

06.10.2018

Dear Messrs,
 Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and local Development -**REFORM** would like to ask for your offer regarding the items mentioned below, please submit your offer latest by **Tuesday, 09.10.2018.**

“The purchase of stationary for REFORM projects”

Specifications:

#	Item	Quantity	Type	Price (ILS)
1	Black box file (small)	1 Box		
2	Black box file (big)	1 Box		
3	Note book (A4)	1 notebook		
4	Notebook (A5)	1 notebook		
5	Spiral Notebook	1 notebook		
6	White Payroll Papers	1 payroll paper		
7	Colored papers (A4)	1 ream of paper		
8	White papers (A4)	1 ream of paper		
9	Colored Cardboards (A4)	1 ream of paper		
10	Colored Cardboards (A5)	1 ream of paper		
11	Colored Memo 8.5*8.5 (not sticky)	1 pack		
12	Sticky Notes	1 pack		
13	Sticky index	1 pack		
14	Dividers	1 pack		
15	Nylon files (Good Quality)	1 pack		
16	Folders	1 folder		
17	Scotch Tape paper beige	1		
18	Scotch Tape	1		



19	Tape Dispenser	1		
20	Staples	1 pack		
21	Stapler	1		
22	Name Badge	1 name badge		
23	Cork Boards (60*80)	1		
24	Flip Chart	1		
25	Spray for sticky wall	1		
26	Blue tack	1		
27	UHU stick (Small)	1		
28	UHU stick (big)	1		
29	Binder Clips (small)	1 box		
30	Binder Clips (medium)	1 box		
31	Binder Clips (large)	1 box		
32	Push Pins	1 box		
33	paper clip (small)	1 box		
34	paper clip (large)	1 box		
35	Ruler	1		
36	Scissors	1		
37	CDs	1 box		
38	Hole Puncher	1		
39	Calculator	1		
40	Colored Highlighters	1 highlighter		
41	Artline pens and markers	1 marker		
42	Colored Pens	1 pen		
43	Blue Dry Pen	1 pen		
44	Gel pen	1 pen		



45	Liquid pen	1 pen		
46	Signature pen	1 pen		
47	Envelop box 23*11cm	1 box		
48	Black lazerJet Pro MFP M476nw	1		
49	Color lazerJet Pro MFP M476nw	1		
50	LaserJet Pro 300 color MFP M375nw	1		
21	LaserJet Pro 300 black MFP M375nw	1		

Notes:

- The Offer should be submitted in one currency (**ILS**). All Taxes must be **included** in the final price.
- Company must specify **type, quantity** and **price** per unit for each product. (Pictures of the product might also be included if possible).
- Palestinian products will be given priority.
- The company must deliver purchased items to REFORM Office or Innovation Hub in Ramallah and has to cover the delivery fees.
- All interested companies should show their commitment in paying taxes.
- REFORM may choose to award this procurement to more than one vendor for some specific items that may not be found or obtained at a point of time.
- Price offer should be valid for one year with a possibility to extend for another 2 years.

If price offer is submitted on the attached request for quotation template (above), then it is to be assumed vendor agrees to all terms and notes.

ملحوظة: إذا تم تقديم عرض السعر من مزود الخدمة على نموذج عرض السعر، سيتم قبوله على أساس الشروط والملاحظات المدرجة في الطلب.

- **Price Offer should be drafted in English or Arabic, signed and/or stamped in a closed envelop and delivered by hand** to the following address: The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.

يسلم عرض السعر باليد في ظرف مغلق ومختوم إلى العنوان التالي: عمارة الطيرايوي، ط2، الماصيون، رام الله.

For more information, please do not hesitate to contact us on the following contact details: Telfax: 02-2966645, Email: Info@reform.ps

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial & Admin Officer



REFORM