



NATIONAL INVITATION TO TENDER FOR FRAMEWORK AGREEMENT

NRC Ethiopia funded by multiple donors is seeking to engage suppliers to enter into Long Term Agreements (LTA)/ Framework Agreements (FWA) to supply **Office Consumables** for the period of two years.

Lot 1 Stationary Items
Lot 3 Kitchen Materials

Lot 2 Cleaning Items
Lot 4 Sundries

ITB reference: PTN/2021/004

TENDER DOCUMENTS

The Invitation to Bid (ITB) documents will provide all relevant information in detail, requirements, quantities, delivery location, date, time, and place for the submission of the Tender, and can be obtained either:

From the NRC website: <https://www.nrc.no/procurement/>

Or bidders can pick-up in person the ITB documents from Logistics Department from Monday to Friday 08:30 to 16:30 at the following locations:

- Addis Ababa Country Office – 3rd Floor, Isaac Tower, Airport Road, Bole Japan, Addis Ababa, Ethiopia
- Shire Area Office – House No 149, Kebele 03, Woreda - Shire Enda Selassie, Shire Town
- Assosa Area Office – (Next to police station close to ARRA Office), Kebele 04, Woreda 02, Assosa City, Assosa Zone
- Jigjigga Area Office – Kebele 10, Jigjigga City, Fafan Zone
- Dollo Ado Area Office – (Near WFP, DRC & World Vision), Kebele 03 (Yubo), Woreda Dolo Ado, Dolo Ado Town
- Bule Hora Area Office – (Behind Oromia International Bank), Kebele 01, Bule Hora Town, West Guji Zone
- Gambella Area Office – (Close to Openo college, behind Solomon hotel), Kebele 05, Gambella City, Anuak Zone

Closing date for submitting the tender is 7 May 2021 at 16:30. All times are local and follow the Gregorian calendar. All bids submitted after that date will be rejected.

TENDER PROCESS.

All interested and eligible firms are requested to submit their offers by hand **and not by email** in sealed envelopes to the address specified in the tender pack. Submissions can be made by DHL or any other express courier. Note that all bidders are required to sign a bid submission register upon submission. The register can be signed by a company representative or courier. Enquiries need to be made in writing via email et.tenders@nrc.no

Norwegian Refugee Council (Ethiopia)

SECTION 1: Cover Letter (Envelope 1)

Date: 7 April 2021

NRC office: Addis Ababa Country Office

Our reference: PTN/2021/004

SUBJECT: NATIONAL INVITATION TO BID FOR FRAMEWORK AGREEMENT FOR Long Term Agreements (LTA)/ Framework Agreements (FWA)for the Provision of stationary, Sundries and cleaning materials

Regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

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Any request for clarification must be received by NRC in writing via et.tenders@nrc.no according to the schedule listed in Section 2 – Bid Data Sheet

We look forward to receiving your tender at the address specified in the Instructions to Bidders before 7 May 2021 before 16:30, as stated in the invitation to tender notice.

Yours sincerely,

NRC Ethiopia Country Office
Addis Ababa

SECTION 2: Bid Data Sheet (Envelope 1)

1. BACKGROUND DATA

This bid is issued by Norwegian Refugee Council Ethiopia and is open to local bidders only. Any **correspondence** can be addressed the following addresses:

By email:

et.tenders@nrc.no

By post:

NRC Addis Ababa Country Office

3rd Floor,
Isaac Tower, Airport Road, Bole Japan, Addis Ababa , Ethiopia
Bole Sub-city
Addis Ababa
Ethiopia

Google map: <https://goo.gl/maps/pNrMa1NPoXduCFHN9>

The ITB **documents can be collected** from Logistics Department from Monday to Friday 08:30 to 16:30 at the following locations:

NRC Addis Ababa Country Office

3rd Floor
Isaac Tower
Airport Road (Between Ethio Supermarket &
Shoa Supermarket) Bole Japan
Addis Ababa
PO Box 25612/1000
Ethiopia
<https://goo.gl/maps/C45nQBS81UfxY625A>

Shire Area Office

House No 149
Kebele 03
Woreda - Shire Enda Selassie
Shire Town
North Western Tigray Zone

<https://goo.gl/maps/RXmiUUMX8e4xUgYu5>

Assosa Area Office

(Next to police station close to ARRA Office)
Kebele 04
Woreda 02
Assosa City
Assosa Zone

<https://goo.gl/maps/6CY5poZ5rP52>

Jigjigga Area Office

(In front of IOM guest house)
Kebele 10
Jigjigga City
Fafan Zone

<https://goo.gl/maps/hPbQs3mgLsgFzhbg7>

Dollo Ado Area Office

(Near WFP, DRC & World Vision)
Kebele 03 (Yubo)
Woreda Dolo Ado
Dolo Ado Town

<https://goo.gl/maps/4Ucp6esRSzs>

Bule Hora Area Office

(Behind Oromia International Bank)
Kebele 01
Bule Hora Town
West Guji Zone

<https://goo.gl/maps/fkXNR1RvRK4Mc32b6>

Gambella Area Office

(Close to Openo college, behind Solomon hotel)
Kebele 05
Gambella City
Anuak Zone

<https://goo.gl/maps/W5nDgw8iMSm>

2. SUMMARY OF SUPPLIES

Lot 1: Stationary Materials

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
1	Envelopes - A3 Kaki	Pack of 50 pcs	120	100	100	100	20	1	135
2	Envelope - A4 Kaki	Pack of 50 pcs	250	85	125	150	20	18	100
3	Envelope - A5, kaki	Pack of 50 pcs	55	11	83	1	20	1	100
4	Envelope - small, White	Pack	300	35	83	50	20	1	10
5	Printing paper - A3 size, 80gm	Ream(500 sheet)	95	1	300	1	1	1	1
6	Printing paper - A4 size, 80 gram Double A/ Gold/SPECTRA/A++/paper one	Ream(500 sheet)	670	250	300	100	400	30	600
7	Sheet protector - A4 size, Plastic Type and transparent	Pack of 100 pcs	43	11	100	1	20	1	30
8	Colored papers - mixed Colored, A4 size	Ream	124	75	240	100	50	1	20

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
9	Registration Book - A4 handcover book 200 pages,imported	Pcs	158	125	168	200	50	50	15
10	Registration Book - A3 handcover book 200 pages,imported	Pcs	153	125	168	200	50	30	15
11	Agenda book - up-to-dated year,imported	Pcs	165	100	50	100	100	30	30
12	Marker Artline marker 90 - Permananet marker artline 12 pcs each	Pack of 12 pcs	251	225	125	400	50	10	70
13	White board Marker - White board markers 4 pcs	Pack of 4 pcs	122	60	125	100	20	1	55
14	Marker highlighter - Highlighter(of 10pcs)	Pkt	74	11	200	1	20	30	10
15	Ball-Pen - cello/Radius/Lexi Black, Blue,Red(pkt of 50pcs)	Pack of 50 pcs	1,178	1,050	1,417	100	2,000	15	100
16	Pencil - HP grade, black lead	Box of 12	1,276	1,525	467	50	3,000	1	50
17	Sharpener - Metal pencil sharpener	Box of 24	245	275	100	50	500	1	50
18	Big Puncher - Heavy Duty	Pcs	47	35	50	50	20	2	20

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
19	Stapler Big size - Big Stapler kangro	Pcs	36	20	50	20	20	5	20
20	Stapler kangro medium - Kangaro DS- E 335, DS 435	Pcs	103	40	25	30	50	1	15
21	Puncher - Small (DP250 Kangaro)	Pcs	30	23	25	20	25	1	1
22	Puncher - Medium(DP720 Kangaro)	Pcs	22	13	25	1	25	4	15
23	Puncher - DB 800, big size	Pcs	19	13	25	1	25	2	1
24	stapler - small Stapler kangro	Pcs	84	75	50	100	50	1	10
25	Staples - big	Pkt	123	126	80	1	250	1	10
26	Staples - small size Kangaro type No. 384556 , box of 10 pkt	Box	43	16	80	1	30	10	10
27	Staples - 24/6 Medium size kangaro No. 384556 box of of 10 pkt	Box	41	16	80	1	30	1	10
28	Staples - 23/8 Large size kangaro No. 384556 box of 5 packs	Box	36	16	80	1	30	1	1
29	Binder Clip - Metal, 25mm((box of 12pcs)	box of 12pcs	159	150	8	150	150	1	100

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
30	Binder Clip - Metal, 32mm(box of 12pcs)	box of 12pcs	76	76	8	1	150	1	20
31	Binder Clip - Metal, 41mm(box of 12pcs)	box of 12pcs	21	1	8	1	1	1	20
32	Binder Clip - Metal, 51mm(box of 12pcs)	box of 12pcs	21	1	8	1	1	1	20
33	Duster - White Board eraser(Duster)	Pcs	347	20	1,200	30	10	1	100
34	Blackboard Duster - Wood, 14.5 x 6.5 x 3.5cm	Pcs	431	6	1,200	1	10	1	500
35	Blackboard Ruler - 100 cm metallic	Pcs	131	6	500	1	10	1	1
36	Blackboard Ruler - T- square 100 cm wooden	Pcs	131	6	500	1	10	1	1
37	Blackboard Set Square - 30-60-90 degrees with detachable handle	Pcs	131	6	500	1	10	1	1
38	Exercise Book Ruled - Exercise book 50 pages, printed with 8mm lines without plastic cover	Dozen	304	11	1,167	20	1	10	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
39	Exercise Book Square - Exercise book 50 pages, printed with 5mm square lines without plastic cover	Dozen	573	1	2,283	1	1	1	1
40	Exercise Book Ruled - Exercise book 50 pages, printed with 8mm lines with plastic cover	Dozen	2,627	2,501	1,000	1	5,000	1	2,000
41	Exercise Book Square - Exercise book 50 pages, printed with 5mm square lines with plastic cover	Dozen	227	1	700	1	1	1	200
42	Exercise Book Ruled - Exercise book 100 pages, printed with 8mm lines without plastic cover	Dozen	128	1	483	1	1	20	1
43	Exercise Book Square - Exercise book 100 pages, printed with 5mm square lines without plastic cover	Dozen	96	1	375	1	1	1	1
44	Exercise Book Ruled - Exercise book 100 pages, printed with 8mm lines with plastic cover	Dozen	86	1	333	1	1	1	1
45	Exercise Book Square - Exercise book 100 pages, printed with 5mm square lines with plastic cover	Dozen	96	1	375	1	1	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
46	Box File - Kent Green/Yellow/ Black	Pcs	938	200	250	200	200	100	300
47	Calculator - Casio calculator, DJ120D	PCS	80	45	150	40	50	1	10
48	Calculator - Scientific Calculator Casio	PCS	56	26	120	1	50	1	20
49	Carbon Paper - 8000/H, Pkt of 100pcs	Pack of 100 pcs	354	58	1,235	100	15	1	1
50	Chalk - calcium carbonate, assorted colors	Box of 60 pkt	115	1	450	1	1	1	1
51	Chalk - calcium carbonate, white	Box of 60 pkt	115	1	450	1	1	1	1
52	Clock, teaching - wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	Pcs	34	1	120	1	1	1	1
53	Clock, teaching - wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	Pcs	9	1	1	1	1	1	1
54	Compass - Plastic, for blackboard, 45cm	Pcs	6	6	1	1	10	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
55	Screen Cleaner Fluid and Brush - like magic	Pcs	62	50	25	40	60	1	50
56	Correction Fluid - Pen Type	Pcs	360	55	1,200	50	60	1	24
57	Crayon, wax - Packs of 8 colors	Pack	352	51	1,200	100	1	1	30
58	Paper Cutter, Big - A3 size	Pcs	6	3	8	4	1	1	2
59	Paper Cutter, Small - A4 size	Pcs	7	5	2	4	5	1	2
60	Dose/ File Separator - A- z/1-30 Flat for File	Pcs	393	250	120	300	200	1	200
61	Dry cell Battery - AA Size	Pair	494	51	1,500	1	100	1	300
62	Dry cell Battery - Energizer-AAA Size 1.5V,	Pair	494	51	1,500	1	100	1	300
63	Dry cell Battery - D" Size	Pcs	434	51	1,500	1	100	1	60
64	Duct tape - 50mm, silver	Pcs	99	75	120	50	100	1	25
65	Elastic Band - Big and Small Size (small rolls of 3-5m)	Pcs	73	58	12	15	100	1	100
66	Soft eraser for pencils -	Box of 40 pcs	298	325	12	50	600	1	200
67	Eraser for Drawing, For Technical drawing -	Pcs	399	30	1,500	10	50	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
68	Fastener clip -	Packet	497	150	1,500	100	200	1	10
69	File - Suspension File , made of strong cards	Pcs	413	150	500	100	200	1	200
70	Flip Chart 25 page - 25 page, "23 X 32" A1 imported	Pcs	351	150	850	100	200	30	50
71	Flip Chart 25 page - 25 page, "23 X 32" A1 local	Pcs	344	150	850	100	200	2	50
72	Flip Chart Stand - Stand	Pcs	18	8	25	6	10	2	5
73	Globe - Inflatable, diameter 42cm,with stand	Pcs	12	9	1	2	15	1	5
74	Hard Paper - for binding/pkt of 100pcs	pack of 100 pcs	425	63	1,500	100	25	1	2
75	ID Cards Holder - transparent, vertical style	Pcs	157	90	58	80	100	1	50
76	Ink pad -	PCS	32	23	1	20	25	1	10
77	Stamp Ink -	PCS	36	35	1	20	50	1	10
78	Masking Tape - Adhesive, transparent 1.5cm x 10m	Pcs	203	100	450	100	100	1	10
79	Masking Tape - shera	Pcs	168	51	450	1	100	1	20

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
80	Note Book - Sinarline spiral small size	Pcs	525	200	500	200	200	1	500
81	Note Book - Sinarline spiral Medium Size	Pcs	313	101	500	1	200	100	100
82	Note book - Sinarline spiral A4 size A4 SIZE-21X29.7CM,	Pcs	501	101	1,500	1	200	1	50
83	Paper Clip - small/box of 10pkt/	Box	373	55	1,200	100	10	1	100
84	Paper Clip - Big/box of 10pkt/	Pcs	348	6	1,250	1	10	1	100
85	Paper Tray - 2- layer mesh	Pcs	267	13	1,000	1	25	1	1
86	Paper Tray - 3-layer mesh	Pcs	29	13	50	1	25	1	15
87	Plaster transparent - Big Size, scotch tape	Pcs	32	16	25	1	30	1	30
88	Protractor - Plastic for blackboard 44cm, rigid plastic	Pcs	218	6	850	1	10	1	1
89	Ruler - 50cm Plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	Pcs	137	13	500	1	25	1	1
90	Ruler - 30cm plastic (The ruler with magnifier is made of durable	set of 10	137	13	500	1	25	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
	plastic and should be resistant to breakage)								
91	Scissor - Small	Pcs	45	51	1	1	100	1	1
92	Scissor - Big	Pcs	45	51	1	1	100	1	1
93	Scissors - All purpose,sharp,180mm	Pcs	50	51	1	1	100	1	20
94	Scissors - safety, school, B/B,135mm (The scissors are fitted with a protective cover made of hard plastic, which cannot be removed accidentally)	BOX-10	55	55	1	10	100	1	1
95	Sharpener - Pencil, mounted on a table	Pcs	8	1	1	1	1	1	1
96	Spiral Ring - 6mm(box of 100pcs)	Box	65	1	250	1	1	1	1
97	Spiral Ring - 8mm(box of 100pcs)	Box	65	1	250	1	1	1	2
98	Spiral Ring - 12mm(box of 100pcs)	Box	65	1	250	1	1	1	2
99	Spiral Ring - 14mm(box of 100pcs)	Box	65	1	250	1	1	1	1
100	Spiral Ring - 16mm(box of 100pcs)	Box	65	1	250	1	1	1	1
101	Spiral Ring - 18mm(box of 100pcs)	Box	65	1	250	1	1	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
102	Spiral Ring - 20mm(box of 100pcs)	Box	65	1	250	1	1	1	1
103	Spiral Ring - 22mm(box of 50pcs)	Box	65	1	250	1	1	1	1
104	Spiral Ring - 25mm(box of 50pcs)	Box	65	1	250	1	1	1	1
105	Spiral Ring, - 10mm(box of 100pcs)	Box	65	1	250	1	1	1	1
106	Staple Remover - Standard	Pcs	144	125	50	150	100	1	50
107	Student's Geometry sets - Student's geometry set of 7 items packed in a sturdy plastic wallet.	Box of 20 set	128	1	500	1	1	1	1
108	Tape - Adhesive,transparent 1.5cm x 10m	Pcs	36	28	1	5	50	1	10
109	UHU - solid glue 25 ml	Pcs	288	175	500	50	300	53	50
110	West Basket/Garbage - paper bin	PCS	91	30	1	30	30	1	20
111	White Board double sided mobile with stand(rotatable) - 90x60cm, imported	Pcs	9	3	1	5	1	1	10
112	White Board - 90x120cm, imported	Pcs	8	6	1	10	1	1	3

