

STATIONERY (ITEMS/TOOLS) – OFFER FORM **ACTED SUDAN**

Tender N° (filled in by ACTED): T/23MULTI/MULTI/STATIONERY/WN/15.10.2026/003

Date (filled in by Bidders):

To be Filled by Bidder (**COMPULSORY**)

Company's Name (as per registration documents)	
Company Authorized Representative's Name (as per registration documents or duly signed Power of Attorney)	
Company Registration Number	
Registration body	
Company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
Commercial representative for the bid (if different from authorized representative)	
Phone contact number Landline Mobile No	
Email address	

I, the undersigned (to be filled in by the Bidder), _____
agree to provide ACTED, a non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I
engage myself to follow.

Please refer to the points below before filling in your prices or submitting a price offer.

- The tender is for **1 lot**. The Bidder must offer all items & quantities indicated in the lot.
- Partial bids (offers for only part of the lot) will not be considered and will be rejected.
- Unit and Total prices must be submitted in **USD**, inclusive of all costs (Transportation, Loading/Off-loading, Applicable taxes, etc.).
- Bidders are requested to attach technical descriptions of the items offered (e.g. catalogues, product data sheets, brand/origin information).
- **The awarded Bidder should note that the contract shall be valid for one (1) year; however, ACTED Sudan reserves the right to terminate or suspend the contract at its sole discretion, without prior notice.**
- **Each page of the offer form must be signed and stamped by the Bidder.**

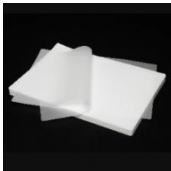
1. Financial Offer:

The supplier is **not** obligated to the sample as shown below; it is just an example (المورد غير ملزم بالعينة كما هو موضح أدناه؛ فهي مجرد مثال)

#	Description	Unit	Samples' Pictures	Unit Price Exclusive Tax	Unit Price Inclusive Tax
1	Ballpoint Pens (Various Colors), Plastic body, oil-based ink, assorted colors	Pack of 50			
2	Standard Whiteboard Markers, Plastic body, alcohol-based ink, assorted colors	Pack of 12			

3	Colorful Marker Pens: size medium/round tip (approx. 2–3 mm), assorted colors.	Pack of 12			
4	Permanent Markers, Plastic body, permanent ink, assorted colors	Pack of 12			
5	Highlighters, Fluorescent ink, assorted colors	Pack of 10			
6	Pencils & Mechanical Pencils, HB pencils and mechanical pencils	Pack of 12			
7	Ink Eraser, Rubber eraser with plastic cover	PCS			
8	Stainless Steel Sharpener, Single-hole stainless steel sharpener	PCS			

9	Notebook (Card Book Size), Hardcover, 100 sheets	PCS			
10	Notebook (A5 Size), Hardcover spiral notebook, minimum 100 sheets	PCS			
11	Agenda (Card Book Size), Hardcover agenda with magnetic closure	PCS			
12	Agenda (A5 Size), Leather/PU hardcover agenda with magnetic closure	PCS			
13	Sticky Notes, 75x75 mm repositionable sticky notes	PCS			
14	Fluorescent Sticky Tabs, Waterproof writable neon sticky tabs	PCS			

15	A4 Copy White Paper, 80 GSM, Color: White	Ream of 500			
16	A4 Copy Paper, 80 GSM, Color: Various colors (Based on Request)	Ream of 500			
17	A4 White Paper, 300 GSM, Smooth/Matte Finish, for certificate printing.	Ream of 100			
18	Lamination Sheets A4, PET lamination sheets, 80-125 microns	Pack of 100			
19	A3 Copy White Paper, 80 GSM, 500 sheets per ream	Ream of 500			
20	Flip Chart Paper, A1 flip chart paper pack	Pad of 40 Sheets			

21	Envelope A5, white or brown	Pack of 250			
22	Envelope A3, white or brown	Pack of 100			
23	Envelope A4, white or brown	Pack of 100			
24	Desk Tray Triple Steel Mesh, Triple steel mesh desk tray	PCS			
25	Desk Tray Triple Acrylic, Triple acrylic desk tray	PCS			
26	Clipboard A4, Hard plastic clipboard with metal clip	PCS			

27	Ring Binders & Lever Arch Files, A4 PVC-covered lever arch files, Size: 75 mm Spines, 500 Sheets	Box of 50			
28	Ring Binders & Lever Arch Files, A4 PVC-covered lever arch files, Size: 42 mm Spines, 200 Sheets	Box of 50			
29	Document Wallet PVC, PVC document wallet	PCS			
30	Hanging Files, Heavy-duty hanging files	Pack of 50			
31	Plastic Document Sleeves, Transparent A4 document sleeves	Pack of 100			
32	Colored Dividers A4, Pack of colored A4 dividers	Pack of 6 PCS			

33	Calculator, Scientific calculator, 240 functions	PCS			
34	Staplers Standard, Metal stapler up to 40 sheets	PCS			
35	Heavy-Duty Stapler, Heavy-duty stapler up to 200 sheets	PCS			
36	Paper Puncher Standard, 2-hole puncher up to 30 sheets	PCS			
37	Heavy-Duty Paper Puncher, Heavy-duty 2-hole puncher	PCS			
38	Staple Remover, Metal staple remover with plastic grip	PCS			

