

Annex A - List of Required Items
ITB/2022/018 - OFFICE STATIONERY

S/N	Item Description
<u>Writing Instruments</u>	
1	Ball pen (Blue - Black - Red - Green) (Bic or similar)
2	Pen - Eye Roller (Blue) - 0.7mm (Uniball or similar)
3	Pen - Eye Roller (Black) - 0.7 mm (Uniball or similar)
4	Pen - Eye Roller (Red) - 0.7 mm (Uniball or similar)
5	Pen - Eye Roller (Green) - 0.7 mm (Uniball or similar)
6	Pen - Fine Line (Blue) - 0.8 mm (Uniball or similar)
7	Pen - Fine Line (Black) - 0.8 mm (Uniball or similar)
8	Pen - Fine Line (Red) - 0.8 mm (Uniball or similar)
9	Pen - Fine Line (Green) - 0.8 mm (Uniball or similar)
10	Pen - Fine Line (Blue) - 0.3 mm (Uniball or similar)
11	Pen - Fine Line (Black) - 0.3 mm (Uniball or similar)
12	Pen - Fine Line (Red) - 0.3 mm (Uniball or similar)
13	Pen - Fine Line (Green) - 0.3 mm (Uniball or similar)
14	Pencil, best quality, box (Faber Castell / Pelikan or Similar)
15	Highlighter (Set of 4 Colors : Yellow - Pink - Blue - Green)(Faber Castell / Stabilo or Similar)
16	Permanent Marker (Blue, black, red, Green) / Bullet Tip (Faber Castell / Stabilo or Similar)
17	White Board Marker (Blue, black, red, Green) (Faber Castell / Stabilo or Similar)
18	White Board Eraser
19	Pencil sharpener (Metal) (Faber casttel or similar)
20	Eraser (Fabel Castell / Staedtler or similar)
21	Correction Pen (Tip Ex or similar)
22	CD/DVD marker Colored
<u>Glue and Adhesive tape</u>	
23	Glue Stick 21 gr (UHU or similar)
24	Adhesive tape, 33mmx12 mm (Tesa / Scotch or similar)
25	Adhesive tape, 33mmx15 mm (Tesa / Scotch or similar)
26	Adhesive tape, 33mmx19 mm (Tesa / Scotch or similar)
27	Adhesive tape, 33mmx25 mm (Tesa / Scotch or similar)
28	Packing Tape, Transparent 50 mm (Tesa / Scotch or similar)
29	Packing Tape, Brown 50 mm (Tesa / Scotch or similar)
30	Double sided Foam Tape 19mmx1m (Tesa / Scotch or similar)
31	Double sided Foam Tape 12mmx9mm (Tesa / Scotch or similar)
32	Tack it (Fabel Casttel or similar)
33	Anti - Slip 5mx50mm
<u>Computer Accessories</u>	
34	DVDR 4.7 GB (Sony or similar)
35	USB 8 GB (Kingstone or equivalent)
36	USB 16 GB (Kingstone or equivalent)
37	USB 32 GB (Kingstone or equivalent)
38	External HDD Slim powered over USB - 1 TB (Seagate , WD or Similar)
39	External HDD Slim powered over USB - 2 TB (Seagate , WD or Similar)
40	Keyboard stickers Arabic (White letters on black background)
41	Keyboard stickers English (White letters on black background)

42	Keyboard stickers French (White letters on black background)
43	Mouse rest pad with wrist cushion
44	Power Extension - Length 1.5-2 meters - Plugs 3-4 - Plugs type schuko
45	Power Extension - Length 1.5-2 meters - Plugs 5-6 - Plugs type schuko
46	Power Extension - Length 3 - 4 meters - Plugs 3 - 4 - Plugs type schuko
47	Power Extension - Length 3 - 4 meters - Plugs 5 -6 - Plugs type schuko
48	Power Extension - Length 5 - 6 meters - Plugs 3-4 - Plugs type schuko
49	Power Extension - Length 5 - 6 meters - Plugs 5 - 6 - Plugs type schuko
50	Power adaptor EU to UK
51	Power adaptor UK to EU
<u>Visual Presentation</u>	
52	Magnetic White board (45cmx60cm) (Luxe or Equivalent)
53	Magnetic White board (60cmx90cm) (Luxe or Equivalent)
54	Magnetic White board (90cmx120cm) (Luxe or Equivalent)
55	Magnets for magnetic board 2 cm
56	Cork Bulletin board (45cmx60cm) (Luxe or Equivalent)