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
113	Yellow Stick Note - (Post-it-Note), small(12 pkt)	Pkt	40	33	1	50	15	1	10
114	Yellow Stick Note - (Post-it-Note),medium (12 pkt)	Pkt	22	8	1	1	15	1	10
115	Yellow Stick Note - (Post-it-Note),big(12 pkt)	Pkt	22	8	1	1	15	1	10
116	Mouse Pad - medium	Pcs	2	1	1	1	100	1	1
117	Mouse - Wireless	Pcs	2	1	1	1	100	1	1
118	Laptop bag - Imported. Medium size	Pcs	2	1	1	1	100	1	1
119	Dust blower - Medium	Pcs	2	1	1	1	10	1	1
120	Power Divider - surge protector - medium	Pcs	2	1	1	1	50	1	1
121	Power Divider - surge protector - big	Pcs	2	1	1	1	50	1	1
122	Flash Disk - 16 GB	Pcs	2	1	1	1	100	1	1
123	Flash Disk - 32 GB	Pcs	2	1	1	1	100	1	1

* Please refer to the detailed specifications in section 5

** Note that these are estimates and are subject to variations. The quantity represents the estimate for the first year of the contract. Similar quantities are expected for the second year

Lot 2. Cleaning Materials

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
1	Abujede Textile - Abujede	Meter	40	51	1	1	100	1	1
2	Glove Plastic for cleaners - Heavy duty glove, plastic for cleaning	Pairs	277	79	21	108	50	1	100
3	Air Freshner 300ml - Different Odurs	Pcs	692	496	180	792	200	1	100
4	Tissue Paper for Car - Latest Quality	Pkt	590	226	800	252	200	1	132
5	Brooms with handle - Brooms with handle	Pcs	193	138	120	250	25	15	100
6	Bucket Plastic - 20 Lit	Pcs	60	40	58	65	15	1	12
7	Ajax Small - Small Size in box of 60 pcs	Box	71	75	50	50	100	1	1
8	Ajax Big - Big Size in box 60 pcs	Box	71	75	50	50	100	1	1
9	Hand Liquid Soap - Liquid,500 MI	Bottle	594	275	750	400	150	1	500
10	Bleach 800 ml - Ghion 800ml	Pcs	203	200	180	250	150	1	24

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
11	Bleach 5 lit - Ghion 5 liter	Pcs	183	150	180	250	50	1	1
12	Disinfectant - 5 liters	Pcs	191	130	120	250	10	1	1
13	Disinfectant - 1 liters	Pcs	144	150	120	250	50	1	1
14	Dettol 500 ml - 500ml	Pcs	219	150	120	250	50	1	300
15	Dettol 1 liter - 1 litre	Pcs	109	63	120	75	50	1	1
16	Dish Washing Liquid Soap - 500 MI	Pcs	246	175	450	250	100	1	1
17	Dish Washing Liquid Soap - 1 liter	Pcs	282	175	450	250	100	1	50
18	Liquid Laundry Soap 1 Liter - liquid for laundry, 1 lit (Largo)	Pcs	223	63	400	100	25	1	300
19	Liquid soap 2 liter - bright/light 2 litter size	Pcs	183	75	500	100	50	1	1
20	Liquid soap 5 liter - bright light/Largo 5 litter size	Pcs	98	38	250	50	25	5	1
21	Body Soap 80 gram size - Anita Soap / MAS	Box	562	130	1,800	200	60	1	50
22	Body Soap 100 gram -	Pcs	252	250	250	200	250	1	50

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
23	Mop - Cotton	Pcs	148	100	120	150	50	1	120
24	Mop - imported	Pcs	118	100	120	150	50	1	1
25	Omo(Powder soap) ZAHARA/ ROYAL in carton - 48 pcs of one cartone big size	Pcs	231	255	150	500	10	2	1
26	Powder Soap(detergent) - 4kg Omo	Pcs	146	125	200	200	50	1	1
27	Powder Soap (detergent) - 200g	Pcs	195	125	200	200	50	1	200
28	Powder Soap 500mg - 500mg" Areal	Pcs	139	100	250	150	50	1	1
29	Powder soap (in bucket) - 5 kg	Pcs	59	30	120	50	10	1	1
30	Roach killer 300ml - 300 ml	PCS	318	325	100	500	150	1	120
31	Tissue Paper - Kitchen towel	PCS	510	280	900	360	200	1	200
32	Tissue paper - Manco good quality pkt of 48 pcs	Pack of 48 pcs	267	280	120	360	200	1	100
33	Sponge foam for washing - Pack of 12 pcs	Pack of 12 pcs	107	83	100	150	15	1	30

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
34	Towel - small size(for Table cleaning)	Pcs	71	38	25	25	50	1	20
35	Towel - Medium size(for shower)	Pcs	27	25	25	25	25	1	1
36	Towel - Big size(for Shower)	Pcs	27	25	25	25	25	1	1
37	Traditional brooms -	Pcs	81	43	150	60	25	1	20
38	Vim - imported	Pcs	225	200	150	300	100	1	24
39	Washing wire - small size	Roll	111	73	150	100	45	1	25
40	Window cleaner - Spray 500ml	Pcs	195	160	150	200	120	1	24

* Please refer to the detailed specifications in section 5

** Note that these are estimates and are subject to variations. The quantity represents the estimate for the first year of the contract. Similar quantities are expected for the second year

Lot 3. Kitchen Materials

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
1	Tea Flask (Big size) - Top press	Pcs	2	1	1	1	5	1	1
2	Water Glasses - Water Glasses Dozen of 12pcs	Dozen	2	1	1	1	3	1	1
3	Knife (Medium size good quality) - for Vegetable chopping	Dozen	2	1	1	1	2	1	1
4	Knife (Medium size good quality) - Bread cutter	Dozen	2	1	1	1	1	1	1
5	Electric Kettle - 2 liter	Pcs	2	1	1	1	3	1	1
6	Table Spoon - stainless steel	Dozen	2	1	1	1	3	1	1
7	Fork - stainless steel	Dozen	2	1	1	1	2	1	1
8	Cooking Pots (Large size) - 5 liter	Pcs	2	1	1	1	10	1	1
9	Cooking Pots (medium) - 3 liter	Pcs	2	1	1	1	10	1	1
10	Service Tray (medium) -	Pcs	2	1	1	1	10	1	1
11	Tea Cups -	Dozen	2	1	1	1	3	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
12	Tea Spoon (small size) - stainless steel	Dozen	2	1	1	1	2	1	1
13	Cooking Pan - Medium	Pcs	2	1	1	1	5	1	1
14	Cooking Pan - Small	Pcs	2	1	1	1	5	1	1

* Please refer to the detailed specifications in section 5

** Note that these are estimates and are subject to variations. The quantity represents the estimate for the first year of the contract. Similar quantities are expected for the second year

Lot 4. Sundries

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
1	Bottled water - 1 liter	Pcs	13,511	15,080	7,500	20,160	10,000	500	800
2	Bottled water - 0.5 liter	Pcs	6,751	501	7,500	1	1,000	1	3,000
3	Drinking Water - 20 litter of Jerri can	Gallon	419	126	240	1	250	60	250
4	Ambo Mineral water - Plastic, 500ml	Pcs	202	251	50	1	500	1	1
5	Biscuit(Cookies) -	Pkt	1,481	1,750	667	3,000	500	1	1
6	Biscuits Abu walad -	Box	27	11	1	1	20	60	10
7	Biscuits Abu Walad -	Pkt	190	251	1	1	500	1	1
8	Busciut - Abuwlada/Fruit cake	Pcs	440	251	1,000	1	500	1	1
9	Soft drink(soda) - Plastic bottle, 500ml	Pcs	6,052	3,001	8,000	1	6,000	700	6,500
10	Coffee - Coffee beans	Kg	269	205	250	400	10	1	200
11	Coffee - Powder, packed	Kg	201	51	100	1	100	1	50
12	Cookies - Packed fasting and non-fasting cookies	kG	394	26	100	1	50	1	900

