

## Schedule of Requirements: GENERAL OFFICE STATIONERY

This includes items required by the university under GENERAL OFFICE STATIONERY

### SCHEDULE A1: GENERAL OFFICE STATIONERY

S/NO	ITEM NAME	DESCRIPTION	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITIES
1.	Box File	office point	Pcs	750
2.	Box File	Robin	pcs	300
3.	Brown Paper	Roll	Roll	10
4.	Cello tape-1/2'	Clear	Pcs	30
5.	Cello tape 1"	Clear	Pcs	40
6.	Carbon Paper	Pelican	Pkts	35
7.	Duplicating Paper A4		Reams	20
8.	Duplicating Ink		Pc	5
9.	Binding Covers		Pc	25
10.	Embossed Papers		Pc	15
11.	Felt Pens	Snowman permanent	Pkts	530
12.	Graph Papers		Ream	25
13.	Hand Cover	3quire, 4quire	Pc pc	150
14.	Ledger Book		Pc	10
15.	Manila Paper Assorted Sizes		Pc	400
16.	Masking Tape	1', 11/2'	Pc pc	100 100
17.	Photocopying Papers	Chamex, IK copy paper, JK copier, Top Kopie, Jacana	Ream	3000
18.	Rubber (steadler)	Pelican -BR 40	Pcs	130
19.	Ruled Papers	Brilliant white	Ream	170
20.	Spirals-small, medium, large		Pcs	450
21.	Spring Files-PLASTIC	Tee pee, office point	Pcs	1000
22.	White Outs	Pelican, bic 20ml	Pcs	70
23.	Office Pins	Office point	Pkts	70
24.	Pencils steadtler HB, 2H, 2B, 6B	Staedtler HB, 2H made in Germany	Pcs	600

25.	Colored Pencils aquarelle color		Pcs	15
26.	File Fastener	Office point	Pcs	20
27.	Office Glue	Five star	Pcs	70
28.	Note Books shorthand A5 A4	kasuku	Pcs	800 100
29.	Giant stapler	Kangaroo/ office point	pc	5
30.	Giant staples 23/17,66/14	Kangaroo/ office point	pkt	115
31.	Staples 24/60	Kangaroo/ office point	Pkts	150
32.	T.D Papers A2 & A3		Reams	30
33.	Paper Clips SMALL LARGE	Office point	Pkts	100 70
34.	Laminating materials- A4& ID size &A3		Pkts	10
35.	Transparent papers		Rms	20
36.	White Board Markers	BIC	Pcs	2500
37.	White board duster		Pc	200
38.	Cashbook Grant in Aid		pcs	15
39.	Flash Disk 4GB/	Transcend	Pcs	30
40.	Flash Disk 2GB	Transcend	pcs	10
41.	Flash Disk 8GB		pcs	60
42.	Flash Disk 32GB		pcs	15
43.	Flash Disk 16GB		Pcs	10
44.	Suspension files		pcs	2500
45.	Book End		pcs	50
46.	CD cleaner		pcs	5
47.	Folders	Corporate express /office point	reams	1500
48.	Thumb pins	Office point	pkts	150
49.	Counter book 2Qr	Guaca products, Swara	pcs	10
50.	Counter book 3Qr	Guaca products, Swara	pcs	70
51.	Counter book 4Qr	Guaca products, Swara	pcs	50
52.	Ruler plastic	Hacco	pcs	50
53.	Stick glue 40gm	Pritt original	pcs	150

54.	T.Squares	Wooden, plastic	Pcs	10
55.	Paper punch Medium size GIANT	Office point, Kangaroo	Pcs	15 5
56.	Stapler Medium size	Office point, Kangaroo	pcs	30
57.	Stapler	Rapid2	pc	10
58.	Calculator-CASIO 14 DIGITS	Casio 14 digits 240D	Pcs	15
59.	Scientific calculator	Casio	Pcs	5
60.	Book stickers-S22		Pkts	20
61.	Drawing pen		Pcs	15
62.	Drawing pen ink		Pcs	5
63.	DVD-R (50pcs pkt)		Pkts	100
64.	CDR-D (50 pcs pkt)		Pkts	100
65.	Ink pad		Pcs	20
66.	Paper tray		Pcs	20
67.	Tracing papers		Rolls	20
68.	Delivery Note Books		Pc	20
69.	Loose leaf pad	Kasuku	Pcs	50
70.	Desk organizer kit	Model YY685		20
71.	Highlighter	Office point		300
72.	Rubber bands		pkt	20
73.	Colored printing papers	Chamex, IK copy paper, JK copier, Top Kopie, Jacana	Ream	50
74.	Cellotape cutter Medium Size	Office point		5
75.	Cellotape cutter Large Size	Office point		5
76.	Staple remover	Office point		60
77.	Retype correct pen	Office point		40
78.	Scissors large, medium and small sizes			15
79.	Document wallet	Office point		100
80.	Twin string			50
81.	Sticky notepads -3' x 3'	Office point		500
82.	Catalogue cards	Library materials	Pkt	1000

