

Terms of Reference				
Sr	Item Description	Specifications	UOM	Annual Projected Qty
1	Avery Card Matt Off White (Double AA)	As specified, 50 sheets packets	PKT	10
2	Avery Card Matt White (Double AA)	As specified, 50 sheets packets	PKT	10
3	Avery Card Plain Off White (Double AA)	As specified, 50 sheets packets	PKT	10
4	Avery Card Plain White (Double AA)	As specified, 50 sheets packets	PKT	10
5	Ball Pen Black (Dollar BP-3)	Standard, 10 Pen in a packet	PKT	25
6	Ball Pen Black (Piano 0.8 mm)	0.8 mm tip, 10 Pen in a packet	PKT	25
7	Ball Pen Blue (Dollar BP-3)	Standard 10 Pen in a packet	PKT	100
8	Ball Pen Blue (Piano 0.8 mm)	0.8 mm tip 10 Pen in a packet	PKT	100
9	Ball Pen Red (Dollar BP-3)	Standard 10 Pen in a packet	PKT	10
10	Ball Pen Red (Piano 0.8 mm)	0.8 mm tip 10 Pen in a packet	PKT	10
11	Batteries AA (Energizer)	Box of 40 Batteries, 20 pairs in a box	Box	25
12	Batteries AAA (Energizer)	Box of 40 Batteries, 20 pairs in a box	Box	25
13	Batteries D-Size (Energizer)	Box of 40 Batteries, 20 pairs in a box	Box	5
14	Blanko Fluid+ thinner (Pelikan)	Standard (single bottle fluid only) 2x20ml	EA	24
15	Board Marker Black	Round tip pack of 12 markers /Dollar/ Equivalent	Pkt	50
16	Board Marker Blue	Round tip pack of 12 markers /Dollar/ Equivalent	Pkt	50
17	Board Marker Green	Round tip pack of 12 markers /Dollar/ Equivalent	Pkt	50
18	Board Marker Red	Round tip pack of 12 markers /Dollar/ Equivalent	Pkt	50
19	Calculator	Casio 10-digit DS1B	EA	24
20	Clear Bags (Sanfa)	Standard	EA	50
21	Clear Protector Sheets	Standard, pack of 100 sheets A4 size	EA	10
22	Color Sticky Notes 3"x 4"	Sticky note pack of 12 Pieces	Pkt	50
23	Color Sticky Notes 4"x5"	Sticky note pack of 12 Pieces	Pkt	50
24	Color Sticky Notes 3"x 3"	Sticky note pack of 12 Pieces	Pkt	50
25	Color Sticky Notes 2"x 3"	Sticky note pack of 12 Pieces	Pkt	50
26	Yellow Stickers 2x3	Pack of 12 sets, Pelikan	Pkt	50
27	Yellow Stickers 3x3	Pack of 12 sets Pelikan	Pkt	50
28	Yellow Stickers 3x4	Pack of 12 sets Pelikan	Pkt	50
29	Yellow Stickers 5x4	Pack of 12 sets Pelikan	Pkt	50
30	Cork Board / Notice Board	Standard size 2x3	EA	12
31	Correction Pen (Dux)	Pack of 24	Box	10
32	Document Signature Book	20 leaves, dividers, fine quality	EA	12
33	Eraser (Pelikan AL-30)	Standard, box of 20	Box	10
34	Flip Chart (Double AA)	Set of 10 sheets	Set	100
35	Flipchart Paper stand	Standard height	Pcs	12
36	Glue Stick UHU (Medium)	40g Pack of 24	Pcs	12
37	Glue Stick UHU (Small)	21g Pack of 24	Pcs	12
38	Headed Envelope A3	14x18, 100 GSM, Printed Printed Envelope, 14x18 Single Colour Printing (Blue Colour), Wallet/Banker Style Envelope, With Adhesive on Flap, Paper: White 100 GSM (1,000 Envelopes	1
39	Headed Envelope A4	10x12, 100 GSM, Printed Printed Envelope, 10 x 12 Single Colour Printing (Blue Colour), Wallet/Banker Style Envelope, With Adhesive on Flap, Paper: White 100 GSM	1,000 Envelopes	1