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
13	Fruit cake - plastic covered	Pcs	40	51	1	1	100	1	1
14	Kolo - Packed , 1 kg	Kg	2,254	30	8,000	50	10	1	900
15	Fruit juice - 500 ml , plastic bottle	Pcs	2,002	2,501	500	1	5,000	1	1
16	Milk powder - 2500 mg NIDO	Pcs	137	100	120	50	150	15	12
17	Milk powder - 900 mg NIDO	Pcs	40	1	150	1	1	1	1
18	Milk powder - 400 mg NIDO	Pcs	78	1	300	1	1	1	1
19	Sugar – white	Kg	714	500	500	400	600	6	100
20	Tea Flask (small size) - Good quality, 1 liter	Pcs	138	11	500	10	12	1	2
21	Tea leaf - pkt of 100 leaf(Wush wush, Addis Tea)	Carton	94	115	5	200	30	1	20
22	Tea Leaf - Addis tea	Kg	44	13	120	1	25	1	10
23	Tea leaf - 25 pcs of bags d/t flavor	Pkt	103	13	120	1	25	1	1

N.	Supplies*	UoM	Quantity** Addis Ababa	Quantity** Shire	Quantity** Assosa	Quantity** Gambella	Quantity** Jigjiga	Quantity** Dollo Ado	Quantity** Bule Hora
24	Tea spices mix - kerefa, cloves, cardamon	Kg	122	110	120	200	20	1	10
25	Dust Bin - Big/for Garbage collection/100-120 Liter	Pcs	38	28	50	50	5	1	5

* Please refer to the detailed specifications in section 5

** Note that these are estimates and are subject to variations. The quantity represents the estimate for the first year of the contract. Similar quantities are expected for the second year

3. BID GUARANTEE (BID SECURITY BOND)

All bidders are required to submit a bid guarantee (Cashier's Payment Order – CPO) valued at **ETB 100,000**. Any bid received that does not meet this requirement will automatically be declared ineligible and will not be considered further. The bid security amount is fixed regardless of the value of the bid or the number of lots applied to.

4. MAXIMUM TIME-FRAME FOR DELIVERY

All bidders are expected to detail the lead time for all supplies. Failure to provide this information will be a disadvantage for the bid.

5. SCHEDULE & DEADLINE FOR SUBMISSION

The deadline for submission of bids is as follows. **Late bids will not be accepted.**

Stage	Date*	Time**
Invitation to Bid release	7 April 2021	08:30
Deadline for request for any clarifications from NRC	26 April 2021	N/A
Last date on which clarifications are issued by NRC	29 April 2021	N/A
Deadline for submission	7 May 2021	16:30

*Please note all dates are provisional dates and NRC reserves the right to modify this schedule.

**All times are in the local time of Ethiopia and follow the Gregorian calendar.

6. MANNER OF SUBMISSION:

Please submit your bids in accordance with the requirements detailed below:

Complete **bid documents must be submitted in TWO sealed envelopes that** shall be hand delivered at the following address not later than the due date indicated above. Upon submission a bid register must be signed by the bidder or their representative. Bids delivered by express couriers are allowed and will be asked to sign on the bid register.

A non-returnable physical sample must be submitted with the bid. To the extent possible certificates detailing the material specifications/ applicable standards should be submitted with the bid.

NRC Addis Ababa Country Office

3rd Floor

Isaac Tower

Airport Road (Between Ethio Supermarket & Shoa Supermarket)

Bole Japan

Addis Ababa

PO Box 25612/1000

Ethiopia

<https://goo.gl/maps/C45nQBS81UfxY625A>

Envelope 1 (Eligibility and technical)

- Section 1: Cover letter
- Section 2: Bid Data Sheet
- Section 3: General terms & conditions
- Section 4: Ethical Standards
- Section 5: Technical specification
- Section 6: Production capacity and lead time
- Section 7: Bidding form & declaration
- Business license registration certificate (Commercial registration)
- Tax Identification Number (TIN) registration certificate (Tax registration)
- Value Added Tax (VAT) registration certificate (if VAT is to be charged)
- Bid guarantee (Cashier's Payment Order – CPO)
- Proof of past experience/ references (Copies of contracts/ POs/ completion certificates/ etc.)

Envelope 2 (Financial)

- Section 8: Priced offer

7. BIDDER'S CHECKLIST:

Description	To be filled by bidder		To be filled by NRC bid committee		
	Included?		Present & complete?		Comments
Step/ document to be submitted <u>with</u> tender	Yes	No	Yes	No	
Complete tender package delivered before the deadline specified in Section 2 - Bid Data Sheet - <u>Compulsory</u>					
Section 5 –Technical description of the supplies – completed, signed & stamped – <u>Compulsory</u>					
Section 6 –Capacity and lead time – completed, signed and stamped – <u>Compulsory</u>					
Section 7 – Bidding Form, company profile & declaration – completed, signed & stamped – <u>Compulsory</u>					
Section 8 – Pricing proposal (in separate envelope) - signed & stamped – <u>Compulsory</u>					
Additional Information on Specifications of supplies – completed, signed & stamped (if applicable)					
Supporting documents					
Copy of renewed business license – <u>Compulsory</u>					
Copy of TIN registration – <u>Compulsory</u>					
Copy of VAT registration – <u>Compulsory</u>					
Past contracts/ POs as proof of experience – <u>Compulsory</u>					
Bid bond/ security (CPO/ bank guarantee) with a value of ETB 100,000 – <u>Compulsory</u>					

To be filled in by NRC bid committee only	Eligible	Ineligible
Outcome of administrative eligibility check.		

Company name and stamp: _____

SECTION 3: General terms & conditions (Envelope 1)

1. SCOPE OF BID

- 1.1. The bid is based on the scope of the assignment as determined in Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
- 1.2. The bid is open to bidders registered in Ethiopia on condition that they meet the eligibility criteria
- 1.3. The resulting Long-Term Agreement (LTA)/ Framework Agreement (FWA) will be valid for an initial two years with an option to extend for an additional year on agreement between both parties. The agreement should not be interpreted as an exclusivity agreement.
- 1.4. The quantities that are listed in the tender pack are estimates of the annual consumption of the various supplies and are not guaranteed.

2. CORRUPT PRACTICES

- 2.1. Norwegian Refugee Council requires Employees, Bidders and Suppliers, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian Refugee Council defines, for the purposes of this provision, the terms set forth below as follows:
 - 2.1.1. "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - 2.1.2. "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition;

In any case where fraud or corruption is identified, NRC will:

- reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
 - remove bidding suppliers who engage in fraudulent or corrupt practices, from our prequalified list
 - liaise with District Officials to report if fraudulent or corrupt practices are identified
 - terminate contract
- 2.2. Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the Country Director in Ethiopia

3. ELIGIBLE BIDDERS

- 3.1. A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of supplies:
 - 3.1.1. the bidder must provide of:
 - 3.1.1.1. Copy of renewed business license registration certificate
 - 3.1.1.2. Copy of Tax Identification Number (TIN) registration certificate
 - 3.1.1.3. Copy of Value Added Tax (VAT) registration certificate (if VAT is to be charged)

- 3.1.1.4. Bid guarantee (Cashier's Payment Order – CPO)
- 3.1.2.the bidder has submitted all documents requested in Condition 13 of the current Section
- 3.1.3.the bidder is not subject to sanctions imposed by the United Nations, European Union (or any of its member states) or United States of America
- 3.1.4.the bidder, at the time of bid, is not:
 - 3.1.4.1. insolvent;
 - 3.1.4.2. in receivership;
 - 3.1.4.3. bankrupt; or
 - 3.1.4.4. being wound up
- 3.1.5.The bidder's business activities have not been suspended;
- 3.1.6.The bidder is not the subject of legal proceedings for any of the circumstances in 3.1.4; and
- 3.1.7.The bidder has fulfilled his or her obligations to pay taxes and social security contributions.

A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified.
- 3.2. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process; or
- 3.3. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.
- 3.4. NRC reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited too: child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.

