



## REQUEST FOR QUOTATIONS TO SUPPLY STATIONARY

**REF: KPCRBS/RFQ/002/2018**

**Details: Supplying Stationary**

You are invited to submit quotation for supplying of stationary:

To be delivered to:

a) THIS IS NOT AN ORDER; CREDIT TERMS ASSUMED FOR QUOTATION

DATE ISSUED: 23<sup>rd</sup> October 2018  
Tender Box Kenya Pipeline Company  
RBS Offices

b) ELIGIBILITY CRITERIA. Restricted: **Youth**

**CLOSING DATE: 30<sup>th</sup> October 2018**  
5th Floor, Crescent Business Centre

c) Your quotation should indicate price and V.A.T separately.

**CLOSING TIME: 10:00 Am**  
Crescent Road off Parklands road

d) Quotations that do not give all the details shall be disqualified.

Opp. MP SHAH Hospital

e) All quotations must bear our reference.

**Samples of requested items are available for reference in our offices at Crescent Business Centre**

We would like to request for quotations for supplying stationary to our offices as indicated below:

<b>No.</b>	<b>ITEM</b>	<b>QUANTITY</b>
1	Printing Papers (white) – A4 brilliant laser – 80gsm	5 boxes of 5 reams in each
2	Printing Papers (Yellow & pink) – A4 brilliant laser – 80gsm	3 boxes of 5 reams in each
3	Blue bic birros fine point	5 cartons each containing 20 birros
4	Red bic birros fine point	3 cartons each containing 20 birros
5	Black bic birros fine point	3 cartons each containing 20 birros
6	Box file 2 rings, 280mm X 350mm (FC) 1350gsm	2 dozens
7	Folders (Atlas) – AS F2684	5 dozens
8	Highlighters (fluorescent)	1 dozen (To include different colours)
9	Staples - PUNTY/AGRAFOS/CKO6bl/staples 24/6	5 boxes each containing 5000 staples (100X50)
10	Bull dog paper clips	1 carton
11	Open luck Paper clips (28mm)	5 boxes
12	Coloured toner 305A Yellow HP	1

13	Coloured toner 305A Magenta HP	1
14	Coloured toner 305A Cyan HP	1
15	Black toner 305A HP	2 pieces
16	Black toner 81A CF281A HP (For LaserJet Enterprise MFP M630 printer)	2 pieces
17	White out	5 pieces
18	Page markers – sign here	1 dozen
19	Sticky notes 76mmX76mm (100sheets/pad) – different colours	5 packs each having 10pads of 100 sheets/pad
20	Binding sheets	2 dozens
21	Spiral Binding Combs (small, medium & large sizes)	1 dozens for each
22	Business card wallet (Black)	10 each with capacity of 100-120 cards
23	Leather pocket business card holder case with magnetic closure, suitable for ID cards, credit cards, gift cards holds 15 to 20 cards	10 pieces

Additional information:

1. Attach Valid Tax Compliance Certificate
2. Attach Valid AGPO certificate

Kindly clearly indicate the RFQ number & tender name (description) on the envelope.

Address to:

Trust Secretary

Kenya Pipeline Company Retirement Benefits Scheme

5<sup>th</sup> Floor, Crescent Business Centre

Crescent Road off Parklands road

Opp. MP Shah Hospital

P.O. Box 13633-00800 NAIROBI

Thank you,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke at the end.

**TRUST SECRETARY/ADMINISTRATOR**