

ToR for Stationaries provision

PURPOSE OF THE TOR:

CARE International in Sudan Port Sudan office seeks to establish a contract for the provision of office supplies and stationaries for All CARE offices in Port Sudan, Kassala, Gadarif , Abujebaiha , AlDeain, Kass and Nyala.

SCOPE OF WORK:

The successful service provider will be expected to supply and deliver the stationery items as and when required upon receipt of an official purchase order.

NO CONTRACTUAL OBLIGATIONS:

This Request for Tender (RFT) is not to be construed as a contract between CARE and the prospective bidder. Nothing in this RFT or in any submission document is to be viewed to give rise to any contractual obligations either related, expressed or implied.

ITEMS REQUIRED:

Provision of stationaries includes but not limited to:

ITEMS	UNIT	DETAILS/SPECIFICATIONS
1	Carton	Paper A4
2	Box	Box Pens
3	Set	Set Highlighters
4	Box	Box Paper Clips
5	PKT	file plastic (L shape)
6	PKT	PKT file plastic (U shape)
7	PCE	PKT Envelopes A4
8	PCE	PKT Envelopes MS
9	PCE	PKT Envelopes SS
10	PCE	Staplers MS
11	Box	Stables
12	PCE	PKT Note A5 (10)
13	Box	PKT Stickers Note
14	PCE	Sellotape big size
15	PCE	Scissors
16	Glue	Glue Stick
17	Glue	Glue Liquid
18	Box	binder clips big
19	Box	binder clips M.
20	Box	binder clips S.
21	Filip	Filip Chart paper
22	Set	Arrow Sticker
23	Carton	Box files (4 big Size + 2 small size
24	CTN	File
25	CTN	Plastic file small SIZE
26	PCE	White board
27	PCE	Desk Calendar
28	BOX	Staple remover

29	PCE	Memory stick
30	Set	Consumable office supplies
31	Box	Markers
32	Box	White board marker
33	PCE	White board Eraser

Period for the Services: from 1st December 2024 till 31st December 2025.

Signed by:
Nimeri Ali
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Nimeri Ali Ahmed

Head of Operations