57	Cork Bulletin board (60cmx90cm) (Luxe or Equivalent)
58	Cork Bulletin board (90cmx120cm) (Luxe or Equivalent)
59	Basic Tripod Flipchart (66cmx101cm) (Luxe or Equivalent)
60	Flip chart papers
<u>General Office Supplies</u>	
61	Name Badge Vertical (Hard Plastic / without Clip) (Data Zone / Binder ax or Equivalent)
62	Name Badge Horizontal (Hard Plastic / without Clip) (Data Zone / Bindermax or Equivalent)
63	Name Badge (Soft Plastic with clip) (Data Zone / Bindermax or Equivalent)
64	Battery AA (Energizer / Duracell or similar)
65	Battery AAA (Energizer / Duracell or similar)
66	Battery C (Energizer / Duracell or similar)
67	Battery D (Energizer / Duracell or similar)
68	Battery 9V (Energizer / Duracell or similar)
69	Foot Rest
70	Back Rest
<u>Desk Accessories</u>	
71	Punch, two hole (Up to 25 Sheets) (KW-trio or Equivalent)
72	Heavy duty Punch, two hole (Up to 100 Sheets) (KW-trio / Deli or Equivalent)
73	Stapler (Up to 10 Sheets) (KW-Trio/ Deli or Equivalent)
74	Stapler (Up to 25 Sheets) (KW-Trio/ Deli or Equivalent)
75	Heavy Duty Stapler (Up to 100 Sheets) (KW-Trio/ Deli or Equivalent)
76	Staples remover (Deli or Equivalent)
77	Staples for Normal Stapler (24/6) (Sigma or Equivalent)
78	Staples for Normal Stapler (26/6) (Sigma or Equivalent)
79	Staples for Heavy Duty Stapler (23/8) (Sigma or Equivalent)
80	Staples for Heavy Duty Stapler (23/13) (Sigma or Equivalent)
81	Staples for Heavy Duty Stapler (23/23) (Sigma or Equivalent)
82	Attach Clips 33 mm Length (Foska / Memoirs-Precious)
83	Attach Clips 50 mm Length (Foska / Memoirs-Precious)
84	Attach Clips 78 mm Length (Foska / Memoirs-Precious)
85	Attach Clips Holder - Magnetic box (Deli/Elsoon or equivalent)
86	Push Pins
87	Binder Clips - Metal Clip - Color Black - 15 mm (Longchen or similar)
88	Binder Clips - Metal Clip - Color Black - 25 mm (Longchen or similar)
89	Binder Clips - Metal Clip - Color Black - 32 mm (Longchen or similar)

90	Binder Clips - Metal Clip - Color Black - 51 mm (Longchen or similar)
91	Rubber Band - 100g, 16mm (Memoirs- Precious or Equivalent)
92	Rubber Band - 100g, 26mm (Memoirs- Precious or Equivalent)
93	Rubber Band - 100g, 38mm (Memoirs- Precious or Equivalent)
94	Rubber Band - 100g, 51mm (Memoirs- Precious or Equivalent)
95	Rubber Band - 100g, 57mm (Memoirs- Precious or Equivalent)
96	Rubber Band - 500g, 51mm (Memoirs- Precious or Equivalent)
97	Scissors - Stainless steel - Plastic Handle - 17 Cm (Deli or Equivalent)
98	Heavy Duty Cutting Knife - Strong Plastic handle - Strong steel channel - adjustable and firm Blade lock
99	Cutter Blade Large
100	Plastic Ruler 15 cm (Faber Casttel/ Luxe or Equivalent)
101	Plastic Ruler 30 cm (Faber Casttel/ Luxe or Equivalent)
102	Stamp pad (Horse or Equivalent)
103	Ink for Stamp Pad (Horse or Equivalent) (Blue)
104	Ink for Stamp Pad (Horse or Equivalent) (Black)
105	Ink for Stamp Pad (Horse or Equivalent) (Red)
106	Ink for Stamp Pad (Horse or Equivalent) (Green)
107	Heavy weight tape dispenser (Elsoon or Equivalent)
108	Metal Pen stand (Memoirs-Precious / Elsoon or Equivalent)
109	Memo Holder (Memoirs-Precious / Elsoon or Equivalent)
110	Memo white paper (Bassile freres or Equivalent)
111	Plastic Stackable document Tray
112	Desktop Calculator 12 digits (Casio or similar)
