

## SECTION 4

### 4 SCOPE AND COVERAGE OF WORK

The scope of work shall be the supply of genuine, high-quality Admin items in a cost-effective manner. The services (supplies of admin consumables) will cover the HCM Department of Warri Zones/ Locations of the NMSL.

| S/N | ITEMS DESCRIPTION  | UOM  | QTY | BRAND NAME         |
|-----|--|------|-----|--------------------|
| 1   | A4 Photocopying Paper (Bus. Xerox/Mondi Rotatrim Sharp x 500sheets x 5 Reams x ctn | ctns | 50  | Xerox              |
| 2   | Omo Detergent (Medium size) x 40pkts x ctn   | ctns | 25  | Ariel              |
| 3   | Peak Milk/Three Crown x 96tins x ctn   | ctns | 10  | Peak / Three Crown |
| 4   | Biro (Blue, Black x 50 Pcs Smart Leo) x pkt  | pkts | 20  | Smart Leo          |
| 5   | Harpic (Blue 750ml x 12bottles x ctn) Detergent                                    | ctns | 10  | Harpic             |
| 6   | Giant Persil for washing machine 4.2kg   | pcs  | 5   | Giant Persil       |
| 7   | JIK Bleach x 12pcs x ctn 1Litre  | ctns | 20  | Jik                |
| 8   | Airfreshner sunrise tablet x 12pcs x ctn   | ctns | 10  | Sunrise            |
| 9   | Milo x Sachet x 240pcs x ctn   | ctns | 20  | Milo               |
| 10  | Three crown powdered milk x sachet x 240pcs x ctn                                  | ctns | 10  | Three Crown        |
| 11  | Decaffeinated coffee x bottle Gold Blend 75g                                       | Tins | 10  | Nescafe            |
| 12  | Disposable waste bags (Black) x roll   | pcs  | 60  |                    |
| 13  | Sugar x 50pkts x ctn   | ctns | 5   | St Louise          |

|    |   |       |     |            |
|----|---|-------|-----|------------|
| 14 | Short Note Books Apex MI No 4 (400 Leaves)                  | Pcs   | 100 | Apex       |
| 15 | Toilet Tissue Paper Belle x 48pcs x bale                    | bales | 50  | Rose Belle |
| 16 | Block Airfreshner (Drummer) x 12/ pkt                       | pkts  | 25  | Sunrise    |
| 17 | Ginger Tea x 20 Sachets x pack                              | Pack  | 5   | Gold Kili  |
| 18 | Duracell Batteries AAA x 4pcs x pkt                         | Pack  | 10  | Duracell   |
| 19 | Duracell Batteries AA x 4pcs x pkt                          | pack  | 100 | Duracell   |
| 20 | Florescent tube 4ft (1 x 25) pcs Tube (OSRAM)               | pkt   | 10  | Osram      |
| 21 | Ceiling Fan   | Pcs   | 10  |            |
| 22 | Fluorescent 4ft complete fittings Tungsram/ Phillip x 6/pkt | pkt   | 10  |            |
| 23 | Igle correction pen x 1                                     | pcs   | 30  | Igle       |
| 24 | Laundry Bags x 20pcs  | Pcs   | 100 |            |
| 25 | Tissue box x24 boxes  | ctns  | 5   | Rose       |
| 26 | Choke (New clime Medium 240v-50hz)                          | Pcs   | 50  | New clime  |
| 27 | Energy Saving LED Bulb 20w (Gam) - PIN                      | pcs   | 100 | AKT        |
| 28 | Energy Saving LED Bulb 15w (Gam) - Screw                    | Pcs   | 100 | AKT        |
| 29 | Energy Saving LED Bulb 15w (Gam) - PIN                      | pcs   | 100 | ALIFE      |
| 30 | Energy Saving LED Bulb 20w (Gam) - Screw                    | pcs   | 100 | ALIFE      |
| 31 | 13A Socket - (Double)                                       | pcs   | 50  | Classic    |
| 32 | 1 Gang Switch   | Pcs   | 50  | MGC        |
| 33 | 2 Gang Switch   | Pcs   | 50  |            |
| 34 | 3 Gang Switch   | Pcs   | 40  |            |
| 35 | 40W Choke (Philps)  | Pcs   | 50  |            |

|    |   |       |     |             |
|----|---|-------|-----|-------------|
| 36 | Energy Saving LED Bulb 15w (Gam)- Screw                               | pcs   | 100 | AKT         |
| 37 | Lamp holder (Straight) 2 IN 1   | pcs   | 45  | Fancy       |
| 38 | Lamp holder POP Type (Fancy)  | pcs   | 60  | Fancy       |
| 39 | Soda cracker 36g x 36pcs  | ctns  | 10  | Soda        |
| 40 | Harpic Super Active Block Airfreshner                                 | Pcs   | 50  | Harpic      |
| 41 | Starters x 25pcs x pkt (Osrams)                                       | pkt   | 20  |             |
| 42 | Toilet bowl cleaner x 12 x 50gpack                                    | ctns  | 40  |             |
| 43 | Super Big Shallot Biscuit Vegetarian 3x 7pcs x 200g                   | ctns  | 3   | Shallot     |
| 44 | Disposable cups x 50pcs x roll  | rolls | 5   |             |
| 45 | Mem 13amps Socket - (Classical)                                       | Pcs   | 80  | Classic     |
| 46 | 13amps Volex plug   | Pcs   | 50  | Volex       |
| 47 | Baygon Insecticide 500ml x (12pcs x ctn by Farique Per Gorgoni Co ltd | ctns  | 10  | Baygon      |
| 48 | Long Note Book Apex (420 leaves)                                      | Pcs   | 50  | Apex        |
| 49 | Serviette (Alia/Nice) x 33x 33cm- 1ply                                | ctns  | 10  | Alia        |
| 50 | 13A Multipurpose Adaptor  | pcs   | 20  |             |
| 51 | Patress Box (3 x3)  | pcs   | 20  |             |
| 52 | Patress Box (3 x6)  | pcs   | 20  |             |
| 53 | Quaker Oat (can)  | cans  | 20  |             |
| 54 | Wall Clock Samay/Rikon  | Pcs   | 20  | Samay/Ricon |
| 55 | Foil Paper 45cm wide x 70meters                                       | ctns  | 5   | Royal Wrap  |
| 56 | Mem 13amps Socket   | pcs   | 20  |             |
| 57 | 13amps Plug (Volex)   | pcs   | 30  |             |
| 58 | 15amps Plug (Volex)   | pcs   | 50  |             |
| 59 | Mem Double Socket 13amps  | Pcs   | 10  | Classic     |



|    |  |      |    |                  |
|----|--|------|----|------------------|
| 60 | Delta Toilet soap 16strings x 12 x 20g | ctns | 5  | Delta            |
| 61 | Tyre 205 R16 C                         | Pcs  | 4  | Farroad          |
| 62 | Tyre 185 R15 (195 R15) LT              | Pcs  | 8  | Double King      |
| 63 | Tyre 215/70 R15                        | pcs  | 4  | Zuper Trek       |
| 64 | Tyre 205/65 R16 -                      | Pcs  | 4  | Transforce       |
| 65 | Typre 215/70 R16                       | Pcs  | 4  | Tourador Comford |
| 66 | HALOGEN TUBE 1000W                     | Pkt  | 40 |                  |
| 67 | 15AMP SOCKET                           | Pkt  | 30 |                  |
| 68 | KANGARO STAPLER                        | pcs  | 10 |                  |