

10.06.2015

Dear Messers,

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 15.06.2015 .

“The purchase of stationary for REFORM projects”**Spec:**

1-Black Plastic box files	14-Spray for stickey wall
2-Note book 15cm*21cm	15-finger file
3-A5 Notebook	16-envelop box 23*11cm
4-Blue tack	17- blue pen 505 M
5-UHU stick 21g	18-black lazerjet 305 A
6-Blinker clips small ¾ 19mm	19-colored lazerjet 305 A
7-Blinker clips large 41mm	20-stapler HS-45P
8- color Marker EK 90	21-Ruler
9-Scottsch Tap paper beige	22-Naylon files 0.045 mm
10-colored memo 8.5*8.5	23-Name Badge
11-yellow marker	24-finger file jeb 31*22cm
12-A4 colored papers	25-paper clip
13-A4 white paper	

Notes:

- The Offer should be submitted in one currency (ILS). All Taxes must be included in the final price.
- Company must specify type and price per unit for each product .
- Company should state the validity of price offer .
- The Palestinian products will be given the priority.
- The company must deliver purchased items to REFORM Office in Ramallah and has to cover the delivery fees .
- All interested companies have to approve 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 drafted in English, signed, stamped in closed envelop and to be delivered by hand** on the following address: The Palestinian Association for Empowerment and Local Development-REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah. 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,



Dina Shawa
REFORM
Financial & Admin Officer