40	Headed Envelope Legal	11x15, 100 GSM, Printed Printed Envelope, 11x15 Single Colour Printing (Blue Colour), Wallet/Banker Style Envelope, With Adhesive on Flap, Paper: White 100 GSM	1,000 Envelopes	1
41	Headed Envelope A5	8x10, 100 GSM, Printed Printed Envelope, 8x10 Single Colour Printing (Blue Colour), Wallet/Banker Style Envelope, With Adhesive on Flap, Paper: White 100 GSM	1,000 Envelopes	1
42	Highlighter Set Pelikan	Pack of 10 Pink, Yellow, blue, orange, green	Box	50
43	L Shape Folder Transparent	Good Quality, 50 folders in a packet	PKT	50
44	Lead Pencil Sharpener (Dux)	Pack of 50	Box	10
45	Lead Pencils DUX ART # 999	Pack of 12	Pkt	50
46	Lead Pencils Goldfish without easer	Pack of 12	Pkt	50
47	Notebook / Drafting Pad	A5, min 50 pages	EA	100
48	Notebook Spiral Binding	A7, 50 pages	EA	100
49	Notebook Spiral Binding	A5, 50 pages	EA	100
50	Notebook	A7, 50 pages	EA	100
51	Office Box File	Alfalsh A4 size	EA	500
52	Office Box File	NOKYA A4 size	EA	200
53	Office Scissors	8 inch Deli Brand	EA	100
54	Binder Clips 15mm	20 packets of 12 clips in a Box Quality Brand	Box	5
55	Binder Clips 19mm	20 packets of 12 clips in a Box Quality Brand	Pkt	5
56	Binder Clips 25mm	20 packets of 12 clips in a Box Quality Brand	Pkt	5
57	Paper Clips 28mm	Multicolor three flower Box of 10 packets, 50 pieces in each packet	Box	25
58	Paper Clips 33mm	Multicolor three flower Box of 10 packets, 50 pieces in each packet	Box	10
59	Paper Clips 50mm	Multicolor three flower Box of 10 packets, 50 pieces in each packet	Box	5
60	Paper Clips 75mm	Multicolor three flower Box of 10 packets, 50 pieces in each packet	Box	5
61	Paper Cutter (DELI)	Deli No. 2061 box of 24 pieces	Box	5
62	Blades for Paper Cutter (DELI)	for Deli No. 2061 packet of 10 blades	PKT	10
63	Paper Punch Medium	10–12 sheets RAPID SC 40	EA	50
64	Paper Punch Large	50 sheets KANGARO BP 900	EA	24
65	Paper Tray Two Step	Metal mesh	EA	50
66	Paper Tray Three Step	Metal mesh	EA	25
67	Paper Separator 1-10 (Plastic)	10 sheets	Set	50
68	Paper Separator 1-10 (Card)	10 sheets	Set	100
69	Pen Jar / Pencil Holder	Metal Mesh	EA	100
70	Pen Jar / Pencil Holder	Deli No 9147	EA	100
71	Permanent Marker Blue, Black, Red, Green	Round tip pack of 12 markers /Dollar/ Equivalent	Pkt	50
72	Photo Paper A4 Glossy	260 gm Pkt of 50 sheets	Box	10
73	Photo Paper A4 Matt	260 gm Pkt of 50 sheets	Box	10
74	Plastic File / Clip File	A4, Polar Bear KT 320	EA	100
75	Push Pins Colored	Box of 10 Pkts, 50 pins in each packet	Box	5
76	Register No. 20	No.20, Fine Paper, Abdul Rehman Register,	EA	24
77	2D Ring File Transperent	Nokia 1314	EA	200
78	2D Ring File Blue	No. 074 HB Blue	EA	100
79	Rubber Bands	1.25 inch, 350g pkt	Pkt	10
80	Scissors Large (Deli)	Standard	EA	100
81	Scissors Medium (Deli)	Standard	EA	100
82	Separator 05 Card	Standard	Set	100
83	Separator 05 Card Plastic	Standard	Set	100
84	Small Marker Black	Green / Dollar Pack of 10, round tip	Pkt	24

85	Small Marker Black, Blue, Green, Red, (Piano, Dollar, Mercury)	Standard, pack of 10	Pkt	100
86	Small Marker Black, Blue, Green, Red (Permanent)	Standard, pack of 4 markers	Pkt	50
87	Small Marker Black, Blue, Green, Red (Permanent)	Standard, pack of 10 markers	Pkt	25
88	Stamp Pad Blue, Red, Black	Crystal	EA	50
89	Stamp Pad Ink Blue, Red, Black	Good Quality	EA	50
90	Stapler	DELI 0326 With pin opener, for 24/6	EA	100
91	Stapler Small	For No.10 pins	EA	24
92	Staple Pins 24/6	Dollar Box of 20 pkts	Box	50
93	Stapler No.10	Dollar Box of 20 pkts	Box	5
94	Stapler Remover	Standard	EA	50
95	Double Tape	Good Quality, Foam 1" Roll Deer	Pcs	24
96	Paper Tape 1"	Good Quality, paper 1" Roll Deer	Pcs	24
97	PVC Packing Tape 2"	Brown Packing - Tape 2" (Dear) Good Quality	Pcs	200
98	Scotch Tape 1"	Deer, Good Quality	Pcs	500
99	Scotch Tape 1.5"	Deer, Good Quality	Pcs	50
100	Scotch Tape 2"	Deer, Good Quality	Pcs	100
101	Uniball Black. Blue, Red UB-157	Eye Fine	Pkt	100
102	Uniball Black, Blue, Red UB-177	Fine Deluxe	Pkt	100
103	Pointer Black, Red, Blue	Dollar, Pack of 12	Pkt	50
104	USB 128GB (3.0)	Kingston 128GB (3.0)	EA	12
105	USB 64GB (3.0)	Kingston 64GB (3.0)	EA	12
106	USB 32GB (3.0)	Kingston 32GB (3.0)	EA	50
107	USB 16GB (3.0)	Kingston 32GB (3.0)	EA	50
108	USB 8GB (3.0)	Kingston 8GB (3.0)	EA	100
109	White Board 3x4	Fine Quality	EA	24
110	Table Organizer Set		EA	50

Delivery time: within 2-3 weeks from issuance of Purchase Order and approval of samples by UNHCR.