# TERMS OF REFERENCE (TOR)

## FRAMEWORK SUPPLY OF OFFICE STATIONERY, PANTRY AND GENERAL CONSUMABLES

| Document information | Details |
|---|---|
| Procuring entity | Médecins Sans Frontières – Eastern Africa (MSF EA), Nairobi, Kenya |
| Requesting unit / contract owner | People & Culture Department |
| Procurement approach | Competitive invitation for framework supply agreements, with bids accepted by product lot |
| Contract duration | Indicative framework period: 12 months from the effective date; final term as stated in the invitation and contract |
| Delivery location | MSF Eastern Africa offices in Nairobi, Kenya; delivery point and receiving contact will be specified on each purchase order |
| Pricing currency | Kenyan shillings (KES); identify applicable taxes and any delivery charges separately |
| Reference inventory | 101 articles in six lots, detailed in Annex B |
| Accompanying document | MSF_EA_Office_Supplies_Annex_A_Supplier_Pricing_Schedule.xlsx (editable financial quotation template) |

## 1. Background

MSF Eastern Africa requires recurring supplies for normal office operations, staff refreshments, housekeeping, meetings and general administrative activities. The supplied inventory contains kitchen and pantry products, hygiene and cleaning materials, kitchen utensils and appliances, stationery, filing supplies and certain specialised/branded items. Purchases may be made from supermarkets, office-supply wholesalers, specialist distributors or other legally eligible retailers.

This tender is intended to establish an agreed supply arrangement for orders placed as needs arise. It is not a request for a single bulk delivery of all items. MSF EA may appoint one or more qualified suppliers per lot, in accordance with the stated evaluation and contractual conditions.

## 2. Objective and expected outcomes

To establish a panel of capable suppliers under agreed commercial and delivery conditions so MSF EA can purchase compliant office and pantry products when requested, without having to re-negotiate basic terms for every order.

- Obtain transparent, comparable item-level pricing based on common product specifications and quotation units.
- Maintain adequate availability, quality, traceability and delivery of routine office products.
- Allow appropriate equivalents, where approved, without using brand references to restrict competition unnecessarily.
- Document receipt, acceptance, price changes, replacements and supplier performance for each order.
- Deliver goods only against an authorised MSF EA purchase order and provide the records required for receipt and payment.

## 3. Scope of supply and lots

The 101 listed articles are grouped into six lots. A bidder may submit for one or more lots and shall identify any items not offered. Each lot will be considered separately.

| Lot | Category | Source lines |
|---|---|---|
| L1 | Pantry, drinks and refreshments | 15 |
| L2 | Cleaning, hygiene and disposable consumables | 17 |
| L3 | Kitchenware, utensils and appliances | 14 |
| L4 | Paper products, notebooks and presentation paper | 12 |
| L5 | General office stationery, filing and desk accessories | 40 |
| L6 | Specialised, branded and occasional equipment | 3 |

The full list of 101 articles and corresponding technical specifications appears in Annex B. The same reference descriptions and identifiers are used in Annex A. Durable kitchen equipment may be subject to separate warranty and after-sales obligations.

## 4. Technical specifications and product standards

### 4.1 Standardised item definitions

The technical requirements for each item are set out in Annex B and repeated in the Annex A pricing schedule. Bidders must state the exact brand or model, net content, packaging and proposed unit of sale, and identify any variance from the specified requirement. The quotation must be based on a clearly described unit and, where applicable, a conversion to the MSF reference unit.

Any clarification requested by a bidder must be submitted through the formal tender clarification channel. MSF EA will communicate amendments to the technical specifications or reference units to all bidders through the same process.

### 4.2 Brand names and equivalent products

Brand references (including BROOKSIDE, NESCAFE, KERICHO, MUMIAS, JIK and OMO) describe the requested product or an indicative benchmark, unless an expressly stated compatibility or standardisation requirement applies. Equivalent products may be proposed if their compliance with the published specifications is demonstrated. MSF-branded products require approval of the artwork and proofs before manufacture.

### 4.3 Packaging, conformity and samples

- Supply original, authentic goods that match the purchase order, agreed brand or approved equivalent, pack size and quality standards.
- Food and beverage products must be sealed and suitable for their intended use, with clear product identity, dates and reasonable remaining shelf life as specified by MSF.
- Cleaning chemicals must be appropriately labelled, safely packed and accompanied by relevant safety information where applicable.
- Paper and stationery goods must meet approved dimensions, grammage, format and quality; items requiring MSF branding need prior proof approval.
- Electrical items and equipment must include the agreed warranty and operating information. Product samples or catalogues may be requested during evaluation where proportionate.
- Substitutions, changes in packaging, variants or equivalent products require written approval before dispatch; the supplier may not substitute unilaterally.

## 5. Ordering, delivery and receipt

### 5.1 Call-off orders

Goods will be ordered only through an authorised MSF EA purchase order or other approved purchasing instrument linked to the applicable framework agreement. An email inquiry, indicative forecast or framework award alone is not an instruction to deliver. Every order should state the item ID, accepted specification, quantity, unit price, destination, contact and agreed delivery date.

### 5.2 Availability, service levels and logistics

- Bidders must state stock status, typical order fulfilment time, delivery coverage and any minimum order amount per lot.
- Bidders must state standard delivery lead times, urgent-order capability, ordering and receiving hours, and any arrangements for collection by MSF rather than supplier delivery. Agreed service levels will be included in the framework agreement or relevant purchase order.
- A supplier must promptly advise MSF of stock-outs, likely delays and proposed solutions; no substitute or additional cost is authorised without a documented MSF decision.
- Transport and handling costs shall be either included in quoted unit prices or separately itemised using the common pricing schedule; no undisclosed fee may be charged.
- Deliveries must include an itemised delivery note with PO number, item ID, product description, quantity, batch/expiry where relevant and any partial fulfilment record.

### 5.3 Inspection, acceptance and returns

The MSF receiving function verifies quantity, condition, expiry (where relevant) and conformity against the PO and approved specification. A delivery note is evidence of delivery, not automatic acceptance of all goods. MSF may reject damaged, expired, counterfeit, incomplete or non-conforming items. Suppliers must replace or credit rejected goods under the agreed timeframe and return procedures at no additional cost where the non-conformity is attributable to the supplier. Formal acceptance is documented through the applicable goods-received record.

## 6. Supplier eligibility and capacity requirements

Bidders must demonstrate legal eligibility and operational capacity to supply the lot(s) offered. Mandatory submission requirements are specified in the invitation to tender and must be supported by appropriate evidence for the bidder's legal form.

- Current evidence of registration/incorporation, trading authority where applicable, valid tax registration and tax-compliance evidence as required for the chosen supplier and place of supply.
- Company profile and relevant experience supplying supermarkets, office clients, institutions or comparable organisations; where relevant, evidence of original product supply and traceability.
- Evidence of a reliable ordering channel, warehouse or retail stock access, and delivery arrangements for the proposed lots.
- Catalogue or manufacturer information, specifications and sample availability for goods requiring technical verification.
- Relevant staff contact details for ordering, service recovery and invoicing, and disclosure of subcontracted logistics or other third-party arrangements.
- Disclosure of conflicts of interest, related parties and any commercial incentives, referral fees or relationships that could compromise objective evaluation.
- Commitment to MSF supplier conduct expectations, relevant safety and confidentiality requirements and prohibition on unauthorised use of the MSF name or logo.

