















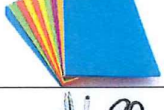

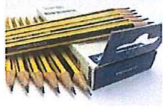






ANNEX A: SPECIFICATIONS













Product Description	UOM	Average annual needs	Approximate image
A4 Note Pads Spiral 100-page, 60 gsm	unit	1000	
A4 Paper (white) 80 gsm, 2500 (5*500) sheets box or equivalent	box	2500	
A5 Shorthand Note Pads Spiral 100 page, 60 gsm	unit	1000	
"AA" Alkaline Battery Duracell or equivalent	unit	200	
"AAA" Alkaline Battery Duracell or equivalent	units	300	
Ball Pens (Black/Blue/Red) Box of 50 pcs BIC or equivalent	box	100	
Rollerball Pens (Blue/Red) Uni-ball or equivalent	pcs	100	
Montex Mega Top Ball Pen (Blue/Red/Black/Green) or equivalent	pcs	50	
Box Files, Good Quality Size 4cm black	box	200	
Box Files, Good Quality Size 7cm black	unit	200	


Bull Clips (51 mm) Box of 12 pcs	box		
Bull Clips (41 mm) Box of 12 pcs	box		
Bull Clips (32 mm) Box of 12 pcs	box		
Bull Clips (25mm) Box of 12 pcs	box		
Bull Clips (19mm) Box of 12 pcs	box		
Bull Clips (15mm) Box of 12 pcs	box		
Calculator (14 digits) Good Quality	pcs		
Carbon Papers A4 size Pack, 100 sheets Pelikan or equivalent	pack		
Clip Boards	unit		
Correction Pens	unit		
Desk top Pencil Sharpeners	unit		









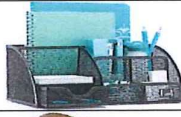

<p>Dispatch Books Stiff cover 46 pages Dimensions 8'' x 5''</p>	<p>units</p>	<p>100</p>	
<p>A3 Papers (AA) - 80gm (white) Pack of 500 sheets Double A or equivalent</p>	<p>units</p>	<p>100</p>	
<p>Envelope A4 with UNHCR Logo</p>	<p>pcs</p>	<p>1000</p>	
<p>Envelope A3 with UNHCR Logo</p>	<p>pcs</p>	<p>500</p>	
<p>Envelope A5 with UNHCR Logo</p>	<p>pcs</p>	<p>1000</p>	
<p>Pencils with eraser</p>	<p>pcs</p>	<p>500</p>	
<p>Paper glue in bottles</p>	<p>bottle</p>	<p>100</p>	
<p>Glue stick for paper</p>	<p>unit</p>	<p>100</p>	
<p>Hand Sharpeners</p>	<p>unit</p>	<p>100</p>	









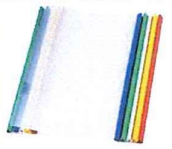

Ink for stamps	unit		
Ink Pads	unit		
Key Holders	unit		
Stationery knife	unit		
Letter Trays A4, various colours	unit		
Color paper Pack 100 sheets (various colors)	pack		
Office Ruler Transparent 12"	unit		
Paper A4 Shredder, 20-Sheet Cross-Cut Paper	unit		
Paper A4 Shredder, 15-Sheet Cross-Cut Paper	unit		
Paper A4 Shredder, 10-Sheet Cross-Cut Paper	unit		
Paper Clips - 78mm jumbo (large) Pack of 50 pcs	pack		

Paper Clips 50 mm (medium) Pack of 100 pcs	Pack		
Paper Clips 33mm (small) Pack of 100 pcs	Pack		
Paper Clip 28mm (small) Pack of 100 pcs	Pack		
Paper Folders (good quality)	unit		
Pen Holder	units		
Pencils Box of 50 pcs Staedtler or equivalent	Pack		
Plastic Dividers (for box files)	Pack		
Post It Pad (stickers - big)	Pads		
Post It Pad (stickers - medium)	pads		
Registration Book Size 10-1/2" x 8-1/2" Large book with 112 pages records 1,568 entries with 14 entries per page. With fields for the date, name, address, time and remarks of every visitor With cover	pcs		
Scissors (big)	pcs		
Scissors (small)	pcs		

Scotch Tape (small)	unit		
Staples 24/6 heavy duty	box		
Staples 23/8	boxes		
Staples Remover	units		
Notice board pins Pack	pack		
White Board Cleaning Spray	pcs		
Stapler (Medium)	units		
Hanging file	set		
Manila folder A4	pcs		
Manila folder Legal size	pcs		
Punch Single hole	unit		
Punch Two holes Heavy duty	pcs		

Punch Two holes Medium size	pcs	100	
Stapler Large	unit	5	
Black board 120 x 90	pcs	10	
Black board duster (pieces)	pcs	50	
White chalk (carton)	carton	100	
Color chalk (carton)	carton	100	
Exercise Book Arabic 50 pages	pcs	100	
Color pencil Box of 12 pcs	packs	20	
Hand Sanitizer (Cleaning Liquid for Hand) 500ml	pcs	100	
Notice Board Medium (120m x 90)	pcs	10	
Invisible Ink 250 ml	bottle	50	
Paper Tray (3 Layers)	unit	100	

Permanent marker (various colors)	pcs	1000	
Highlighter pen (various colors)	pcs	1000	
Sticky highlight page marker	set	1000	
White board marker (various colors)	pcs	500	
Pencil rubber	pcs	1000	
Envelope check size (with UNHCR Logo)	pcs	1000	
Manuscript book blue 8mm, A4	unit	500	
Manuscript book blue 8mm, A5	unit	500	
Desk organizer	unit	500	
Scotch Tape 48mm x 66m Brown for cartons	roll	500	

Scotch Tape 48mm x 66m Transparent	roll	100	
Scotch Tape 18mm x 20m Transparent	roll	100	
Tape Dispenser for tape 48 mm	pcs	100	
Tape Dispenser for tape 18 mm	pcs	100	
Plastic Folder U shape Pack of 100 pcs	pack	100	
U type perforated folder Pack of 100 pcs	pack	100	
Plastic Folder L shape Pack of 12 pcs	pack	500	
File one side clear A4 binder Pack 10 pcs	pack	100	
Plastic sliding bar file folder Pack of 10 pcs	pack	500	
Plastic File wallet	pcs	1000	

Box Files colored 8 cm	Pcs	5000	
Box Files colored 4 cm	Pcs	5000	
Flipchart paper with holes Pack of 25 sheets	pack	1000	
Flip chart metallic tripod with clip 70x100cm	unit	500	
Cash Rubber Band (Flex Bani)	pack	2500	
Magnetic Board Pin	pcs	1000	
White magnetic board 120x90	unit	500	

* approximate image of the items