4. BID GUARANTEE (BID SECURITY BOND)

- 4.1. As part of its bid, the bidder shall submit a bid guarantee equivalent to the value stipulated in the Bid Data Sheet in Section 2. The guarantee should take the form of a Cashier's Payment Order (CPO) issued by a reputable bank and should be denominated in USD. Equivalent financial instruments from reputable banks are also acceptable. The bid guarantee amount is for the entire tender regardless of which lot/ how many lots are being applied to.
- 4.2. The bid bond is required to ensure that only serious Bidders participate and to protect against the risk of Bidder's conduct, which would warrant the bond's forfeiture
- 4.3. Any bid that is received that is not secured with a bid guarantee will be declared ineligible and will not be considered further
- 4.4. Unsuccessful Bidder's bid bond will be returned as promptly as possible but not later than the date of expiration of the period of bid validity
- 4.5. Successful Bidder's bid bonds will be returned on contract signature and receipt of performance bond
- 4.6. The bid security will be forfeited:

- 4.6.1. if a bidder withdraws its bid after the deadline for the submission of bid or otherwise during the period of bid validity specified by the Bidder in the Bid; or
- 4.6.2. in the case of a successful Bidder, if the Bidder fails:
 - 4.6.2.1. to sign the final contract within 10 days of award; or
 - 4.6.2.2. to furnish performance bond after contract award

5. JOINT VENTURES, CONSORTIA AND ASSOCIATIONS

- 5.1. Bids submitted by a joint venture, consortium or association of two or more firms as partners must be made clear in the submitted bid. A copy of the formal agreement between the partners will need to be submitted with bid. NRC reserves the right to exclude bids submitted by joint ventures, consortia or associations in case there is a risk that the partnership fails to deliver the required supplies.

6. ONE BID PER BIDDER PER WORK

- 6.1. Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder's participation to be rejected.

7. COST OF BIDDING

- 7.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. INSPECTION

- 8.1. NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its suppliers. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

9. OBTAINING AND COMPLETING BIDDING DOCUMENTS

- 9.1. Bidders are able to obtain the bidding documents either from:
 - 9.1.1. From the NRC website: <https://www.nrc.no/procurement/>
 - 9.1.2. Or bidders can pick-up in person the ITB documents from Logistics Department from Monday to Friday 08:30 to 15:00 from the locations listed in the Bid Data Sheet Section 2.
- 9.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

10. CLARIFICATION OF BIDDING DOCUMENT

- 10.1. A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

11. AMENDMENT OF BIDDING DOCUMENT

- 11.1. At any time, prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders in writing.

- 11.2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.

12. LANGUAGE OF BID

- 12.1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
- 12.2. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 12.3. Any translations must be performed by a translator holding a license to translate, recognized by the Courts and Government of Ethiopia.

13. DOCUMENTS COMPRISING THE BID

- 13.1. The bid submitted by the Bidder shall comprise the following:

- **Envelope 1 (Eligibility and technical)**

- Section 1: Cover letter
- Section 2: Bid Data Sheet
- Section 3: General terms & conditions
- Section 4: Ethical Standards
- Section 5: Technical specification
- Section 6: Capacity and lead time
- Section 7: Bidding form & declaration
- Renewed business license registration certificate (Commercial registration)
- Tax Identification Number (TIN) registration certificate (Tax registration)
- Value Added Tax (VAT) registration certificate (if VAT is to be charged)
- Bid guarantee (Cashier's Payment Order – CPO)
- Proof of past experience/ references (Contracts/ POs/ completion certificates/ etc.)

- **Envelope 2 (Financial)**

- Section 8: Priced offer

- 13.2. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 13.3. Failure to separate the financial elements of the bid (priced offer and/ or any information that indicates the financial value of the bid) from the rest of the bid will automatically be declared ineligible.

14. BID PRICE FOR SUPPLY CONTRACT

- 14.1. All lots can be awarded to a single bidder, different bidders to different lots or selected lots to a single bidder. As such all should be considered individually with any additional discounts applied if awarded more than one lot. Unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the supplier under the contract, shall be included in the total bid price submitted by the bidder.
- 14.2. For those bidders who are VAT registered, VAT must be specified.
- 14.3. The bid price shall include the cost of manpower, the profit of the bidder, use of machinery and any other recurring cost to complete the requested supplies.

14.4. The priced offer submitted by Bidders shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:

14.4.1. By default, the financial evaluation of the bid will be based on the unit rate of the line item,

14.4.2. If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.

14.4.3. If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.

14.5. The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

15. CURRENCIES OF BID AND PAYMENT

15.1. All prices shall be quoted by the Bidder in United States Dollar (USD), unless otherwise stated. Payments will be made in prevailing Ethiopian Currency at the time of ordering. The reference will be the official rate as published by the national Bank of Ethiopia

15.2. By default, payment will be made within 30 days of completion of delivery and submission of all necessary documentation (copy of Purchase Order, Goods Received Note/ Delivery Note, formal invoice). Failure to provide all necessary documents will result in delays

16. BID VALIDITY

16.1. Bids shall remain valid for a period of 90 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.

16.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension.

17. ALTERNATIVE BIDS

17.1. Bidders shall submit offers that comply with the requirements of the bidding documents, including the technical specification. Alternative bids shall not be considered unless otherwise indicated in Section 8 – Priced offer (Envelope 2) where details are provided in Support to Section 5 – Technical specification (Envelope 1).

18. FORMAT AND SIGNING OF BID

18.1. The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

18.2. All pages of the submitted tender dossier must be completed, signed and stamped by the bidder

18.3. Any corrections/ amendments must be initialled and stamped by the bidder

19. SEALING AND MARKING OF THE BID

19.1. The complete bid documents **must be submitted in TWO separate sealed envelopes** that shall be hand delivered at the following NRC Offices not later than the due date indicated in Section 2: Bid Data Sheet.

- **Envelope 1 (Eligibility and technical)**

- Section 1: Cover letter
 - Section 2: Bid Data Sheet
 - Section 3: General terms & conditions
 - Section 4: Ethical Standards
 - Section 5: Technical specification
 - Section 6: Capacity and lead time
 - Section 7: Bidding form & declaration
 - Business license registration certificate (Commercial registration)
 - Tax Identification Number (TIN) registration certificate (Tax registration)
 - Value Added Tax (VAT) registration certificate (if VAT is to be charged)
 - Bid guarantee (Cashier's Payment Order – CPO)
 - Proof of past experience/ references (Contracts/ POs/ completion certificates/ etc.)
- **Envelope 2 (Financial)**
 - Section 8: Priced offer
- 19.2. The envelopes shall:
- 19.2.1. be addressed to the Norwegian Refugee Council, in the location specified in the Bid Data Sheet
 - 19.2.2. bear the Invitation to Bid (ITB) reference number
 - 19.2.3. no other markings should be on the envelope
- 19.3. If envelopes are not sealed and marked as required, the Norwegian Refugee Council will reject the bid

20. DEADLINE FOR SUBMISSION OF BIDS

- 20.1. Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in the Bid Data Sheet.

21. CERTIFICATES OF CONFORMITY/ QUALITY ASSURANCE

- 21.1. To the extent possible quality certificates detailing the applicable standards should be submitted with the bid.

22. LATE BIDS

- 22.1. The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and declared ineligible.

23. WITHDRAWAL AND REPLACEMENT OF BIDS

- 23.1. A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:
 - 23.1.1. submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked "WITHDRAWAL" or "REPLACEMENT" and
 - 23.1.2. received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with the Bid Data Sheet
- 23.2. After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice. Withdrawal after the Award Letter has been issued will result in the forfeiture of the Bid Guarantee/ Bond.

24. CONFIDENTIALITY

- 24.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.
- 24.2. Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
- 24.3. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.

25. CLARIFICATION OF BIDS

- 25.1. Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council's request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

26. BIDS VALIDATION

- 26.1. The Norwegian Refugee Council's determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid
- 26.2. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;
- 26.3. the scope, quality, or performance of the supplies specified in the Contract; or
- 26.4. limits in any substantial way, the Norwegian Refugee Council's rights or the Bidder's obligations under the Contract

27. EVALUATION OF BID

- 27.1. The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;
 - 27.1.1. Price in comparison to NRC established rate (Financial evaluation)
 - 27.1.2. Quality control of the submitted specifications (Technical evaluation)
 - 27.1.3. Overall timeframe for delivery (Technical evaluation)
 - 27.1.4. Earlier experiences and documentation proven in the tender documents, related to the supplies required under this contract. (Technical evaluation)
 - 27.1.5. In case of two suppliers being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract
- 27.2. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require NRC to verify the identity of the bidder prior to financial transactions.
- 27.3. NRC reserves the right to use online screening tools to check the bidder's record with regards to their possible involvement in illegal or unethical practices.

