



IISJ/ADMIN/RFQ/026/2018-19

Date: 17th October 2018

LETTER OF ENQUIRY SUPPLY OF OFFICE STATIONARY

Dear Sir,

We are inviting quotation for the **Supply of Office Stationary items** for school administrative work. Please quote the best competitive price of good quality and brands.

List of the required Stationary items is attached (Appendix I)

Scaled Quotation should reach to principal office during office hours on or **before 05th November, 2018.**

Note: The duration of contract shall be of 1(one) year starting from 01/01/2019 to 30/12/2019.

Quotation should be addressed in the name of Principal IIS Jubail clearly on the envelope **"QUOTATION FOR SUPPLY OF OFFICE STATIONARY ITEMS."**

For more details, please contact, Tel – 013 3624130 Ext – 226/267/245, Mob – 0507244416

Thanks & regards


Principal
IIS Jubail, KSA 17/10/18



Appendix I

SL #	Description of Material	Unit	Qty
1	8CM Paper Arch Box File	pcs	50
2	Adhesive whithe 22x32 MM RECT	pakt	25
3	Alkaline Battery 9V	pcs	50
4	Ambest fine line RED	pcs	50
5	B5 Novus Model Stapler	pcs	20
6	Book Record Blue F4 100 Sheets	pcs	500
7	Cart-HP LJ P1005/P1006 - Black	pcs	15
8	CELLO TAPE	rolls	25
9	Chalk Colours box	Boxes	50
10	Clip Board 9-1/2x11"	pakt	50
11	Copy Paper A4 Size 80 GSM/500SHT	Boxes	2000
12	Double Clip 25MM-Black	pakt	15
13	Double Clip 25MM-Black	pakt	15
14	FASTENER PAPER 80MM 50EA/BOX	pcs	20
15	Folder Manila LTR / 3-CUT	pakt	10
16	Green Pencil Rubber Tip - MBEST	pakt	10
17	HIGHLIGHTER SET	set	15
18	HP Laserjet 1102 85A	pcs	25
19	INK FOR STAMP PAD - BLUE	pcs	10
20	INK Horse BLUE	pcs	5
21	Medium Size 2-Hole Puncher	pcs	5
22	Mounting Squares 1x1	pakt	15
23	Numbering Machine English - 7DIG	pcs	2
24	O'GLUE LIQUID 50ML	pcs	200
25	Pencil Eraser A1 - Maktaba	pcs	100
26	Post it Yellow 3x5	pakt	50
27	Push Pins	pkt	50
28	PVC Clear Folder A 4	pakt	10



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29	Rubber Band # 18-50GR Al Maktaba	pakt	10
30	Stainless Steel Scissor 8.5"	pcs	15
31	Stanger Ball Pen MI Soft Grip BLUE	pakt	10
32	Staple 26/6 5000/PK	pakt	50
33	Staple Kit FS-517/519 xerox copys rooms	pakt	10
34	Staple Remover Model L-6	pcs	50
35	Toner Cartidge CP 1025 Yellow	pcs	5
36	Toner Cartidge CP1025 Cyan	pcs	5
37	Toner Cartridge CP 1025 Magenta	pcs	5
38	Toner Cartridge CP1025BLACK	pcs	5
39	Toner Color LJ1215 Cyan	pcs	5
40	Toner Color LJ1215 Magenta	pcs	5
41	Toner Color LJ1215 Yellow	pcs	5
42	Toner Color LJ1215Black	pcs	5
43	Toner For MFC 7360	pcs	15
44	Toner Laser LJ P1102 Black	pcs	10
45	Toner MP 4500 new Machine G.S	pcs	15
46	White 9x6-100SM Envelope	pakt	100
47	White Board Marker different colour	pcs	6000
48	Wooden Ruler 1 Mtr.	pcs	50
49	Writing Pad A4 Yellow	pakt	10



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