

UNIT PRICES FOR SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY

No.	ITEM DESCRIPTION	UNIT	UNIT PRICE(KSHS)
1	Duplicating paper A4	Ream	
2	Typing papers(White) A4	Ream	
3	Imported Single Ruled Papers A4 as kasuku	Ream	
4	Ordinary ruled papers A4 as polar	Ream	
5	Photocopying papers 80gsm A4 as paper one	Ream	
6	Spring file	No	
7	File folders heavy duty	No	
8	Field notebooks	No	
9	Shorthand notebooks A4 (100 pages)	No	
10	Shorthand notebooks A5 (100 pages) PVC covers	Pcs	
11	File covers plain	Pcs	
12	File covers branded	No	
13	Hardcover register Q1	No	
14	Hardcover register Q2	No	
15	Hardcover register Q3	No	
16	Hardcover register Q4	Pkt	
17	Envelopes A3	Pkt	
18	Envelopes A4	Pkt	
19	Envelopes A5	Pkt	
20	Envelopes B3	Pkt	
21	Envelopes B4	Pkt	
22	Envelopes B5	Pkt	
23	File fastener	Pkt	
24	Office pins (common straight).	Pkt	
25	Paper clips medium	Pkt	
26	Biro pens(Bic various colours)	No	
27	Pencils HB Steadtler	No	
28	Paper punch heavy duty (giant)	No	
29	Paper punch (small)	No	

30	Erasers	No	
31	Heavy duty stapler	Pkt	
32	Staples size 24/6	Pkt	
33	Staples size 23/24	Pc	
34	Staple remover	No	
35	Stapling machine 24/6	No	
36	Stapling machine 50/60	Bottle	
37	White out 20ml	90g	
39	Office glue	No	
40	Office gel ink pen 1.0	No	
41	Gel ink refill 1.0	No	
42	Felt pen (various colours)	No	
43	Ruler plastic 30cm	Ream	
		Ream	
44	Conqueror papers coloured A4		
45	Photocopying papers A3	Ream	
46	Flip Charts	40gms	
47	Glue Stick such as pritt	Sheet	
48	Ammonia paper	No	
49	Highlighting pens	Pkt	
50	Thumb pins ordinary	Pkt	
51	Treasury tags ordinary	Pkt	
52	Treasury tags as globe	Pkt	
53	Biro pens pointer Bic	Pkt	
54	Dust masks (disposable)	Pkt	
55	Scissors medium	Pkt	
56	Page markers	Pkt	
57	Quick ink	Roll	
58	Cotton tape	Pkt	
59	Rubber bands	Roll	
60	Binding tape	No	
61	Flash disks metallic 2 GB	No	
62	„ 4 GB	No	
63	Visitors/condolence book	No	
64	Box files such as globe	Pkt	

65	Carbon papers 100 sheets as pelican	Pcs	
66	ID plastic card holders	No	
67	Executive diaries	No	
68	Self-inking stamp	No	
69	Calculator such as DJ120T casio	Pc	
70	Manila file folders branded	Pc	
71	Pvc file folders branded	Ream	
72	Tonor HP 05A	No	
73	Tonor HP85A	No	
74	Tonor TK123	No	

QUANTITY: As and when required

TENDERERS NAME.....

ADDRESS.....

TELEPHONE NO.....

DATE.....

SIGNATURE.....

NAME OF WITNESS.....

ADDRESS.....

SIGNATURE.....

DATE.....