- 27.4. Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

28. AWARD PROCEDURE

- 28.1. The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
- 28.2. Any bidder who has not been awarded a contract, will be notified in writing detailing the reasons why their bid was not selected and will have their Bid Guarantee returned to them
- 28.3. Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.
- 28.4. The Award Letter will state the sum that the Norwegian Refugee Council will pay the Supplier in consideration of the supplies as prescribed in the Contract, and in accordance with the Bid.
- 28.5. The Bidder is thereafter required to submit a Letter of Acceptance together with a performance bond, confirming their wish to proceed with a contract.
- 28.6. If the awarded bidder fails to submit the required performance bond and sign the awarded contract they will forfeit their bid guarantee

29. PERFORMANCE BOND (PERFORMANCE SECURITY)

- 29.1. The successful bidder is required to submit a performance bond valued at 20% of the contract value and is required to ensure delivery according to the contract agreement.
- 29.2. The performance bond must be valid for at least three months more than the duration of the contract/ maximum delivery lead time.
- 29.3. Failure to submit the required performance bond will result in the bid guarantee being forfeit.

30. SIGNING OF CONTRACT

- 30.1. Upon receipt of the Letter of Acceptance and performance bond, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.
- 30.2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.

SECTION 4: Ethical Standards (Envelope 1)

NRC as a humanitarian organisation expects the suppliers and suppliers to have high ethical standards. Any organization supplying goods to NRC valued at over USD10,000 in one year must sign this declaration. This declaration will be kept on file for a period of 7 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

- a. Comply with all laws and regulations in effect in the country or countries of business, AND;
- b. Meet the ethical standards as listed below, OR;
- c. Positively agree to the standards and be willing to implement changes in their organisation.

1. ANTI-CORRUPTION AND COMPLIANCE WITH LAWS AND REGULATIONS:

- 1.1. The supplier confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
- 1.2. Where any potential conflict of interest exists between the supplier or any of the suppliers staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
- 1.3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
- 1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
- 1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
- 1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

2. CONDITIONS RELATED TO EMPLOYEES:

- 2.1. No workers in our company will be forced, bonded or involuntary prison workers.
- 2.2. Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.
- 2.3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
- 2.5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child's opportunity to complete his/ her education.
- 2.6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- 2.7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- 2.8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
- 2.9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
- 2.11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- 2.12. Workers shall be provided with at least one day off for every 7 day period.
- 2.13. All workers are entitled to a contract of employment that shall be written in a language they understand.
- 2.14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
- 2.15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 2.16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
- 2.17. No Deductions from wages shall be made as a disciplinary measure.

3. ENVIRONMENTAL CONDITIONS:

- 3.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 3.2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
- 3.3. National and international environmental legislation and regulations shall be respected.
- 3.4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

SECTION 5: Technical specifications (Envelope 1)

Note that if the specifications of the items that are proposed differ from these then bidders are required

Lot 1: Stationary Items

#	Item	Specification	Unit of Measure
1	Envelopes	A3 Kaki	Pack of 50 pcs
2	Envelope	A4 Kaki	Pack of 50 pcs
3	Envelope	A5, kaki	Pack of 50 pcs
4	Envelope	small, White	Pack
5	Printing paper	A3 size, 80gm	Ream(500 sheet)
6	Printing paper	A4 size, 80 gram Double A/ Gold/SPECTRA/A++/paper one	Ream(500 sheet)
7	Sheet protector	A4 size, Plastic Type and transparent	Pack of 100 pcs
8	Colored papers	mixed Colored, A4 size	Ream
9	Registration Book	A4 hardcover book 200 pages, imported	pcs
10	Registration Book	A3 hardcover book 200 pages, imported	pcs
11	Agenda book	up-to-dated year, imported	pcs
12	Marker Artline marker 90	Permanent marker Art line 12 pcs each	Pack of 12 pcs
13	White board Marker	White board markers 4 pcs	Pack of 4 pcs
14	Marker highlighter	Highlighter(of 10pcs)	pkt
15	Ball-Pen	cello/Radius/Lexi Black, Blue, Red(pkt of 50pcs)	Pack of 50 pcs
16	Pencil	HP grade, black lead	Box of 12
17	Sharpener	Metal pencil sharpener	Box of 24
18	Big Puncher	Heavy Duty	Pcs
19	Stapler Big size	Big Stapler kangaroo	pcs
20	Stapler kangaroo medium	Kangaroo DS- E 335, DS 435	pcs
21	Puncher	Small (DP250 Kangaroo)	pcs
22	Puncher	Medium(DP720 Kangaroo)	pcs
23	Puncher	DB 800, big size	Pcs
24	Stapler	small Stapler kangaroo	pcs
25	Staples	Big	pkt

#	Item	Specification	Unit of Measure
26	Staples	small size Kangaroo type No. 384556 , box of 10 pkt	box
27	Staples	24/6 Medium size kangaroo No. 384556 box of 10 pkt	box
28	Staples	23/8 Large size kangaroo No. 384556 box of 5 packs	box
29	Binder Clip	Metal, 25mm((box of 12pcs)	box of 12pcs
30	Binder Clip	Metal, 32mm(box of 12pcs)	box of 12pcs
31	Binder Clip	Metal, 41mm(box of 12pcs)	box of 12pcs
32	Binder Clip	Metal, 51mm(box of 12pcs)	box of 12pcs
33	Duster	White Board eraser(Duster)	pcs
34	Blackboard Duster	Wood, 14.5 x 6.5 x 3.5cm	pcs
35	Blackboard Ruler	100 cm metallic	Pcs
36	Blackboard Ruler	T- square 100 cm wooden	Pcs
37	Blackboard Set Square	30-60-90 degrees with detachable handle	Pcs
38	Exercise Book Ruled	Exercise book 50 pages, printed with 8mm lines without plastic cover	Dozen
39	Exercise Book Square	Exercise book 50 pages, printed with 5mm square lines without plastic cover	Dozen
40	Exercise Book Ruled	Exercise book 50 pages, printed with 8mm lines with plastic cover	Dozen
41	Exercise Book Square	Exercise book 50 pages, printed with 5mm square lines with plastic cover	Dozen
42	Exercise Book Ruled	Exercise book 100 pages, printed with 8mm lines without plastic cover	Dozen
43	Exercise Book Square	Exercise book 100 pages, printed with 5mm square lines without plastic cover	Dozen
44	Exercise Book Ruled	Exercise book 100 pages, printed with 8mm lines with plastic cover	Dozen
45	Exercise Book Square	Exercise book 100 pages, printed with 5mm square lines with plastic cover	Dozen
46	Box File	Kent Green/Yellow/ Black	pcs
47	Calculator	Casio calculator, DJ120D	PCS
48	Calculator	Scientific Calculator Casio	PCS
49	Carbon Paper	8000/H, Pkt of 100pcs	Pack of 100 pcs
50	Chalk	calcium carbonate, assorted colors	Box of 60 pkt
51	Chalk	calcium carbonate, white	Box of 60 pkt

#	Item	Specification	Unit of Measure
52	Clock, teaching	wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	Pcs
53	Clock, teaching	wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	Pcs
54	Compass	Plastic, for blackboard, 45cm	Pcs
55	Screen Cleaner Fluid and Brush	like magic	pcs
56	Correction Fluid	Pen Type	pcs
57	Crayon, wax	Packs of 8 colors	pack
58	Paper Cutter, Big	A3 size	pcs
59	Paper Cutter, Small	A4 size	pcs
60	Dose/ File Separator	A- z/1-30 Flat for File	Pcs
61	Dry cell Battery	AA Size	Pair
62	Dry cell Battery	Energizer-AAA Size 1.5V,	pair
63	Dry cell Battery	D" Size	pcs
64	Duct tape	50mm, silver	Pcs
65	Elastic Band	Big and Small Size (small rolls of 3-5m)	pcs
66	Soft eraser for pencils	Soft eraser for pencils	Box of 40 pcs
67	Eraser for Drawing, for Technical drawing	Eraser for drawing, For Technical drawing	Pcs
68	Fastener clip		Packet
69	File	Suspension File , made of strong cards	pcs
70	Flip Chart 25 page	25 page, "23 X 32" A1 imported	pcs
71	Flip Chart 25 page	25 page, "23 X 32" A1 local	pcs
72	Flip Chart Stand	Stand	pcs
73	Globe	Inflatable, diameter 42cm,with stand	Pcs
74	Hard Paper	for binding/pkt of 100pcs	pack of 100 pcs
75	ID Cards Holder	transparent, vertical style	Pcs
76	Ink pad		PCS
77	Stamp Ink		PCS

#	Item	Specification	Unit of Measure
78	Masking Tape	Adhesive, transparent 1.5cm x 10m	Pcs
79	Masking Tape	shera	pcs
80	Note Book	Sinarline spiral small size	pcs
81	Note Book	Sinarline spiral Medium Size	pcs
82	Note book	Sinarline spiral A4 size A4 SIZE-21X29.7CM,	pcs
83	Paper Clip	small/box of 10pkt/	box
84	Paper Clip	Big/box of 10pkt/	pcs
85	Paper Tray	2- layer mesh	pcs
86	Paper Tray	3-layer mesh	pcs
87	Plaster transparent	Big Size, scotch tape	Pcs
88	Protractor	Plastic for blackboard 44cm, ridged plastic	Pcs
89	Ruler	50cm Plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	pcs
90	Ruler	30cm plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	set of 10
91	Scissor	Small	pcs
92	Scissor	Big	pcs
93	Scissors	All purpose,sharp,180mm	Pcs
94	Scissors	safety, school, B/B,135mm (The scissors are fitted with a protective cover made of hard plastic, which cannot be removed accidentally)	BOX-10
95	Sharpener	Pencil, mounted on a table	pcs
96	Spiral Ring	6mm(box of 100pcs)	box
97	Spiral Ring	8mm(box of 100pcs)	box
98	Spiral Ring	12mm(box of 100pcs)	box
99	Spiral Ring	14mm(box of 100pcs)	box
100	Spiral Ring	16mm(box of 100pcs)	box
101	Spiral Ring	18mm(box of 100pcs)	box
102	Spiral Ring	20mm(box of 100pcs)	box
103	Spiral Ring	22mm(box of 50pcs)	box

#	Item	Specification	Unit of Measure
104	Spiral Ring	25mm(box of 50pcs)	box
105	Spiral Ring,	10mm(box of 100pcs)	box
106	Staple Remover	Standard	Pcs
107	Student's Geometry sets	Student's geometry set of 7 items packed in a sturdy plastic wallet.	Box of 20 set
108	Tape	Adhesive, transparent 1.5cm x 10m	Pcs
109	UHU	solid glue 25 ml	pcs
110	West Basket/Garbage	paper bin	PCS
111	White Board double sided mobile with stand(rotatable)	90x60cm, imported	pcs
112	White Board	90x120cm, imported	pcs
113	Yellow Stick Note	(Post-it-Note), small(12 pkt)	pkt
114	Yellow Stick Note	(Post-it-Note),medium (12 pkt)	Pkt
115	Yellow Stick Note	(Post-it-Note),big(12 pkt)	pkt
116	Mouse Pad	medium	pcs
117	Mouse	Wireless	pcs
118	Laptop bag	Imported. Medium size	pcs
119	Dust blower	Medium	pcs
120	Power Divider	surge protector - medium	Pcs
121	Power Divider	surge protector - big	Pcs
122	Flash Disk	16 GB	Pcs
123	Flash Disk	32 GB	Pcs

Lot 2: Cleaning Materials

#	Item	Specification	Unit of Measure
1	Abujede Textile	Abujede	meter
2	Glove Plastic for cleaners	Heavy duty glove, plastic for cleaning	Pairs
3	Air Freshener 300ml	Different Odors	Pcs
4	Tissue Paper for Car	Latest Quality	Pkt

#	Item	Specification	Unit of Measure
5	Brooms with handle	Brooms with handle	Pcs
6	Bucket Plastic	20 Lit	Pcs
7	Ajax Small	Small Size in box of 60 pcs	Box
8	Ajax Big	Big Size in box 60 pcs	Box
9	Hand Liquid Soap	Liquid,500 MI	Pcs
10	Bleach 800 ml	Ghion 800ml	Pcs
11	Bleach 5 lit	Ghion 5 liter	Pcs
12	Disinfectant	5 liters	Pcs
13	Disinfectant	1 liters	Pcs
14	Dettol 500 ml	500ml	Pcs
15	Dettol 1 liter	1 liter	Pcs
16	Dish Washing Liquid Soap	500 MI	Pcs
17	Dish Washing Liquid Soap	1 liter	Pcs
18	Liquid Laundry Soap 1 Liter	liquid for laundry, 1 lit (Largo)	Pcs
19	Liquid soap 2 liter	bright/light 2 litter size	Pcs
20	Liquid soap 5 liter	bright light/Largo 5 litter size	Pcs
21	Body Soap 80 gram size	Anita Soap / MAS	Box
22	Body Soap 100 gram		Pcs
23	Mop	Cotton	Pcs
24	Mop	imported	Pcs
25	Powder soap ZAHARA/ ROYAL in carton	48 pcs in carton big size	Pcs
26	Powder Soap(detergent)	4kg OMO	Pcs
27	Powder Soap (detergent)	200g	Pcs
28	Powder Soap 500mg	500mg" Areal	Pcs
29	Powder soap (in bucket)	5 kg	Pcs
30	Roach killer 300ml	300 ml	PCS
31	Tissue Paper	Kitchen towel	PCS
32	Tissue paper	Mamco good quality pack of 48 pcs	Pack of 48 pcs

#	Item	Specification	Unit of Measure
33	Sponge foam for washing	Pack of 12 pcs	Pack of 12 pcs
34	Towel	small size(for Table cleaning)	Pcs
35	Towel	Medium size(for shower)	Pcs
36	Towel	Big size(for Shower)	Pcs
37	Traditional brooms		Pcs
38	Vim	imported	Pcs
39	Washing wire	small size	Roll
40	Window cleaner	Spray 500ml	Pcs

Lot 3: Kitchen Materials

#	Item	Specification	Unit of Measure
1	Tea Flask (Big size)	2 liter, Top press	Pcs
2	Water Glasses	Water Glasses Dozen of 12pcs	Dozen
3	Knife (Medium size good quality)	for Vegetable chopping	Dozen
4	Knife (Medium size good quality)	Bread cutter	Dozen
5	Electric Kettle	2 liter	Pcs
6	Table Spoon	stainless steel	Dozen
7	Fork	stainless steel	Dozen
8	Cooking Pots (Large size)	5 liter	Pcs
9	Cooking Pots (medium)	3 liter	Pcs
10	Service Tray (medium)		Pcs
11	Tea Cups		Dozen
12	Tea Spoon (small size)	stainless steel	Dozen
13	Cooking Pan	Medium	Pcs
14	Cooking Pan	Small	Pcs

Lot 4: Sundries Items

#	Item	Specification	Unit of Measure
1	Bottled water	1 liter	Pcs
2	Bottled water	0.5 liter	Pcs
3	Drinking Water	20 litter of Jerri can	gallon
4	Ambo Mineral water	Plastic, 500ml	Pcs
5	Biscuit(Cookies)		Pkt
6	Biscuits Abu walad		Box
7	Biscuits Abu Walad		Pkt
8	Biscuit	Abuwlada/Fruit cake	Pcs
9	Soft drink(soda)	Plastic bottle, 500ml	Pcs
10	Coffee	Coffee beans	Kg
11	Coffee	Powder, packed	Kg
12	Cookies	Packed fasting and non-fasting cookies	kG
13	Fruit cake	Plastic bottle	Pcs
14	Kolo	Packed , 1 kg	Kg
15	Fruit juice	500 ml , plastic bottle	Pcs
16	Milk powder	2500 mg Nido	Pcs
17	Milk powder	900 mg Nido	Pcs
18	Milk powder	400 mg Nido	Pcs
19	Sugar	white	Kg
20	Tea Flask (small size)	Good quality, 1 liter	Pcs
21	Tea leaf	pkt of 100 leaf(Wush wush, Addis Tea)	Carton
22	Tea Leaf	Addis tea	Kg
23	Tea leaf	25 pcs of bags d/t flavor	Pkt
24	Tea spices mix	kerefa, cloves, cardamom, mixed tea spices	Kg
25	Dust Bin	Big/for Garbage collection/100-120 Liter	Pcs

SECTION 6: Capacity and lead time (Envelope 1)

