

ANNEX B
2024/SOP/SCU/RFQ/004

TECHNICAL SPECIFICATIONS

Supplier Name:

Date:

S/N	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	INSERT SAMPLE PICTURES
1	Ball Point Pens Blue, Black and Red	100	Packet of 12 Pcs	
2	Binder clips B 19mm	50	Packet of 12 Pcs	
3	Binder clips B 25mm	50	Packet of 12 Pcs	
4	Binder clips B 32mm	50	Packet of 12 Pcs	
5	Binder clips B 41mm	50	Packet of 12 Pcs	
6	Binder clips B 51mm	50	Packet of 12 Pcs	
7	White Board Marker (Black)	50	Packet of 12 Pcs	
8	Permanent Markers (Assorted colours)	30	Packet of 12 Pcs	
9	Big size Box Office File: Cardboard Laminated File for filing of A4 size Paper	15	Box of 50 Pcs	
10	Hanging File Folders (Hard Card Material with Metallic Hanger Bar)	3	Box of 250 Pcs	
11	Plastic Clear Bag	5	Packet of 12 Pcs	
12	Hard card Clip File	80	Packet of 36 Pcs	
13	Correction Pen for Masking Errors	10	Packet of 12 Pcs	
14	A4 size drafting pad	20	Packet of 6 Pads	
15	A5 size Drafting Pad (40 sheet imported paper loop binding per pad)	200	Packet of 6 Pads	
16	A5 size Note Book (200 pages imported paper side loop binding (2:1 pitch)	50	Piece	
17	White Board Duster	50	Packet of 12 Pcs	
18	White Envelopes - 9x4 size, 100 gms	10	Packet of 50 Pcs	
19	White Envelopes - A4 size, 100 gms	3	Packet of 50 Pcs	
20	Pencil Rubber Eraser	4	Packet of 40 Pcs	
21	Flip chart 70 gms	200	Roll of 20 Sheets	
22	Flip Chart Stand	5	Piece	
23	Gel Pen (Black, Red, Blue) uni eye or equivalent	8	Packet of 12 Pcs	
24	Gel Pen (Black, Red, Blue) uni signo or equivalent	4	Packet of 12 Pcs	
25	Highlighter (Assorted colours)	20	Packet of 12 Pcs	
26	A4 size laminating sheets 80 mm	4	Packet of 50 Pcs	
27	Notice board size 2x3 feet	10	Piece	
28	Notice board size 3x4 feet	10	Piece	
29	Packing Tape 2"	50	Piece	

30	A4 size Photocopying / printing paper: 210 x 297mm, outstanding white colour, 80 gsm, 500 sheets per pack, Smooth surface with low dust content with no jams, sticking and curling of paper to provide a quality finished result (Double A or equivalent)	500	Box of 5 Reams	
31	A3 size Photocopying / printing paper: outstanding white colour, 80 gsm, 500 sheets per pack, Smooth surface with low dust content with no jams, sticking and curling of paper to provide a quality finished result (Double A or equivalent)	4	Box of 5 Reams	
32	Pencil	8	Packet of 12	
33	Medium Size Paper Punch Machine	24	Piece	
34	Heavy Duty Paper Punch Machine	4	Piece	
35	Push Pins	10	Packet	
36	Scissors 6.5"	4	Packet of 12 Pcs	
37	Scotch tape 1"	20	Packet of 12 Pcs	
38	Scotch tape 2"	5	Packet of 6 Pcs	
39	Separator (5 pieces in 1 Packet)	20	Set of 20 Packets	
40	Separator (10 pieces in 1 packet)	10	Set of 20 Packets	
41	Small size Sharpener	50	Packet of 50 Pcs	
42	Heavy duty Sharpener	5	Pieces	
43	Signature Folder / book for A4 size documents with (18 card dividers)	5	Pieces	
44	Soft Chart (Standard size and assorted colors)	10	Roll of 50 Pieces	
45	Crystal Stamp Pad Executive	10	Pieces	
46	Crystal Stamp Pad Ink	10	Bottles	
47	Staple Pin size 26/6 mm	8	Box of 20 Packets	
48	Staple Pin size 23/17	2	Box of 20 Packets	
49	Stapler with remover (2 in 1) Standard size	24	Pieces	
50	Heavy Duty Stapler	5	Pieces	
52	Sticky Notes or Post it Notes 3x3	10	Packet of 12 Pads	
53	Metalic Desk organizers / Pen or pencil stand	10	Pieces	
54	White Board 2x3 Feet	8	Pieces	
55	White Board 4x3 Feet	5	Pieces	
58	Calculator Casio-DJ220/DJ240-Original or equivalent	10	Pieces	
59	Certificate Card A4 Size Simple	5	Packet 100 Sheets	
60	Certificate Card A4 Size Textured/ Check Card	5	Packet 100 Sheets	
70	Correction Fluid Pelican double / (2 x 20 ml bottle) or Equivalent	24		
71	Glossy Photography Paper 6x4	10	Packet of 50 Sheets	

72	Glossy Photography Paper A4	10	Packet of 50 Sheets
73	Gum / glue Stick 21 gms	2	Packet of 12 Pcs
74	L Shape Folder A4 - Transparent	15	Packet of 12 Pcs
75	Hand held Paper Cutter	5	Packet of 12 Pcs
76	Presentation Folders (For A4 size paper)	50	Pieces
77	Ruler Steel 12"	3	Packet of 12
78	Transparent sheet Protector FS	50	Packet of 100 Pcs

NAME OF THE COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NAME OF AUTHORIZED COMPANY'S REPRESENTATIVE _____

SIGNATURE / STAMP OF THE COMPANY _____