## 7. Bid submission and technical response

A compliant submission must include: (i) supplier registration and other declared mandatory documents; (ii) the lots offered; (iii) completed item-level quotation in Annex A; (iv) the offered brand,

model, pack size, lead time and a clear deviation statement; (v) delivery, stock and replacement arrangements; (vi) price validity and any proposed revision mechanism; and (vii) references or technical proof where requested.

Bidders shall not change or delete item IDs, compare different pack sizes without a clear conversion, or leave an item blank while claiming to provide it. “Not offered” must be expressly stated. Optional catalogue products may be proposed separately but are excluded from the standard comparison unless MSF formally amends the tender for all bidders.

## 8. Contractual and commercial conditions

### 8.1 Framework duration, non-exclusivity and forecasts

The indicative duration of the proposed framework is 12 months from the agreed effective date. The final term and any extension provisions will be set out in the invitation and resulting contract. An award does not guarantee a minimum quantity or value, nor confer exclusivity. Any indicative quantities are used only for evaluation and planning.

### 8.2 Price basis, discounts and reviews

Bidders shall quote prices in KES against the specified reference units and identify unit price excluding VAT, discounts, applicable VAT rate and delivery or handling charges. The bidder shall state the validity period and terms of any promotions or volume discounts. Any contract price adjustment requires prior written approval in accordance with the agreed review mechanism.

### 8.3 Taxes, invoicing and payment

Bidders shall identify the applicable VAT or other taxes in their proposal without assuming any exemption. Invoices shall be supported by an authorised purchase order, accepted goods-receipt evidence and the contracted prices. Payment terms and required tax documentation will be governed by the signed agreement.

### 8.4 Remedies, termination and integrity

The framework agreement will provide for remedies relating to late delivery, defective or non-conforming goods, unauthorised substitutions, overcharging, counterfeit products and supplier misconduct, as well as termination, confidentiality and dispute resolution. No change to price, product or scope may be charged without MSF EA’s prior written approval.

## 9. Evaluation and framework award methodology

### 9.1 Preliminary administrative screening – pass/fail

| Requirement | Evidence / decision basis |
|---|---|
| Legal and tax eligibility | Valid documents appropriate to supplier legal form and applicable tender conditions. |
| Acceptance of tender requirements | Completed declarations, signature, stated lots and no prohibited material exceptions. |
| Commercial transparency | Completed pricing in correct currency and per approved unit; clear taxes, delivery and discounts. |
| Conflict and integrity disclosures | Declarations and any required mitigation documented before award. |

### 9.2 Technical compliance and capacity assessment

Proposals will be assessed by lot for conformance with technical specifications, product authenticity and quality, item/stock coverage, delivery capacity, the returns process and warranty or shelf-life requirements as applicable. MSF EA may request catalogues, samples, references and evidence of supply arrangements. Any mandatory criteria or minimum qualification threshold will be communicated in the tender instructions.

### 9.3 Financial assessment – common basket per lot

Financial proposals will be compared using the same announced specification, quotation unit, tax assumptions and delivery basis for each item. Where the invitation supplies estimated quantities, the evaluated value of a lot will be determined by summing (published estimated quantity × evaluated unit price) across the applicable items. Lines without comparison quantities cannot be used for a quantity-weighted ranking.

- Compare compliant offers on an item-by-item and lot-level basis, with a common documented treatment of out-of-stock and unquoted lines.
- Do not rank suppliers solely on a grand total spanning different lots unless a combined award is expressly permitted by the tender.
- Check abnormally low or materially inconsistent prices through a common clarification process; any clarification or negotiation must follow the applicable procedure.
- Evaluate delivery fees, minimum order values, discounts and applicable taxes on the same basis for all suppliers.
- Contract awards will be based on the eligibility, technical compliance and financial evaluation rules stated in the tender invitation and may be made for one or more lots or suppliers.

### 9.4 Allocation of orders within the supplier panel

- MSF EA will place orders using the allocation or ordering mechanism specified in the framework agreement. Supplier selection for individual orders may consider contracted price, product compliance, stock availability and delivery requirements, consistent with the published framework terms.

## 10. Performance monitoring and supplier management

| Area | Measure / evidence | Required standard |
|---|---|---|
| On-time delivery | PO delivery date vs signed receiving date; any explained back-orders. | As agreed in the framework / purchase order |
| Order completeness | Delivered/accepted items and quantities vs PO. | As agreed in the framework / purchase order |
| Product conformity | Rejections, expired/damaged goods, wrong size or unapproved substitute. | As agreed in the framework / purchase order |
| Returns and corrections | Time to replace or credit rejected items. | As agreed in the framework / purchase order |
| Price accuracy | Invoice line prices and fees vs framework/PO. | No unauthorised variance |
| Service responsiveness | Time to acknowledge orders, notify shortages and resolve complaints. | As agreed in the framework / purchase order |

MSF EA will monitor timeliness, order completeness, product conformity, returns and price accuracy against the agreement. The supplier shall respond to documented service concerns and carry out agreed corrective actions.

## 11. Roles and decision rights

| Party | Responsibilities |
|---|---|
| People & Culture Department | Own item descriptions, consumption estimates, technical acceptance, reorder planning and operational supplier feedback. |
| MSF Procurement | Administer the agreement, issue authorised purchase orders, and manage contractual clarifications and changes. |
| Authorised requester / budget holder | Provide the approved order, requested quantities, destination and required delivery date. |
| Receiving / stores or designated owner | Inspect goods and record accepted quantities, shortages, damages, returns and receipt documents. |
| Finance | Process correctly supported invoices in accordance with the signed contract. |
| Supplier | Quote accurate products/prices, deliver approved goods on time, report shortages and resolve non-conformities. |

## 12. Deliverables and documentation

| Deliverable | Expected timing / evidence |
|---|---|
| Contracted price and product schedule | Signed framework with agreed item list, pack/unit, rates, delivery and revision terms before first call-off. |
| Order acknowledgement | Written acknowledgement identifying availability, quantity and delivery date within approved response time. |
| Goods delivery | Complete goods, itemised delivery note and any batch/expiry or warranty details as applicable. |
| Correction/credit | Replacement or credit documentation for rejected goods under agreed resolution time. |
| Periodic performance record | Order and pricing issues, stock-outs and relevant corrective action records at review intervals. |
| Invoice and supporting documents | Correct itemised invoice linked to PO and accepted goods receipt in agreed format. |

## 13. Annexes and quotation schedules

Annex A is the itemised price schedule for the 101 articles in six lots. Bidders shall complete the accompanying Excel file “MSF_EA_Office_Supplies_Annex_A_Supplier_Pricing_Schedule.xlsx”. The Word table below provides the same list and technical specifications for reference. Each bid shall indicate the offered unit, prices, discounts, tax, delivery costs, lead times and exceptions.

Annex B lists the 101 original item names and the associated technical specifications. The same item IDs, lots, descriptions and specification wording are used in Annex A and Annex B. Unless expressly amended through the tender process, bidders shall respond against the published specifications.

## Annex A – Itemised Pricing Schedule (101 lines)

The schedule reproduces the item names and technical specifications of Annex B. Suppliers must complete their prices in the Excel schedule without altering item IDs, lots or the MSF specification. Items not offered must be marked accordingly; the absence of a quantity or unit clarification should be raised through the formal question process.

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| K-001 | L1 | BROOKSIDE MILK<br>Fresh pasteurised cow's milk, full cream, 1 L sealed food-grade pack; valid expiry date and refrigerated delivery where required. Brookside or equivalent. Confirm fresh vs UHT. | pack | | |
| K-002 | L1 | LACTOSE MILK<br>Lactose-free cow's milk, 1 L sealed food-grade carton; unflavoured; clearly labelled lactose-free, with batch and expiry date. Confirm chilled vs UHT. | pack | | |
| K-003 | L1 | ESPERESSO GROUND COFFEE<br>100% roasted ground coffee, espresso-fine grind; 250 g airtight, food-grade pack; no added sugar or flavouring; roast/expiry dates indicated. | pack | | |
| K-004 | L1 | ESPERESSOBEANS COFFEE<br>100% roasted whole coffee beans suitable for espresso; 250 g valve-sealed pack; no added flavouring; roast/expiry dates indicated. | pack | | |
| K-005 | L1 | NESCAFE INSTANT COFFEE<br>Pure soluble instant coffee granules, unflavoured; 200 g factory-sealed jar; batch and expiry dates. Nescafé or technically equivalent. | pack | | |
| K-006 | L1 | MILO NESTLE<br>Malted chocolate drink powder; 400 g sealed food-grade pack; clear ingredients, allergens and expiry date. Milo or equivalent. | pack | | |
| K-007 | L1 | DRINKING CHOCOLATE<br>Chocolate-flavoured hot-drink powder; 400 g sealed pack; suitable for preparation with milk or water; ingredients and expiry date indicated. | pack | | |
| K-008 | L1 | COCOA<br>Unsweetened 100% cocoa powder; 250 g sealed food-grade pack; free from added sugar; ingredients, batch and expiry date indicated. | pack | | |

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| K-009 | L1 | KERICHO TEABAGS<br>Plain black tea bags; box of 100 tea bags, approx. 2 g each; sealed moisture-resistant pack; Kericho or equivalent. | pack | | |
| K-010 | L1 | GINGER<br>Food-grade dried ground ginger; 100 g sealed labelled pack; free of foreign matter. Confirm whether fresh ginger is needed instead. | pack | | |
| K-011 | L1 | CLOVES<br>Whole dried culinary cloves; 100 g sealed food-grade pack; clean, aromatic and free of foreign matter; expiry date indicated. | pack | | |
| K-012 | L1 | CINAMMON<br>Ground culinary cinnamon; 100 g sealed food-grade pack; pure spice without added sugar; expiry date indicated. | pack | | |
| K-017 | L1 | MUMIAS SUGAR<br>Refined white granulated sugar; 2 kg food-grade sealed bag; suitable for beverages; expiry or best-before date. Mumias or equivalent. | pack | | |
| K-023 | L1 | \COFFEE FILTERS<br>Disposable food-safe paper coffee filters; compatible with the office coffee maker; pack of 100. Confirm filter shape/size (cone or basket) before RFQ. | pack | | |
| K-024 | L1 | TEA MASALA<br>Ground tea masala spice blend; 100 g sealed food-grade pack; ingredients and expiry date shown; no added sugar. | pack | | |
| K-013 | L2 | SERVIETTES<br>Disposable table napkins; white, 2-ply, approx. 33 × 33 cm unfolded; pack of 100; food-contact suitable. | pack | | |
| K-014 | L2 | KITCHEN HAND TOWELS<br>Absorbent kitchen paper towels; 2-ply, white, perforated roll; minimum 100 sheets per roll; strong when wet. | pack | | |
| K-015 | L2 | TOILET HAND TOWELS<br>Disposable washroom hand towels; white, folded C- or Z-fold paper, 2-ply; pack of 150 sheets. Confirm dispenser-compatible dimensions. | pack | | |
| K-016 | L2 | TISSUE PAPERS<br>Toilet tissue rolls; soft, white, 2-ply, unscented; minimum 200 sheets per roll; individually wrapped or multipack. | pack | | |

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| K-018 | L2 | FACIAL DESK TISSUES<br>Facial tissue box; soft white 2-ply tissue; minimum 100 pulls per box; easy-dispense cardboard box; unscented. | pack | | |
| K-019 | L2 | PRIDE LEMON LIQUID<br>Lemon-scented dishwashing liquid, 750 mL sealed bottle; suitable for manual washing of dishes and utensils; grease-removing formula. Pride or equivalent. | bottle | | |
| K-020 | L2 | JIK<br>Household liquid bleach, sodium-hypochlorite-based; 750 mL leakproof bottle; concentration, use/dilution instructions and safety warnings on label. Jik or equivalent. | bottle | | |
| K-021 | L2 | HARPIC FLUSHABLE TOILET BALLS<br>Toilet cleaning rim block with compatible hanging holder; freshening/cleaning formulation; one complete unit per pack. Harpic or equivalent; confirm desired format. | bottle | | |
| K-022 | L2 | CLIMAX AIR FRESHENERS<br>Solid air-freshener/deodoriser block, approx. 50 g, individually sealed, suitable for office/toilet use; fragrance to be specified. Climax or equivalent. | bottle | | |
| K-025 | L2 | VIM<br>Household scouring/cleaning powder for sinks and hard surfaces; 500 g sealed container; labelled usage and precautions. Vim or equivalent. | bottle | | |
| K-026 | L2 | SUPER BRITE<br>SUPER BRITE product type requires confirmation (e.g., scouring pad, metal scourer or cleaning powder); | pack | | |
| K-027 | L2 | SURFACE CLEANING CLOTH<br>Reusable non-scratch microfibre surface-cleaning cloth; approx. 30 × 30 cm; absorbent, lint-free and machine-washable; supplied per piece. | pack | | |
| K-028 | L2 | UTENSILS CLOTH<br>Reusable lint-free cotton or microfibre dishcloth; approx. 40 × 40 cm; absorbent, washable and suitable for drying kitchen utensils. | pack | | |

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|---|---|---|---|---|---|
| K-036 | L2 | SURFACE SANITIZERS<br>Ready-to-use surface sanitiser/disinfectant for hard non-porous surfaces; 500 mL labelled trigger-spray bottle; active ingredient and contact time stated. | bottle | | |
| K-037 | L2 | HAND SANITIZERS<br>Alcohol-based hand sanitiser, 70% alcohol by volume or equivalently effective labelled formulation; 500 mL pump bottle; manufacturer and expiry date shown. | bottle | | |
| K-038 | L2 | OMO<br>Powder laundry detergent for washable fabrics; 1 kg sealed pack; suitable for hand or machine wash; clear directions and ingredient/safety labelling. Omo or equivalent. | pack | | |
| K-041 | L2 | REFUSE BAGS<br>Heavy-duty black refuse/bin liner bags; approx. 60 × 90 cm, leak-resistant; roll/pack of 20. Confirm dimensions to match existing bins. | pack | | |
| K-029 | L3 | OFFICE MUGS<br>Reusable office drinking mug; ceramic, food-contact safe; capacity 250–350 mL; smooth glaze, sturdy handle; dishwasher-safe preferred. | each | | |
| K-030 | L3 | OFFICE PLATES<br>Reusable dinner plate; white ceramic or porcelain, food-contact safe; approx. 25 cm diameter; chip-resistant, dishwasher-safe. | each | | |
| K-031 | L3 | OFFICE BOWLS<br>Reusable serving/cereal bowl; white ceramic or porcelain, food-contact safe; approx. 15–18 cm diameter; dishwasher-safe. | each | | |
| K-032 | L3 | OFFICEFRIDGE<br>Freestanding refrigerator; net capacity 150–200 L; adjustable shelves, freezer compartment, temperature control; 220–240 V/50 Hz; minimum 12-month warranty. | each | | |
| K-033 | L3 | OFFICE ELECTRIC KETTLE<br>Cordless electric kettle; capacity 1.7 L; automatic boil shut-off and dry-boil protection; food-safe body; 220–240 V/50 Hz; minimum 12-month warranty. | each | | |
| K-034 | L3 | OFFICE WATER JUGS<br>Reusable water jug; capacity 1.5–2 L; food-grade BPA-free plastic or glass; leak-resistant pouring lid, easy-clean design. | each | | |

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|---|---|---|---|---|---|
| K-035 | L3 | OFFICE BOWLS<br>Reusable serving/cereal bowl; white ceramic or porcelain, food-contact safe; approx. 15–18 cm diameter; dishwasher-safe. DUPLICATE of row 32: check quantity/need. | each | | |
| K-039 | L3 | OFFICE BUCKETS<br>Durable plastic cleaning bucket; 10–15 L capacity; sturdy carry handle, smooth easy-clean surface; supplied per piece. | each | | |
| K-040 | L3 | OFFICE BINS<br>Office waste bin; 10–15 L capacity; durable easy-clean plastic or metal; stable base, removable liner/lid as appropriate. Confirm open-top vs pedal. | each | | |
| K-042 | L3 | TEA SPOON<br>Reusable stainless-steel teaspoon; approx. 13–15 cm length; polished corrosion-resistant finish; dishwasher-safe; supplied per piece. | each | | |
| K-043 | L3 | BIG SPOON<br>Reusable stainless-steel tablespoon/dinner spoon; approx. 18–21 cm length; polished corrosion-resistant finish; dishwasher-safe; supplied per piece. | each | | |
| K-044 | L3 | FORKS<br>Reusable stainless-steel dinner fork; approx. 18–21 cm length; smooth polished edges, corrosion-resistant; dishwasher-safe; supplied per piece. | each | | |
| K-045 | L3 | KNIVES<br>Reusable stainless-steel table knife; approx. 20–23 cm length; rounded tip with standard table serration; dishwasher-safe; supplied per piece. | each | | |
| K-046 | L3 | TRAYS<br>Reusable serving tray; durable food-grade plastic or stainless steel; approx. 40 × 30 cm; raised edges, easy-clean, rigid construction. | each | | |
| S-001 | L4 | PRINTING PAPERS<br>White A4 copier paper (210 × 297 mm), 80 gsm; suitable for laser/inkjet printers and photocopiers; 500 sheets per ream; moisture-protected wrap. | pack | | |
| S-002 | L4 | STICKY NOTES<br>Self-adhesive repositionable notes; 76 × 76 mm; minimum 100 sheets per pad; good adhesion without residue; assorted colours. | pack | | |

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|---|---|---|---|---|---|
| S-007 | L4 | A4 NOTE BOOK HARD COVER<br>A4 hard-cover notebook (210 × 297 mm); minimum 192 ruled pages, 70 gsm writing paper; durable bound spine and rigid cover. | each | | |
| S-008 | L4 | A5 NOTE BOOK HARD COVER<br>A5 hard-cover notebook (148 × 210 mm); minimum 192 ruled pages, 70 gsm writing paper; durable bound spine and rigid cover. | each | | |
| S-009 | L4 | A4 SPIRAL NOTE BOOK<br>A4 spiral-bound notebook (210 × 297 mm); minimum 160 ruled pages, 70 gsm paper; durable wire binding and stiff back cover. | each | | |
| S-010 | L4 | A5 SPIRAL NOTE BOOK<br>A5 spiral-bound notebook (148 × 210 mm); minimum 160 ruled pages, 70 gsm paper; durable wire binding and stiff back cover. | each | | |
| S-018 | L4 | FLIP CHARTS ROLL PAPERS<br>White flip-chart paper roll; approx. 60–65 cm width, minimum 25 m length; 70–80 gsm paper; compatible with existing stand/holder. | each | | |
| S-022 | L4 | LAMINATION PAPERS<br>A4 hot-laminating pouches (216 × 303 mm approx.); 80–125 microns per side as ordered; clear gloss finish; pack of 100; machine compatible. | pack | | |
| S-025 | L4 | MANILA PAPER<br>Manila card/paper, 160–200 gsm; smooth, firm sheet suitable for filing or crafts. Confirm sheet size and colour before RFQ; supplied by pack. | Ream | | |
| S-037 | L4 | COUNTER BOOKS<br>A4 ruled counter book; minimum 200 pages, 70 gsm writing paper; hard cover, durable stitched or glued binding; per book. | Each | | |
| S-043 | L4 | CERTIFICATE PAPERS<br>A4 certificate paper (210 × 297 mm); premium smooth/textured cream or ivory stock, 160–200 gsm; laser-printable; pack of 50 sheets. | Ream | | |
| S-048 | L4 | A3 PRINTING PAPERS<br>White A3 copier paper (297 × 420 mm), 80 gsm; suitable for laser/inkjet printers and photocopiers; 500 sheets per ream. | Pack | | |

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| S-003 | L5 | PERMANENT MARKERS<br>Permanent marker with bullet tip (1–3 mm); quick-drying, water-resistant ink; capped barrel; black, blue or red as ordered; supplied per piece. | pack | | |
| S-004 | L5 | WHITE BOARD MARKERS<br>Dry-erase whiteboard marker; low-odour ink; bullet tip approx. 2–3 mm; easily erasable from non-porous boards; colours as ordered. | pack | | |
| S-005 | L5 | MASKING TAPE<br>Crepe-paper masking tape; approx. 24 mm wide × 25 m long; easy hand tear, clean removal from common surfaces; supplied per roll. | pack | | |
| S-006 | L5 | PAPER CLIPS<br>Standard smooth metal paper clips; length 28–33 mm; rust-resistant finish; box of 100 pieces. | Box | | |
| S-011 | L5 | PENCILS<br>Wooden graphite pencils, HB grade; standard hexagonal barrel, break-resistant lead; pre-sharpened; box of 12. | Pack | | |
| S-012 | L5 | ASSORTED COLOURS OF BALL PENS<br>Ballpoint pen, medium tip approx. 1.0 mm; smooth non-leaking ink; blue, black, red or green as ordered; per piece or box of 12 with unit price stated. | Pack | | |
| S-013 | L5 | NAME TAGS<br>Reusable name badge with transparent holder; insert approx. 90 × 55 mm; secure clip/pin fitting; blank replaceable name card; supplied per set. | pack | | |
| S-014 | L5 | LABELS<br>White self-adhesive multipurpose labels on A4 sheets; compatible with laser/inkjet printing; sheet layout, label dimensions and pack count to be confirmed. | pack | | |
| S-015 | L5 | A4 WHITE ENVELOPES<br>White C4 document envelope, approx. 229 × 324 mm, suitable for unfolded A4 sheets; 90–100 gsm paper; peel-and-seal or gummed flap; pack of 50. | pack | | |
| S-016 | L5 | A4 BROWN ENVELOPES<br>Brown kraft/manila C4 document envelope, approx. 229 × 324 mm; minimum 100 gsm; secure closing flap; pack of 50. | pack | | |

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|---|---|---|---|---|---|
| S-017 | L5 | SCISSORS<br>Office scissors; stainless-steel blades approx. 20 cm (8 in) overall length; ergonomic, comfortable handles; suitable for paper/card; per piece. | each | | |
| S-019 | L5 | CLEAR FOLDERS<br>Transparent A4 L-folder/document folder; polypropylene approx. 0.15–0.20 mm; open on two sides; suitable for A4 sheets; pack of 10. | Pack | | |
| S-020 | L5 | HR DIVIDERS ATO Z<br>A4 alphabetical file divider set; 26 indexed tabs A–Z; rigid card or polypropylene; pre-printed durable tabs; one complete set. | pack | | |
| S-021 | L5 | HR DIVIDERS 1TO 12<br>A4 numbered divider set; 12 indexed tabs marked 1–12; rigid card or polypropylene; one complete set. | pack | | |
| S-026 | L5 | CARDS HOLDERS<br>Rigid transparent ID-card holder for standard CR80 cards (approx. 86 × 54 mm); access slot for clip/lanyard; supplied per piece. | Piece | | |
| S-027 | L5 | RIBBONS<br>Confirm whether 'ribbons' means printer ribbon cartridges or decorative/packaging ribbon; model or width/material/length must be specified before RFQ. | each/pack (TBC) | | |
| S-028 | L5 | OFFICE GLUE<br>General-purpose PVA liquid office glue; approx. 120 mL resealable bottle with applicator; non-toxic, suitable for bonding paper/cardboard. | pack | | |
| S-029 | L5 | SHARPNERS<br>Manual pencil sharpener for standard 6–8 mm graphite pencils; durable steel blade; rigid body with removable shavings container; supplied per piece. | pack | | |
| S-030 | L5 | RUBBERS/ERASES<br>Soft, non-smudging white eraser; suitable for graphite pencil marks; PVC-free preferred; approx. 50 × 20 mm; supplied per piece. | pack | | |
| S-031 | L5 | WHITE OUT<br>White correction fluid ('white-out'), approx. 20 mL bottle with brush applicator; fast-drying, opaque coverage; suitable for paper. | pack | | |

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| S-032 | L5 | SHEET PROCTECTORS<br>Transparent top-loading A4 document sheet protector; polypropylene, approx. 50–70 microns; reinforced multi-hole punched margin; pack of 100. | pack | | |
| S-033 | L5 | PRESENTATION FOLDERS<br>A4 presentation/report folder; durable transparent or semi-transparent polypropylene cover; internal fastener or slide binding; holds at least 20 A4 sheets. | pack | | |
| S-034 | L5 | SPRING FILES<br>A4 spring/clip file; durable plastic cover with metal spring fastener; capacity at least 100 sheets; assorted colours; per piece. | pack | | |
| S-035 | L5 | HIGHLIGHTERS<br>Fluorescent highlighter pen; chisel tip for approx. 2–5 mm lines; quick-drying non-smudging ink; yellow, green, pink or orange as ordered. | pack | | |
| S-036 | L5 | GLUE STIK<br>Solid adhesive glue stick; 20–21 g twist-up tube; non-toxic and washable; suitable for paper/cardboard; airtight cap. | pack | | |
| S-038 | L5 | CELLOTAPE<br>Clear pressure-sensitive stationery adhesive tape; approx. 18 mm × 30 m roll; strong adhesion, smooth unwind; fits common desk dispensers. | pack | | |
| S-039 | L5 | BOX FILES<br>A4 lever-arch box file; rigid laminated board; approx. 75 mm spine; metal lever mechanism, finger hole and labelled spine; per piece. | pack | | |
| S-040 | L5 | SUSPENSION FILES<br>A4 hanging/suspension file; heavy-duty kraft/card material; metal/plastic hanging bars and replaceable index label; pack of 25. | pack | | |
| S-041 | L5 | BLUE TACK<br>Reusable non-hardening adhesive putty (blue tack), approx. 50 g pack; suitable for temporary mounting on clean surfaces; removable. | each | | |
| S-042 | L5 | FLIP CHART STANDS<br>Portable flip-chart easel/stand; adjustable height approx. 1.5–2.0 m; stable tripod base; A1/A2 pad clamp; foldable for storage. | each | | |

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| S-044 | L5 | STAPLERS<br>Desktop stapler; compatible with 24/6 and 26/6 staples; minimum 20-sheet (80 gsm) capacity; integrated staple remover preferred; per piece. | each | | |
| S-045 | L5 | STAPLE PINS<br>Galvanised steel staples, size 24/6 or 26/6 matched to existing staplers; box of 1,000; consistent leg dimensions and jam-free finish. | each | | |
| S-046 | L5 | CALCULATORS<br>Desktop calculator; minimum 12-digit LCD display; large tactile keys; basic arithmetic, percentage and memory functions; dual solar/battery power. | each | | |
| S-047 | L5 | AFRI LABELS<br>Self-adhesive Afri-style labels or equivalent, supplied in sheets; adhesive, colour and print quality suitable for office filing. Confirm Afri code, label dimensions and pack count. | pack | | |
| S-049 | L5 | RUBBER BANDS<br>Elastic rubber bands; assorted standard diameters; durable natural/synthetic rubber; approx. 100 g sealed bag; no brittle or broken bands. | pack | | |
| S-050 | L5 | PAPER TRAYS<br>Stackable A4 desktop paper tray; rigid plastic; interior sized for A4 documents; approx. 34 × 25 cm footprint; stable, smooth edges; per piece. | each | | |
| S-051 | L5 | PEN HOLDERS<br>Desk pen/pencil holder; rigid plastic or metal, stable non-slip base; height approx. 9–12 cm; capacity minimum 10 pens; per piece. | each | | |
| S-053 | L5 | KEY HOLDERS<br>Confirm if key holder means wall-mounted key rack or individual key ring. If rack: at least 10 labelled hooks, secure wall fixings and durable construction. | each/pack (TBC) | | |
| S-054 | L5 | PAPER PUNCH<br>Heavy-duty office hole punch; standard two-hole configuration, 80 mm spacing; minimum 20-sheet (80 gsm) capacity; paper guide and waste tray. | each | | |

| Item ID | Lot | Article and technical specification (Annex B) | Quote unit | Unit rate (KES, excl. VAT) | Line total (KES, excl. VAT) |
|---|---|---|---|---|---|
| S-055 | L5 | SLEEVES<br>Confirm whether 'sleeves' are A4 document sleeves or card/lanyard sleeves. For A4: clear polypropylene, top-opening, reinforced punched strip, pack of 100. | pack (TBC) | | |
| S-023 | L6 | WEIGHING MACHINE<br>Confirm whether this is a parcel scale or a personal weighing scale before RFQ; then define capacity, graduation, platform size, power supply and warranty. | each | | |
| S-024 | L6 | MSF ENVELOPES WITH WINDOW<br>MSF-branded white window envelope; paper 90–100 gsm, window and adhesive seal; size/window placement to match approved MSF artwork; provide print proof before production. | pack/each (TBC) | | |
| S-052 | L6 | MSF CELLOTAPE<br>Office adhesive tape for MSF use; confirm whether logo-printed packing tape is required. If branded: approx. 48 mm × 50 m roll, approved logo artwork and print proof. | pack/each (TBC) | | |

## Annex B – Item register and technical specifications (101 lines)

| Item ID | Lot | Original item name | Technical specification |
|---|---|---|---|
| K-001 | L1 | BROOKSIDE MILK | Fresh pasteurised cow's milk, full cream, 1 L sealed food-grade pack; valid expiry date and refrigerated delivery where required. Brookside or equivalent. Confirm fresh vs UHT. |
| K-002 | L1 | LACTOSE MILK | Lactose-free cow's milk, 1 L sealed food-grade carton; unflavoured; clearly labelled lactose-free, with batch and expiry date. Confirm chilled vs UHT. |
| K-003 | L1 | ESPERESSO GROUND COFFEE | 100% roasted ground coffee, espresso-fine grind; 250 g airtight, food-grade pack; no added sugar or flavouring; roast/expiry dates indicated. |
| K-004 | L1 | ESPERESSOBEANS COFFEE | 100% roasted whole coffee beans suitable for espresso; 250 g valve-sealed pack; no added flavouring; roast/expiry dates indicated. |
| K-005 | L1 | NESCAFE INSTANT COFFEE | Pure soluble instant coffee granules, unflavoured; 200 g factory-sealed jar; batch and expiry dates. Nescafé or technically equivalent. |
| K-006 | L1 | MILO NESTLE | Malted chocolate drink powder; 400 g sealed food-grade pack; clear ingredients, allergens and expiry date. Milo or equivalent. |
| K-007 | L1 | DRINKING CHOCOLATE | Chocolate-flavoured hot-drink powder; 400 g sealed pack; suitable for preparation with milk or water; ingredients and expiry date indicated. |
| K-008 | L1 | COCOA | Unsweetened 100% cocoa powder; 250 g sealed food-grade pack; free from added sugar; ingredients, batch and expiry date indicated. |
| K-009 | L1 | KERICHO TEABAGS | Plain black tea bags; box of 100 tea bags, approx. 2 g each; sealed moisture-resistant pack; Kericho or equivalent. |
| K-010 | L1 | GINGER | Food-grade dried ground ginger; 100 g sealed labelled pack; free of foreign matter. Confirm whether fresh ginger is needed instead. |
| K-011 | L1 | CLOVES | Whole dried culinary cloves; 100 g sealed food-grade pack; clean, aromatic and free of foreign matter; expiry date indicated. |
| K-012 | L1 | CINAMMON | Ground culinary cinnamon; 100 g sealed food-grade pack; pure spice without added sugar; expiry date indicated. |
| K-017 | L1 | MUMIAS SUGAR | Refined white granulated sugar; 2 kg food-grade sealed bag; suitable for beverages; expiry or best-before date. Mumias or equivalent. |
| K-023 | L1 | \COFFEE FILTERS | Disposable food-safe paper coffee filters; compatible with the office coffee maker; pack of 100. Confirm filter shape/size (cone or basket) before RFQ. |
| K-024 | L1 | TEA MASALA | Ground tea masala spice blend; 100 g sealed food-grade pack; ingredients and expiry date shown; no added sugar. |
| K-013 | L2 | SERVIETTES | Disposable table napkins; white, 2-ply, approx. 33 × 33 cm unfolded; pack of 100; food-contact suitable. |
| K-014 | L2 | KITCHEN HAND TOWELS | Absorbent kitchen paper towels; 2-ply, white, perforated roll; minimum 100 sheets per roll; strong when wet. |
| K-015 | L2 | TOILET HAND TOWELS | Disposable washroom hand towels; white, folded C- or Z-fold paper, 2-ply; pack of 150 sheets. Confirm dispenser-compatible dimensions. |
| K-016 | L2 | TISSUE PAPERS | Toilet tissue rolls; soft, white, 2-ply, unscented; minimum 200 sheets per roll; individually wrapped or multipack. |
| K-018 | L2 | FACIAL DESK TISSUES | Facial tissue box; soft white 2-ply tissue; minimum 100 pulls per box; easy-dispense cardboard box; unscented. |
| K-019 | L2 | PRIDE LEMON LIQUID | Lemon-scented dishwashing liquid, 750 mL sealed bottle; suitable for manual washing of dishes and utensils; grease-removing formula. Pride or equivalent. |
| K-020 | L2 | JIK | Household liquid bleach, sodium-hypochlorite-based; 750 mL leakproof bottle; concentration, use/dilution instructions and safety warnings on label. Jik or equivalent. |
| K-021 | L2 | HARPIC FLUSHABLE TOILET BALLS | Toilet cleaning rim block with compatible hanging holder; freshening/cleaning formulation; one complete unit per pack. Harpic or equivalent; confirm desired format. |
| K-022 | L2 | CLIMAX AIR FRESHENERS | Solid air-freshener/deodoriser block, approx. 50 g, individually sealed, suitable for office/toilet use; fragrance to be specified. Climax or equivalent. |
| K-025 | L2 | VIM | Household scouring/cleaning powder for sinks and hard surfaces; 500 g sealed container; labelled usage and precautions. Vim or equivalent. |
| K-026 | L2 | SUPER BRITE | SUPER BRITE product type requires confirmation (e.g., scouring pad, metal scourer or cleaning powder); specify material, size and pack quantity before requesting prices. |
| K-027 | L2 | SURFACE CLEANING CLOTH | Reusable non-scratch microfibre surface-cleaning cloth; approx. 30 × 30 cm; absorbent, lint-free and machine-washable; supplied per piece. |
| K-028 | L2 | UTENSILS CLOTH | Reusable lint-free cotton or microfibre dishcloth; approx. 40 × 40 cm; absorbent, washable and suitable for drying kitchen utensils. |
| K-036 | L2 | SURFACE SANITIZERS | Ready-to-use surface sanitiser/disinfectant for hard non-porous surfaces; 500 mL labelled trigger-spray bottle; active ingredient and contact time stated. |
| K-037 | L2 | HAND SANITIZERS | Alcohol-based hand sanitiser, 70% alcohol by volume or equivalently effective labelled formulation; 500 mL pump bottle; manufacturer and expiry date shown. |

| Item ID | Lot | Original item name | Technical specification |
|---|---|---|---|
| K-038 | L2 | OMO | Powder laundry detergent for washable fabrics; 1 kg sealed pack; suitable for hand or machine wash; clear directions and ingredient/safety labelling. Omo or equivalent. |
| K-041 | L2 | REFUSE BAGS | Heavy-duty black refuse/bin liner bags; approx. 60 × 90 cm, leak-resistant; roll/pack of 20. Confirm dimensions to match existing bins. |
| K-029 | L3 | OFFICE MUGS | Reusable office drinking mug; ceramic, food-contact safe; capacity 250–350 mL; smooth glaze, sturdy handle; dishwasher-safe preferred. |
| K-030 | L3 | OFFICE PLATES | Reusable dinner plate; white ceramic or porcelain, food-contact safe; approx. 25 cm diameter; chip-resistant, dishwasher-safe. |
| K-031 | L3 | OFFICE BOWLS | Reusable serving/cereal bowl; white ceramic or porcelain, food-contact safe; approx. 15–18 cm diameter; dishwasher-safe. |
| K-032 | L3 | OFFICEFRIDGE | Freestanding refrigerator; net capacity 150–200 L; adjustable shelves, freezer compartment, temperature control; 220–240 V/50 Hz; minimum 12-month warranty. |
| K-033 | L3 | OFFICE ELECTRIC KETTLE | Cordless electric kettle; capacity 1.7 L; automatic boil shut-off and dry-boil protection; food-safe body; 220–240 V/50 Hz; minimum 12-month warranty. |
| K-034 | L3 | OFFICE WATER JUGS | Reusable water jug; capacity 1.5–2 L; food-grade BPA-free plastic or glass; leak-resistant pouring lid, easy-clean design. |
| K-035 | L3 | OFFICE BOWLS | Reusable serving/cereal bowl; white ceramic or porcelain, food-contact safe; approx. 15–18 cm diameter; dishwasher-safe. DUPLICATE of row 32: check quantity/need. |
| K-039 | L3 | OFFICE BUCKETS | Durable plastic cleaning bucket; 10–15 L capacity; sturdy carry handle, smooth easy-clean surface; supplied per piece. |
| K-040 | L3 | OFFICE BINS | Office waste bin; 10–15 L capacity; durable easy-clean plastic or metal; stable base, removable liner/lid as appropriate. Confirm open-top vs pedal. |
| K-042 | L3 | TEA SPOON | Reusable stainless-steel teaspoon; approx. 13–15 cm length; polished corrosion-resistant finish; dishwasher-safe; supplied per piece. |
| K-043 | L3 | BIG SPOON | Reusable stainless-steel tablespoon/dinner spoon; approx. 18–21 cm length; polished corrosion-resistant finish; dishwasher-safe; supplied per piece. |
| K-044 | L3 | FORKS | Reusable stainless-steel dinner fork; approx. 18–21 cm length; smooth polished edges, corrosion-resistant; dishwasher-safe; supplied per piece. |
| K-045 | L3 | KNIVES | Reusable stainless-steel table knife; approx. 20–23 cm length; rounded tip with standard table serration; dishwasher-safe; supplied per piece. |
| K-046 | L3 | TRAYS | Reusable serving tray; durable food-grade plastic or stainless steel; approx. 40 × 30 cm; raised edges, easy-clean, rigid construction. |
| S-001 | L4 | PRINTING PAPERS | White A4 copier paper (210 × 297 mm), 80 gsm; suitable for laser/inkjet printers and photocopiers; 500 sheets per ream; moisture-protected wrap. |
| S-002 | L4 | STICKY NOTES | Self-adhesive repositionable notes; 76 × 76 mm; minimum 100 sheets per pad; good adhesion without residue; assorted colours. |
| S-007 | L4 | A4 NOTE BOOK HARD COVER | A4 hard-cover notebook (210 × 297 mm); minimum 192 ruled pages, 70 gsm writing paper; durable bound spine and rigid cover. |
| S-008 | L4 | A5 NOTE BOOK HARD  COVER | A5 hard-cover notebook (148 × 210 mm); minimum 192 ruled pages, 70 gsm writing paper; durable bound spine and rigid cover. |
| S-009 | L4 | A4 SPIRAL NOTE BOOK | A4 spiral-bound notebook (210 × 297 mm); minimum 160 ruled pages, 70 gsm paper; durable wire binding and stiff back cover. |
| S-010 | L4 | A5 SPIRAL NOTE BOOK | A5 spiral-bound notebook (148 × 210 mm); minimum 160 ruled pages, 70 gsm paper; durable wire binding and stiff back cover. |
| S-018 | L4 | FLIP CHARTS ROLL PAPERS | White flip-chart paper roll; approx. 60–65 cm width, minimum 25 m length; 70–80 gsm paper; compatible with existing stand/holder. |
| S-022 | L4 | LAMINATION PAPERS | A4 hot-laminating pouches (216 × 303 mm approx.); 80–125 microns per side as ordered; clear gloss finish; pack of 100; machine compatible. |
| S-025 | L4 | MANILA PAPER | Manila card/paper, 160–200 gsm; smooth, firm sheet suitable for filing or crafts. Confirm sheet size and colour before RFQ; supplied by pack. |
| S-037 | L4 | COUNTER BOOKS | A4 ruled counter book; minimum 200 pages, 70 gsm writing paper; hard cover, durable stitched or glued binding; per book. |
| S-043 | L4 | CERTIFICATE PAPERS | A4 certificate paper (210 × 297 mm); premium smooth/textured cream or ivory stock, 160–200 gsm; laser-printable; pack of 50 sheets. |
| S-048 | L4 | A3 PRINTING  PAPERS | White A3 copier paper (297 × 420 mm), 80 gsm; suitable for laser/inkjet printers and photocopiers; 500 sheets per ream. |
| S-003 | L5 | PERMANENT MARKERS | Permanent marker with bullet tip (1–3 mm); quick-drying, water-resistant ink; capped barrel; black, blue or red as ordered; supplied per piece. |
| S-004 | L5 | WHITE BOARD MARKERS | Dry-erase whiteboard marker; low-odour ink; bullet tip approx. 2–3 mm; easily erasable from non-porous boards; colours as ordered. |
| S-005 | L5 | MASKING TAPE | Crepe-paper masking tape; approx. 24 mm wide × 25 m long; easy hand tear, clean removal from common surfaces; supplied per roll. |

| Item ID | Lot | Original item name | Technical specification |
|---|---|---|---|
| S-006 | L5 | PAPER CLIPS | Standard smooth metal paper clips; length 28–33 mm; rust-resistant finish; box of 100 pieces. |
| S-011 | L5 | PENCILS | Wooden graphite pencils, HB grade; standard hexagonal barrel, break-resistant lead; pre-sharpened; box of 12. |
| S-012 | L5 | ASSORTED COLOURS OF BALL PENS | Ballpoint pen, medium tip approx. 1.0 mm; smooth non-leaking ink; blue, black, red or green as ordered; per piece or box of 12 with unit price stated. |
| S-013 | L5 | NAME TAGS | Reusable name badge with transparent holder; insert approx. 90 × 55 mm; secure clip/pin fitting; blank replaceable name card; supplied per set. |
| S-014 | L5 | LABELS | White self-adhesive multipurpose labels on A4 sheets; compatible with laser/inkjet printing; sheet layout, label dimensions and pack count to be confirmed. |
| S-015 | L5 | A4 WHITE ENVELOPES | White C4 document envelope, approx. 229 × 324 mm, suitable for unfolded A4 sheets; 90–100 gsm paper; peel-and-seal or gummed flap; pack of 50. |
| S-016 | L5 | A4 BROWN ENVELOPES | Brown kraft/manila C4 document envelope, approx. 229 × 324 mm; minimum 100 gsm; secure closing flap; pack of 50. |
| S-017 | L5 | SCISSORS | Office scissors; stainless-steel blades approx. 20 cm (8 in) overall length; ergonomic, comfortable handles; suitable for paper/card; per piece. |
| S-019 | L5 | CLEAR FOLDERS | Transparent A4 L-folder/document folder; polypropylene approx. 0.15–0.20 mm; open on two sides; suitable for A4 sheets; pack of 10. |
| S-020 | L5 | HR DIVIDERS ATO Z | A4 alphabetical file divider set; 26 indexed tabs A–Z; rigid card or polypropylene; pre-printed durable tabs; one complete set. |
| S-021 | L5 | HR DIVIDERS 1TO 12 | A4 numbered divider set; 12 indexed tabs marked 1–12; rigid card or polypropylene; one complete set. |
| S-026 | L5 | CARDS HOLDERS | Rigid transparent ID-card holder for standard CR80 cards (approx. 86 × 54 mm); access slot for clip/lanyard; supplied per piece. |
| S-027 | L5 | RIBBONS | Confirm whether 'ribbons' means printer ribbon cartridges or decorative/packaging ribbon; model or width/material/length must be specified before RFQ. |
| S-028 | L5 | OFFICE GLUE | General-purpose PVA liquid office glue; approx. 120 mL resealable bottle with applicator; non-toxic, suitable for bonding paper/cardboard. |
| S-029 | L5 | SHARPNERS | Manual pencil sharpener for standard 6–8 mm graphite pencils; durable steel blade; rigid body with removable shavings container; supplied per piece. |
| S-030 | L5 | RUBBERS/ERASES | Soft, non-smudging white eraser; suitable for graphite pencil marks; PVC-free preferred; approx. 50 × 20 mm; supplied per piece. |
| S-031 | L5 | WHITE OUT | White correction fluid ('white-out'), approx. 20 mL bottle with brush applicator; fast-drying, opaque coverage; suitable for paper. |
| S-032 | L5 | SHEET PROCTECTORS | Transparent top-loading A4 document sheet protector; polypropylene, approx. 50–70 microns; reinforced multi-hole punched margin; pack of 100. |
| S-033 | L5 | PRESENTATION FOLDERS | A4 presentation/report folder; durable transparent or semi-transparent polypropylene cover; internal fastener or slide binding; holds at least 20 A4 sheets. |
| S-034 | L5 | SPRING FILES | A4 spring/clip file; durable plastic cover with metal spring fastener; capacity at least 100 sheets; assorted colours; per piece. |
| S-035 | L5 | HIGHLIGHTERS | Fluorescent highlighter pen; chisel tip for approx. 2–5 mm lines; quick-drying non-smudging ink; yellow, green, pink or orange as ordered. |
| S-036 | L5 | GLUE STIK | Solid adhesive glue stick; 20–21 g twist-up tube; non-toxic and washable; suitable for paper/cardboard; airtight cap. |
| S-038 | L5 | CELLOTAPE | Clear pressure-sensitive stationery adhesive tape; approx. 18 mm × 30 m roll; strong adhesion, smooth unwind; fits common desk dispensers. |
| S-039 | L5 | BOX FILES | A4 lever-arch box file; rigid laminated board; approx. 75 mm spine; metal lever mechanism, finger hole and labelled spine; per piece. |
| S-040 | L5 | SUSPENSION FILES | A4 hanging/suspension file; heavy-duty kraft/card material; metal/plastic hanging bars and replaceable index label; pack of 25. |
| S-041 | L5 | BLUE TACK | Reusable non-hardening adhesive putty (blue tack), approx. 50 g pack; suitable for temporary mounting on clean surfaces; removable. |
| S-042 | L5 | FLIP CHART STANDS | Portable flip-chart easel/stand; adjustable height approx. 1.5–2.0 m; stable tripod base; A1/A2 pad clamp; foldable for storage. |
| S-044 | L5 | STAPLERS | Desktop stapler; compatible with 24/6 and 26/6 staples; minimum 20-sheet (80 gsm) capacity; integrated staple remover preferred; per piece. |
| S-045 | L5 | STAPLE PINS | Galvanised steel staples, size 24/6 or 26/6 matched to existing staplers; box of 1,000; consistent leg dimensions and jam-free finish. |
| S-046 | L5 | CALCULATORS | Desktop calculator; minimum 12-digit LCD display; large tactile keys; basic arithmetic, percentage and memory functions; dual solar/battery power. |
| S-047 | L5 | AFRI LABELS | Self-adhesive Afri-style labels or equivalent, supplied in sheets; adhesive, colour and print quality suitable for office filing. Confirm Afri code, label dimensions and pack count. |

| Item ID | Lot | Original item name | Technical specification |
|---|---|---|---|
| S-049 | L5 | RUBBER BANDS | Elastic rubber bands; assorted standard diameters; durable natural/synthetic rubber; approx. 100 g sealed bag; no brittle or broken bands. |
| S-050 | L5 | PAPER TRAYS | Stackable A4 desktop paper tray; rigid plastic; interior sized for A4 documents; approx. 34 × 25 cm footprint; stable, smooth edges; per piece. |
| S-051 | L5 | PEN HOLDERS | Desk pen/pencil holder; rigid plastic or metal, stable non-slip base; height approx. 9–12 cm; capacity minimum 10 pens; per piece. |
| S-053 | L5 | KEY HOLDERS | Confirm if key holder means wall-mounted key rack or individual key ring. If rack: at least 10 labelled hooks, secure wall fixings and durable construction. |
| S-054 | L5 | PAPER PUNCH | Heavy-duty office hole punch; standard two-hole configuration, 80 mm spacing; minimum 20-sheet (80 gsm) capacity; paper guide and waste tray. |
| S-055 | L5 | SLEEVES | Confirm whether 'sleeves' are A4 document sleeves or card/lanyard sleeves. For A4: clear polypropylene, top-opening, reinforced punched strip, pack of 100. |
| S-023 | L6 | WEIGHING MACHINE | Confirm whether this is a parcel scale or a personal weighing scale before RFQ; then define capacity, graduation, platform size, power supply and warranty. |
| S-024 | L6 | MSF ENVELOPES WITH WINDOW | MSF-branded white window envelope; paper 90–100 gsm, window and adhesive seal; size/window placement to match approved MSF artwork; provide print proof before production. |
| S-052 | L6 | MSF CELLOTAPE | Office adhesive tape for MSF use; confirm whether logo-printed packing tape is required. If branded: approx. 48 mm × 50 m roll, approved logo artwork and print proof. |