	Box	1	
Envelopes A4-A4 , Khaki , manila paper, self-adhesive, 229 x 324 mm	Box	1	
Envelopes A5, White Color, manila paper, self-adhesive	Box	1	
Envelopes 9x4-9x4 , Khaki , manila paper , self-adhesive ,110 x 220 mm	Box	1	

Envelopes 140 x 200 mm-140 x 200 mm, Khaki, manila paper, self-adhesive	Box	1	
Window envelopes-9x4 , Khaki , manila paper , self-adhesive ,110 x 220 mm	Box	1	
Window envelopes-140 x 200 mm , Khaki , manila paper , self-adhesive	Box	1	
Spring Files with Spring Clamp A43, PVC , large	Each	1	
Files - Lever arch, Lever arch , Hard board paper, larQe ^l	Each	1	
Files - Lever arch, Lever arch , PVC , large	Each		
Files - Plain, Paper 240 gsm, assorted colours	Each	1	
Files - Suspension, Paper, 240 gem , with hanging hooks, assorted colours, PVC	Each	1	
Files - Accessible, Paper, 240 gsm , printed , with spring clips, assorted colours in packs of 25	Box	1	
Files- Box. Box, document storage with spring clamp, hard board paper	Each	1	
Files - Box, Box, document storage with spring clamp, PVC board	Each	1	
Flip Chart paper-30 Sheets per Roll	Roll	1	
Flip Chart paper-50 Sheets per Roll	Roll	1	
Clip board, Full scap, flat, plastic	Each	1	
Clip board	Pack	1	
waste paper baskets, 12 litres, plastic buckets	Each	1	
Rubber bands-Packets of 100 gm No 32	Each	1	

Clasp fasteners (Bull dog clips)- Small , stainless steel	Each	1	
Clasp fasteners (Bull dog clips)- Medium stainless steel	Box	1	
Clasp fasteners (Bull dog clips)- Large stainless steel	Box	1	
Paper clips medium -33mm, 10 x 100 pieces	Box	1	
Paper clips large-50mm, 10 x 100 pieces	Box	1	
Staple wires 9/10-In packs of 5,000	Box	1	
Staple wire 26/6-In packs of 5,000	Pack	1	
Staple wire for staple gun- 5/16x1cm, In packs of 5,000,	Pack	1	
Thumb tacks -Drawing, Boxes of 100	Pack	1	
Glue stick-Adhesive , 36g, Prestik	Pack	1	
Sticky stuff/stick gum-For wall mounting, Prestik	PC	1	
Tag fasteners-File taQs, treasury 100 gm	PC	1	
Paper Shredding Machines	PC	1	
Punching Machine, Small, light Duty	PC	1	
Punching Machine, Medium Duty	PC	1	
Punching Machine, Heavy Duty	PC	1	
Calculators , Pocket Casio 12 - Oiqit , Solar powered	PC	1	
Calculators, Desk top Casio 12 - Digit , Solar powered	PC	1	
Calculators , Desk top Casio 14 - DiQit, Solar powered	PC	1	
Calculators , Desk top Casio 16 - Battery/Electricity powered	PC	1	

Calculators , Scientific Casio 12 - Pocket, Solar powered	PC	1	
Stapler heavy Duty	Each	1	
Stapler Deli small	Each	1	
Stapler Deli medium	Each	1	
Stapler Kangrao Medium	Each	1	
Plastic Ruler	PC	1	
4 Quire Hard Cover Register Books	PC	1	
Flip Chart	PC	1	
4 Tray Printer Ink Cartridges(Laser jet pro 400 MFP)	PC	1	
Photo Copy	Page	1	
Printer Pages	Page	1	