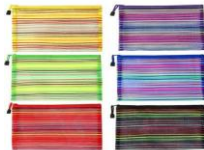
39	Staples 24/6, Standard staples 24/6	Box of 1000 PCS			
40	Staples 24/8, Staples 24/8 for thicker binding	Box of 1000 PCS			
41	Staples 23/10, Heavy-duty staples 23/10	Box of 1000 PCS			
42	Binder Clips 19mm,	Pack of 12 Boxes (144 PCS)			
43	Binder Clips 25mm,	Pack of 12 Boxes (144 PCS)			
44	Binder Clips 32mm,	Pack of 12 Boxes (144 PCS)			

45	Binder Clips 51mm,	Box of 12 PCS			
46	Paper Clips 25mm,	Pack of 10 Boxes (1000 PCS)			
47	Paper Clips 33mm,	Pack of 10 Boxes (1000 PCS)			
48	Paper Clips 55mm,	Pack of 10 Boxes(1000 PCS)			
49	Rubber Bands, Natural rubber bands, 1/2kg pack	Bag of 1/2 Kg			
50	Endorsing Ink 30cc, 30ml endorsing ink	Bottle 30 ml			

51	Stamp Pad, Standard office stamp pad	PCS			
52	Scissors, Stainless steel scissors	PCS			
53	Cutter, Utility cutter with replaceable blade	PCS			
54	Glue Sticks	PCS			
55	Whiteboard Magnets, Multi-color whiteboard magnets	Pack of 10			
56	Magnetic Whiteboard Eraser, Magnetic whiteboard eraser	PCS			

57	Board Pins & Push Pins, Plastic head push pins	Box of 100 PCS			
58	Acrylic Ruler, 30cm acrylic ruler	PCS			
59	Stainless Steel Ruler, 30cm stainless steel ruler	PCS			
60	Hand Tearable Transparent Tape for Dispenser, 3/4" x 1000 inch	Pack of 6			
61	Transparent Tape 48mm, adhesive tape	Pack of 6			
62	Transparent Tape 25mm, adhesive tape	Pack of 12			

63	Duct tape, 48mm x 30m, heavy duty and reliable	Pack of 10			
64	Electrical Tape, PVC electrical insulation tape	Pack of 10			
65	Double-Sided Tape, Heavy-duty double-sided tape	PCS			
66	Ribbon/tape: size approx. 2–3 cm width color: Various Colors (Based on request)	PCS			
67	Thermal Barcode Labels, 2x1 direct thermal barcode labels	Roll			
68	Mesh Metal Pen Holder, Cylindrical mesh pen holder	PCS			

69	Foldable Archiving Carton Box, Foldable archive storage carton	PCS			
70	Keychain Holder with Label, Plastic keychain holder with label	Box of 50			
71	Power Extension, 4-5 socket UK power extension	PCS			
72	Battery AAA, alkaline batteries	Pack of 2 Pieces			
73	Battery AA, alkaline batteries	Pack of 2 Pieces			
74	Fabric file box with zipper, A4 type	PCS			

75	Gift bags (foil bags), Medium (20 × 25 × 10) cm	PCS			
76	Glue Gun: Handheld hot-melt glue gun size: 40–60 W 'standard size' with trigger feed mechanism and compatible for glue sticks.	PCS			
77	Glue Sticks: Hot-melt adhesive glue sticks size: approx. 7–11 mm diameter × 20–30 cm length	PCS			
78	Balloons: size (25–30 cm) when inflated color: Various colors (based on request)	Pack of 50			

2. Bidder's Conditions:

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY BIDDERS (if different)
VALIDITY OF THE OFFER	1 Year	
TERMS OF PAYMENT	Payment shall be made within thirty (30) calendar days after delivery of the supplies, subject to inspection, verification, and written acceptance by authorized ACTED staff.	

3. Delivery Conditions:

	DELIVERY CONDITIONS REQUESTED BY ACTED	DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)
INCOTERM (as per last version)	DDP	
Offer Validity	One (01) Year recommended	
Price Validity	Fixed unit prices throughout the one-year contract period	
DELIVERY ADDRESS	- ACTED OFFICE – KOSTI, WHITE NILE STATE, SUDAN - ACTED PROJECT LOCATIONS, AS SPECIFIED IN EACH PURCHASE ORDER	
DELIVERY DEADLINE	TWO (2) CALENDAR DAYS FROM THE DATE THE PURCHASE ORDER IS ISSUED	

Reliability (Customer services: repair, return and exchange)	Bidders to list one or all of the following options, e.g.: - Repair - Return - Exchange -	Bidders to list one or all of the options listed in the ACTED section
Warranty	Bidders to choose one of the options listed below • Bidder offers 1-year warranty or applicable warranty • Bidder offers 2-year warranty or applicable warranty	Bidders to list one of the options listed in the ACTED section
Availability of Stock	Bidders to choose one of the options listed below • Less than 50% of the required items are available in the supplier's stock • Between 50% (included) and 60% of the required items are available in the supplier's stock • Between 60% (included) and 70% of the required items are available in the supplier's stock • Between 70% (included) and 80% of the required items are available in the supplier's stock • Between 80% (included) and 90% of the required items are available in the supplier's stock	Bidders to list one of the options listed in the ACTED section

	90% or more of the required items are available in the supplier's stock	
MEANS OF TRANSPORTATION Point of departure Expected travel distance (km/miles) Mode (road/air/sea) Vehicle brand, model & year	SUITABLE VEHICLE FOR THE GOODS BEING DELIVERED.	

Company Name:

Authorized Representative Name:

Signature:

Stamp:

Date: