

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

**RFQ/HCR/NIG/23-047 FOR THE SUPPLY AND DELIVERY OF STATIONERY TO
UNHCR SUB-OFFICE OGOJA.**

REQUEST FOR QUOTATION

REFERENCE: RFQ/HCR/NIG/23-047

BENEFICIARY COUNTRIES: NIGERIA

REGISTRATION LEVEL: BASIC

DEADLINE ON: 08-DEC-2023 11:59 (GMT 1.00)

DESCRIPTION

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Sub Office Ogoja invites qualified suppliers to make a firm offer for the Supply and Delivery of Stationery to UNHCR Sub-office Ogoja.

We would appreciate receiving your quotation by email to the following email address: nigogsupply@unhcr.org on or before **08/12/2023 - 11:59pm.**

If you require any further clarification on this request, please contact nigogsupply@unhcr.org: on or before, Wednesday 06/12/2023 - 11:59pm.

Partial bidding not allowed.

More details on the required goods and/or services are provided in the attached TOR/SPEC (Annex A)

REGARDS,

UNHCR SUB OFFICE SUPPLY UNIT.

ANNEX A

TOR/SPECIFICATION

S/N	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE
1	A4 Paper 80gram 5 rim per carton	50	CARTON
2	Calculator	12	PIECE
3	Post It -Long	50	PACK
4	Post It -short	50	PACK
5	Stick gum	20	PIECE
6	White Board-Medium	30	PACK
7	Marker (Permenant) various colours,	30	PACK
8	Marker (Snowman) various colours,	20	PACK
9	White board maker	20	PACK
10	Magnetic Board Pin	100	PACK
11	Stapler	30	PIECE
12	Big Stapler	10	PIECE
13	Double A A3 Size papers	10	CARTON
14	Staple pins-Big	30	PACK
15	masking tape big	20	ROLL
16	masking tape small	30	ROLL
17	Pin Board	50	PACK
18	Glue - bottles uhu Glue	14	PIECE
19	Celotape small	20	ROLL
20	Binder clips-big/medium/small	20	PACK
21	Hard cover note book-big	50	PIECE
22	Hard cover note book-small	20	PIECE
23	View Binder folders	50	PACK
24	Electrical extention cable 13AMP Multiple-APC or Equivalent	50	PIECE
25	Plastic Folders (red/green/blue/yellow	20	PACK

26	Shreder big	20	PIECE
27	Signature folder	20	PIECE
28	Staple pins	100	PACK
29	Highlighter	30	PACK
30	Wall clock	20	PIECE
31	Cosmic file	30	PIECE
32	Flip Chart stand	30	PIECE
33	Office Table Tray	70	PIECE
34	Stapple pin Remover	70	PIECE
35	Ball Pens -blue/ Black	100	PACK
36	File divider	20	PACK
37	Rulers	50	PIECE
38	Transperent file (Flamingo) Punched Pocket A4	30	PACK
39	White board Duster	20	PIECE
40	Flip-Chart Papers	50	PIECE
41	Suspension file	20	PACK
42	Puncher Big	20	PIECE
42	Puncher Mid	20	PIECE
43	Puncher Small	30	PIECE
44	Battery for remote controll AAA size	50	PACK
45	Ink for stamps	20	PACK
46	A4 Notebook - spiral	20	PIECE
47	Notebook - spiral (small size)	50	PIECE
48	Correction Pens	50	PIECE
49	Paper Clips (large), packs	50	PACK
50	Paper Clips (medium), packs	30	PACK
51	Paper Clips (small), packs	30	PACK
52	Document tray	20	PIECE
53	Thumb Pin-Coloured	50	PACK
54	Scotch Tape transparent (large)	20	PACK
55	Scotch Tape transparent (small)	20	PACK
56	Envelops size A4	20	PACK
57	Envelop Size A3	20	PACK

58	Envelop mide size	20	PACK
59	Envelop small size	20	PACK
60	Flash Disks (4GB)	50	PACK
61	Cosmic Plastic Folder (Assorted Color)	20	PACK
62	Ledger Book (small size)	20	PIECE
63	Shorthand pads A5(Steno Pads)	30	PIECE

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