

Annex A - List of Required Items
ITB/2023/009 OFFICE HYGIENE ITEMS

S/N	Item	Description and technical requirements	Quoted goods matching requirements	Delivery lead time from PO date
1	Facial Tissues	<ul style="list-style-type: none"> •Material: The facial tissues should be made from soft, absorbent and durable materials and not to contain any harmful chemicals or irritants that may cause skin irritation or allergies •Ply: Two-ply •Sheet size: 21.5x20 CM •Number of sheets per pack: 150 sheets •Quality: soft, gentle and absorbent with good tear strength and lint-free properties •Packaging: should be made of cardboard (not plastic/nylon) •Environmental certifications: Should be certified as environmentally friendly and made with 100% recycled material 	YES / NO	calender days
2	Hand Wipes	<ul style="list-style-type: none"> •Material: Made from non-woven fabric or similar materials that are gentle on the skin. •Size: 18x20 CM (or near that size) •Wetness: Pre-moistened with a disinfecting solution •Disinfectant properties: Should contain disinfectant ingredients such as alcohol or benzalkonium chloride to help kill germs and bacteria. •pH Level: Should have a pH level that is neutral or close to neutral to avoid causing skin irritation. •Fragrance: Scented •Quantity: 80-100 sheets per pack •Environmental certifications: Should be certified as environmentally friendly 	YES / NO	calender days
3	Paper Cups	<ul style="list-style-type: none"> •Material: paperboard coated with polyethylene. Biodegradable or compostable material. •Size: 7 Oz and 9 Oz •Thickness: 200-250 GSM for 7 Oz and 250-300 GSM for 9 Oz •Environmental certifications: Should be certified as environmentally friendly 	YES / NO	calender days

Company:

Official Stamp: