

Request for quote for goods and service (IRFQ):PA-28 (GS)

ICN	DISCRPTION	UNIT OF ISSUE	QUANTITY REQUIRED	ESTIMATE VALUE
	File folder durable blue 2579	Each	100	
	File folder durable red 2579	Each	100	
	Pen blue	Box (60)	1	
	Pen black	Box (60)	5	
	Pen red	Box (60)	1	
	Pencil black HB	Box (12)	3	
	Tape cellotape, clear, 12mmX35mm	Each	10	
	Tape cellotape, white 12mmX35mm	Each	15	
	Tape cellotape 66mm x 67mm	Each	5	
	Stamp date 3.8mm	Each	1	
	Ruler 30cm	Each	30	
	Scissors 18cm	Each	15	
	2 hole puncher 30 sheets	Each	15	
	Sharpener metal one hole	Each	15	
	Office Staple remover (small)	Each	15	
	Paper clip 50mm	Box	10	
	A4 Binding Covers 100 sheet	Pack	10	
	A4 Binding Plastics 8mm	Box (90)	5	
	A4 Binding Plastics 10mm	Box (90)	5	
	A4 Binding Plastics 14mm	Box (90)	5	
	Calculator 12 digit	Each	20	
	Rubber band 100g	Box	10	
	Staples 26/6	Box 20	20	
	Adhesive (glue) stick, 22g	12	12	
	Book A4 2 quire	30	30	
	Short book A5	30	30	
	Eraser	Each	15	
	Clutch pencil with leads with 1.5 leads inside	Each	15	
	Stapler Medium	Each	15	
	Highlighter	pack (4)	10	
	Permanent Marker(black)	Each	10	
	White board Marker		8	
	Post it tickers flags assorted	Sheets (25)	20	
	Sticky notes pad with glue at the back (7x7cm)	Pack of 100 assorted colours)	20	



2025-11-06