113	Desktop Calculator 14 digits (Casio or similar)
114	Desktop Calculator 16 digits (Casio or similar)
115	Plastic Key tags color
116	Lockable Keys Locker (Size 100 keys)
117	Lockable Keys Locker (Size 200 keys)
<u>Filing Systems</u>	
118	Ring Binder A4 (2 Rings - 2.5 cm) (OPP or similar)
119	Ring Binder A4 (2 Rings - 3.5 cm) (OPP or similar)
120	Box File FC 28 x 35 x 8 cm (Black) (Extra or similar)
121	Box File FC 28 x 35 x 4 cm (Black) (Extra or similar)
122	Box File A4 28 x 32 x 8 cm (Black) (Extra or similar)
123	Box File A4 28 x 32 x 4 cm (Black) (Extra or similar)
124	Box File Voucher 28 x 17 x 8 cm (Black) (Extra or similar)
125	Box File FC 28 x 35 x 8 cm (Colored : Blue - Yellow - Red - Green etc) (OPP or similar)
126	Box File FC 28 x 35 x 4 cm (Colored : Blue - Yellow - Red - Green etc) (OPP or similar)
127	Box File A4 28 x 32 x 8 cm (Colored : Blue - Yellow - Red - Green etc) (OPP or similar)
128	Box File A4 28 x 32 x 4 cm (Colored : Blue - Yellow - Red - Green etc) (OPP or similar)
129	Box File Voucher 28 x 17 x 8 cm (Colored : Blue - Yellow - Red - Green etc) (OPP or similar)
130	FC, Adhesive labels for Box Files (Apli or similar)
131	A4, Adhesive labels for Box Files (Apli or similar)
132	Carton Separator A4 1-5 parts (Bassile Freres or similar)
133	Carton Separator A4 1-10 parts (Bassile Freres or similar)
134	Carton Separator A4 1-12 parts (Bassile Freres or similar)
135	Carton Separator A4 1-20 parts (Bassile Freres or similar)
136	Carton Separator A4 1-31 parts (Bassile Freres or similar)
137	Carton Separator A4 Jan to Dec (Bassile Freres or similar)
138	Plastic Separator A4 1-5 parts
139	Plastic Separator A4 1-10 parts

140	Plastic Separator A4 1-31 parts
141	Plastic Separator A4 Jan to Dec
142	Signature Book - 16 Dividers (Bassile Freres or Equivalent)
143	Carton 3 Flap band Files-Size A4 -Colors : Brown-Green-Red-Yellow- Blue
144	Clip Boards A4 Size -Folder with 2 inner Pockets -Colors: Red-Green-Blue-Black
145	Clip Boards A4 Size - Transparent
146	Archive storage Box - Corrugated Box - 44 x 36 x 29 cm
147	Archive storage Box - Corrugated Box - 44 x 33 x 29 cm
148	Report Folder / Clear Folder (A4 Size -White)
149	Report Folder / Clear Folder (A4 Size -Red)
150	Report Folder / Clear Folder (A4 Size -Yellow)
151	Report Folder / Clear Folder (A4 Size -Green)
152	Ring Binders (Size A4 - 2 Rings - 6 mm up to 22 mm
153	Clip Binders Size A4 - 6 mm up to 22 mm
154	Clear Book (Size A4 - 20 Pocket Clear)
155	Clear Book (Size A4 - 40 Pocket Clear)
156	Plastic Envelops (Clear Envelope with button) / Size A4
157	Sheet Protection (Size A4 - Transparent) (Color Red - Green - Yellow - White)
158	Twin File Folder - Size A4
159	Swing-File Folder - Size A4
160	Plastic Portfolio with Handel - Colored
161	Punched sheet protectors A4 Size
162	Suspension Files 37 cm with plastic name tags (Bassile freres or equivalent) (Green - Yellow - Red)
163	Plastic Fasteners for suspension files
164	Name Card Holder Book - 160 Cards (Bassile freres / Data Zone or Equivalent)
165	Name Card Holder Book - 204 Cards (Bassile freres / Data Zone or Equivalent)
166	ID card cover (good quality transparent plastic, size 6.5x10.5cm with lanyard)(Data Zone / Bindermax or Equivalent)
167	Laminating Pouches Glossy A4
168	Laminating Pouches Matt A4
169	Laminating Pouches Glossy A3
170	Laminating Pouches Matt A3
171	Laminating Pouches for IDs
172	Transparent briefing kits front cover
173	Colored briefing kits back cover
<u>Paper Product</u>	
174	Copy paper, A4, 500 sheets, white color , 80 Grs (IQ or similar)
175	Copy paper, A3, 500 sheets, white color , 80 Grs (IQ or similar)
176	Copy paper, A4, 500 sheets, colored , 80 Grs (IQ or similar)
177	Copy paper, A4, 500 sheets, white color , 180 Grs (IQ or similar)
178	Copy paper, A4, 500 sheets, colored , 180 Grs (IQ or similar)
179	Copy paper, A4, 500 sheets, white color , 300 Grs (IQ or similar)
180	Copy paper, A3, 500 sheets, white color , 180 Grs (IQ or similar)
181	Copy paper, A3, 500 sheets, white color , 300 Grs (IQ or similar)
182	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 8.5x12cm (Bassile freres or Similar)
183	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 7.6x10.5cm (Bassile freres or Similar)
184	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 10.2x14.8cm (Bassile freres or Similar)
185	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 11.8x16.87cm (Bassile freres or Similar)

186	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 14.4x21.5cm (Bassile freres or Similar)
187	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 16.8x24.5cm (Bassile freres or Similar)
188	Note Book - Spiral - Soft Cover - lines white paper -60 sheets- 21x29.7cm (Bassile freres or Similar)
189	University Copy Book A4 Size - 96 sheets (Bassile Freres or Equivalent)
190	Sticky Note 100 sheets /Pad - Yellow - 50x40mm (Post it or Equivalent)
191	Sticky Note 100 sheets /Pad - Yellow - 50x75mm (Post it or Equivalent)
192	Sticky Note 100 sheets /Pad - Yellow - 75x75mm (Post it or Equivalent)
193	Sticky Note 100 sheets /Pad - Yellow - 100x75mm (Post it or Equivalent)
194	Sticky Note 100 sheets /Pad - Yellow - 125x75mm (Post it or Equivalent)
195	Sticky Note 100 sheets /Pad - Colored - 50x40mm (Post it or Equivalent)
196	Sticky Note 100 sheets /Pad - Colored - 50x75mm (Post it or Equivalent)
197	Sticky Note 100 sheets /Pad - Colored - 75x75mm (Post it or Equivalent)
198	Sticky Note 100 sheets /Pad - Colored - 100x75mm (Post it or Equivalent)
199	Sticky Note 100 sheets /Pad - Colored - 125x75mm (Post it or Equivalent)
200	Film Index Tab 12x50 mm - 125 sheets - 5 mixed colors (Post it or Equivalent)
201	Black Calendar (Bassil freres or similar)
<u>Envelops</u>	
202	Envelope A6 (white), pcs
203	Envelope A6 (white with printed UNHCR logo), pcs
204	Envelope A6 (Brown with printed UNHCR logo), pcs
205	Envelope A6 with air bubbles (Brown with printed UNHCR logo), pcs
206	Envelope A5 (white), pcs
207	Envelope A5 (white with printed UNHCR logo), pcs
208	Envelope A5 (Brown with printed UNHCR logo), pcs
209	Envelope A5 with air bubbles (Brown with printed UNHCR logo), pcs
210	Envelope A4 (white), pcs
211	Envelope A4 (white with printed UNHCR logo), pcs
212	Envelope A4 (Brown with printed UNHCR logo), pcs
213	Envelope A4 with air bubbles (Brown with printed UNHCR logo), pcs
214	Envelope A4 with air bubbles (Brown without printed UNHCR logo), pcs
215	Envelope A3 (white), pcs
216	Envelope A3 (white with printed UNHCR logo), pcs
217	Envelope A3 (Brown with printed UNHCR logo), pcs
218	Envelope A3 with air bubbles (Brown with printed UNHCR logo), pcs