83.	Letter opener	Standard size	Pc	20
84.	Plastic lateral cabinet sleeves		Pc	2500
85.	Conqueror printing paper	Cream	Ream	50
86.	Ivory paper	White,cream	Ream	20
87.	Self-inking office stamp	Non-adjustable , adjustable	Pc	10
88.	Visitors book	Executive, Ordinary	Pc	50
89.	Flip chart		pc	100
90.	White board marker ink		Bottles	300
91.	Urgent stickers			10
92.	Very urgent stickers			10
93.	Binding tape			15
94.	Hard disk 250 GB			5
95.	NCR papers		Cartons	10
96.	Water pot			5
97.	Embossed paper A1		reams	5
98.	Plastic set squares	45-60 degrees		5
99.	Glue paste	35g		100
100.	Ink for stamps		Pcs	50
101.	Drafting pad		Pcs	100
102.	A3 printing papers	Jkcopier	Ream	100
103.	Executive pens pink colour		Pcs	10
104.	Machine roll	79x47x13core	Pcs	400
105.	Consumable ledgers		Pcs	40
106.	Permanent ledgers		pcs	30
107.	Staple pins SH-12	Taskalfa 800Li	pkts	5
108.	Face Mask		pkt	50
109.	Thermal gun		pc	4
110.	Sanitizer	500ml 100ml	Pc pc	50 50
111.	Batteries AA SIZE AAA Size		PC pc	10

**DELIVERY SCHEDULE: Within 7 days after issuance of LPO**

(mandatory)

**PRICE SCHEDULE A1: GENERAL OFFICE STATIONERY**

S/NO	ITEM NAME	DESCRIPTION	UNIT OF MEASURE	ESTIMATED ANNUAL QUANTITIES	UNIT COST (KSHS)	TOTAL COST (KSHS)
1.	Box File	office point	Pcs	750		
2.	Box File	Robin	pcs	300		
3.	Brown Paper	Roll	Roll	10		
4.	Cello tape-1/2'	Clear	Pcs	30		
5.	Cello tape 1"	Clear	Pcs	40		
6.	Carbon Paper	Pelican	Pkts	35		
7.	Duplicating Paper A4		Reams	20		
8.	Duplicating Ink		Pc	5		
9.	Binding Covers		Pc	25		
10.	Embossed Papers		Pc	15		
11.	Felt Pens	Snowman permanent	Pkts	530		
12.	Graph Papers		Ream	25		
13.	Hand Cover	3quire, 4quire	Pc pc	150		
14.	Ledger Book		Pc	10		
15.	Manila Paper Assorted Sizes		Pc	400		
16.	Masking Tape	1', 11/2'	Pc pc	100 100		
17.	Photocopying Papers	Chamex, IK copy paper, JK copier, Top Kopie, Jacana	Ream	3000		
18.	Rubber (steadler)	Pelican -BR 40	Pcs	130		
19.	Ruled Papers	Brilliant white	Ream	170		
20.	Spirals-small, medium, large		Pcs	450		
21.	Spring Files- PLASTIC	Tee pee, office point	Pcs	1000		
22.	White Outs	Pelican, bic 20ml	Pcs	70		
23.	Office Pins	Office point	Pkts	70		
24.	Pencils steadtler HB, 2H, 2B, 6B	Staedtler HB, 2H made in Germany	Pcs	600		

25.	Colored Pencils aquarelle color		Pcs	15		
26.	File Fastener	Office point	Pcs	20		
27.	Office Glue	Five star	Pcs	70		
28.	Note Books shorthand A5 A4	kasuku	Pcs	800 100		
29.	Giant stapler	Kangaroo/ office point	pc	5		
30.	Giant staples 23/17,66/14	Kangaroo/ office point	pkt	115		
31.	Staples 24/60	Kangaroo/office point	Pkts	150		
32.	T.D Papers A2 & A3		Reams	30		
33.	Paper Clips SMALL LARGE	Office point	Pkts	100 70		
34.	Laminating materials-A4& ID size &A3		Pkts	10		
35.	Transparent papers		Rms	20		
36.	White Board Markers	BIC	Pcs	2500		
37.	White board duster		Pc	200		
38.	Cashbook Grant in Aid		pcs	15		
39.	Flash Disk 4GB/	Transcend	Pcs	30		
40.	Flash Disk 2GB	Transcend	pcs	10		
41.	Flash Disk 8GB		pcs	60		
42.	Flash Disk 32GB		pcs	15		
43.	Flash Disk 16GB		Pcs	10		
44.	Suspension files		pcs	2500		
45.	Book End		pcs	50		
46.	CD cleaner		pcs	5		
47.	Folders	Corporate express /office point	reams	1500		
48.	Thumb pins	Office point	pkts	150		
49.	Counter book 2Qr	Guaca products, Swara	pcs	10		
50.	Counter book 3Qr	Guaca products, Swara	pcs	70		
51.	Counter book 4Qr	Guaca products, Swara	pcs	50		
52.	Ruler plastic	Hacco	pcs	50		

53.	Stick glue 40gm	Pritt original	pcs	150		
54.	T.Squares	Wooden, plastic	Pcs	10		
55.	Paper punch Medium size GIANT	Office point, Kangaroo	Pcs	15 5		
56.	Stapler Medium size	Office point, Kangaroo	pcs	30		
57.	Stapler	Rapid2	pc	10		
58.	Calculator- CASIO 14 DIGITS	Casio 14 digits 240D	Pcs	15		
59.	Scientific calculator	Casio	Pcs	5		
60.	Book stickers-S22		Pkts	20		
61.	Drawing pen		Pcs	15		
62.	Drawing pen ink		Pcs	5		
63.	DVD-R (50pcs pkt)		Pkts	100		
64.	CDR-D (50 pcs pkt)		Pkts	100		
65.	Ink pad		Pcs	20		
66.	Paper tray		Pcs	20		
67.	Tracing papers		Rolls	20		
68.	Delivery Note Books		Pc	20		
69.	Loose leaf pad	Kasuku	Pcs	50		
70.	Desk organizer kit	Model YY685		20		
71.	Highlighter	Office point		300		
72.	Rubber bands		pkt	20		
73.	Colored printing papers	Chamex, IK copy paper, JK copier, Top Kopie, Jacana	Ream	50		
74.	Cellotape cutter Medium Size	Office point		5		
75.	Cellotape cutter Large Size	Office point		5		
76.	Staple remover	Office point		60		
77.	Retype correct pen	Office point		40		
78.	Scissors large, medium and small sizes			15		
79.	Document wallet	Office point		100		
80.	Twin string			50		

81.	Sticky notepads - 3' x 3'	Office point		500		
82.	Catalogue cards	Library materials	Pkt	1000		
83.	Letter opener	Standard size	Pc	20		
84.	Plastic lateral cabinet sleeves		Pc	2500		
85.	Conqueror printing paper	Cream	Ream	50		
86.	Ivory paper	White,cream	Ream	20		
87.	Self-inking office stamp	Non-adjustable , adjustable	Pc	10		
88.	Visitors book	Executive, Ordinary	Pc	50		
89.	Flip chart		pc	100		
90.	White board marker ink		Bottles	300		
91.	Urgent stickers			10		
92.	Very urgent stickers			10		
93.	Binding tape			15		
94.	Hard disk 250 GB			5		
95.	NCR papers		Cartons	10		
96.	Water pot			5		
97.	Embossed paper A1		reams	5		
98.	Plastic set squares	45-60 degrees		5		
99.	Glue paste	35g		100		
100	Ink for stamps		Pcs	50		
101	Drafting pad		Pcs	100		
102	A3 printing papers	Jkcopier	Ream	100		
103	Executive pens pink colour		Pcs	10		
104	Machine roll	79x47x13core	Pcs	400		
105	Consumable ledgers		Pcs	40		
106	Permanent ledgers		pcs	30		
107	Staple pins SH-12	Taskalfa 800Li	pkts	5		
108	Face Mask		pkt	50		
109	Thermal gun		pc	4		
110	Sanitizer	500ml 100ml	Pc pc	50 50		