Lot 1: Stationary Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
1	Envelopes - A3 Kaki	1	Pack of 50 pcs				
2	Envelope - A4 Kaki	1	Pack of 50 pcs				
3	Envelope - A5, kaki	1	Pack of 50 pcs				
4	Envelope - small, White	1	Pack				
5	Printing paper - A3 size, 80gm	1	Ream(500 sheet)				
6	Printing paper - A4 size, 80 gram Double A/ Gold/SPECTRA/A++/paper one	1	Ream(500 sheet)				
7	Sheet protector - A4 size, Plastic Type and transparent	1	Pack of 100 pcs				
8	Colored papers - mixed Colored, A4 size	1	Ream				
9	Registration Book - A4 hardcover book 200 pages, imported	1	pcs				
10	Registration Book - A3 hardcover book 200 pages, imported	1	pcs				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
11	Agenda book - up-to-dated year, imported	1	pcs				
12	Marker Art line marker 90 - Permanent marker art line 12 pcs each	1	Pack of 12 pcs				
13	White board Marker - White board markers 4 pcs	1	Pack of 4 pcs				
14	Marker highlighter - Highlighter(of 10pcs)	1	pkt				
15	Ball-Pen - cello/Radius/Lexi Black, Blue, Red(pkt of 50pcs)	1	Pack of 50 pcs				
16	Pencil - HP grade, black lead	1	Box of 12				
17	Sharpener - Metal pencil sharpener	1	Box of 24				
18	Big Puncher - Heavy Duty	1	Pcs				
19	Stapler Big size - Big Stapler kangaroo	1	pcs				
20	Stapler kangaroo medium - Kangaroo DS- E 335, DS 435	1	pcs				
21	Puncher - Small (DP250 Kangaroo)	1	pcs				
22	Puncher - Medium(DP720 Kangaroo)	1	pcs				
23	Puncher - DB 800, big size	1	Pcs				
24	stapler - small Stapler kangaroo	1	pcs				
25	Staples – big	1	pkt				
26	Staples - small size Kangaroo type No. 384556 , box of 10 pkt	1	box				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
27	Staples - 24/6 Medium size kangaroo No. 384556 box of 10 pkt	1	box				
28	Staples - 23/8 Large size kangaroo No. 384556 box of 5 packs	1	box				
29	Binder Clip - Metal, 25mm((box of 12pcs)	1	box of 12pcs				
30	Binder Clip - Metal, 32mm(box of 12pcs)	1	box of 12pcs				
31	Binder Clip - Metal, 41mm(box of 12pcs)	1	box of 12pcs				
32	Binder Clip - Metal, 51mm(box of 12pcs)	1	box of 12pcs				
33	Duster - White Board eraser(Duster)	1	pcs				
34	Blackboard Duster - Wood, 14.5 x 6.5 x 3.5cm	1	pcs				
35	Blackboard Ruler - 100 cm metallic	1	Pcs				
36	Blackboard Ruler - T- square 100 cm wooden	1	Pcs				
37	Blackboard Set Square - 30-60-90 degrees with detachable handle	1	Pcs				
38	Exercise Book Ruled - Exercise book 50 pages, printed with 8mm lines without plastic cover	1	Dozen				
39	Exercise Book Square - Exercise book 50 pages, printed with 5mm square lines without plastic cover	1	Dozen				
40	Exercise Book Ruled - Exercise book 50 pages, printed with 8mm lines with plastic cover	1	Dozen				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
41	Exercise Book Square - Exercise book 50 pages, printed with 5mm square lines with plastic cover	1	Dozen				
42	Exercise Book Ruled - Exercise book 100 pages, printed with 8mm lines without plastic cover	1	Dozen				
43	Exercise Book Square - Exercise book 100 pages, printed with 5mm square lines without plastic cover	1	Dozen				
44	Exercise Book Ruled - Exercise book 100 pages, printed with 8mm lines with plastic cover	1	Dozen				
45	Exercise Book Square - Exercise book 100 pages, printed with 5mm square lines with plastic cover	1	Dozen				
46	Box File - Kent Green/Yellow/ Black	1	pcs				
47	Calculator - Casio calculator, DJ120D	1	PCS				
48	Calculator - Scientific Calculator Casio	1	PCS				
49	Carbon Paper - 8000/H, Pkt of 100pcs	1	Pack of 100 pcs				
50	Chalk - calcium carbonate, assorted colors	1	Box of 60 pkt				
51	Chalk - calcium carbonate, white	1	Box of 60 pkt				
52	Clock, teaching - wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	1	Pcs				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
53	Clock, teaching - wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	1	Pcs				
54	Compass - Plastic, for blackboard, 45cm	1	Pcs				
55	Screen Cleaner Fluid and Brush - like magic	1	pcs				
56	Correction Fluid - Pen Type	1	pcs				
57	Crayon, wax - Packs of 8 colors	1	pack				
58	Paper Cutter, Big - A3 size	1	pcs				
59	Paper Cutter, Small - A4 size	1	pcs				
60	Dose/ File Separator - A- z/1-30 Flat for File	1	Pcs				
61	Dry cell Battery - AA Size	1	Pair				
62	Dry cell Battery - Energizer-AAA Size 1.5V,	1	pair				
63	Dry cell Battery - D" Size	1	pcs				
64	Duct tape - 50mm, silver	1	Pcs				
65	Elastic Band - Big and Small Size (small rolls of 3-5m)	1	pcs				
66	Soft eraser for pencils - Soft eraser for pencils	1	Box of 40 pcs				
67	Eraser for Drawing, For Technical drawing - Eraser for Drawing, For Technical drawing	1	Pcs				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
68	Fastener clip -	1	Packet				
69	File - Suspension File , made of strong cards	1	pcs				
70	Flip Chart 25 page - 25 page, "23 X 32" A1 imported	1	pcs				
71	Flip Chart 25 page - 25 page, "23 X 32" A1 local	1	pcs				
72	Flip Chart Stand - Stand	1	pcs				
73	Globe - Inflatable, diameter 42cm,with stand	1	Pcs				
74	Hard Paper - for binding/pkt of 100pcs	1	pack of 100 pcs				
75	ID Cards Holder - transparent, vertical style	1	Pcs				
76	Ink pad -	1	PCS				
77	Stamp Ink -	1	PCS				
78	Masking Tape - Adhesive, transparent 1.5cm x 10m	1	Pcs				
79	Masking Tape - shera	1	pcs				
80	Note Book - Sinarline spiral small size	1	pcs				
81	Note Book - Sinarline spiral Medium Size	1	pcs				
82	Note book - Sinarline spiral A4 size A4 SIZE-21X29.7CM,	1	pcs				
83	Paper Clip - small/box of 10pkt/	1	box				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
84	Paper Clip - Big/box of 10pkt/	1	pcs				
85	Paper Tray - 2- layer mesh	1	pcs				
86	Paper Tray - 3-layer mesh	1	pcs				
87	Plaster transparent - Big Size, scotch tape	1	Pcs				
88	Protractor - Plastic for blackboard 44cm, rigid plastic	1	Pcs				
89	Ruler - 50cm Plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	1	pcs				
90	Ruler - 30cm plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	1	set of 10				
91	Scissor – Small	1	pcs				
92	Scissor – Big	1	pcs				
93	Scissors - All purpose,sharp,180mm	1	Pcs				
94	Scissors - safety, school, B/B,135mm (The scissors are fitted with a protective cover made of hard plastic, which cannot be removed accidentally)	1	BOX-10				
95	Sharpener - Pencil, mounted on a table	1	pcs				
96	Spiral Ring - 6mm(box of 100pcs)	1	box				
97	Spiral Ring - 8mm(box of 100pcs)	1	box				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
98	Spiral Ring - 12mm(box of 100pcs)	1	box				
99	Spiral Ring - 14mm(box of 100pcs)	1	box				
100	Spiral Ring - 16mm(box of 100pcs)	1	box				
101	Spiral Ring - 18mm(box of 100pcs)	1	box				
102	Spiral Ring - 20mm(box of 100pcs)	1	box				
103	Spiral Ring - 22mm(box of 50pcs)	1	box				
104	Spiral Ring - 25mm(box of 50pcs)	1	box				
105	Spiral Ring, - 10mm(box of 100pcs)	1	box				
106	Staple Remover - Standard	1	Pcs				
107	Student's Geometry sets - Student's geometry set of 7 items packed in a sturdy plastic wallet.	1	Box of 20 set				
108	Tape - Adhesive, transparent 1.5cm x 10m	1	Pcs				
109	UHU - solid glue 25 ml	1	pcs				
110	West Basket/Garbage - paper bin	1	PCS				
111	White Board double sided mobile with stand(rotatable) - 90x60cm, imported	1	pcs				
112	White Board - 90x120cm, imported	1	pcs				
113	Yellow Stick Note - (Post-it-Note), small(12 pkt)	1	pkt				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
114	Yellow Stick Note - (Post-it-Note),medium (12 pkt)	1	Pkt				
115	Yellow Stick Note - (Post-it-Note),big(12 pkt)	1	pkt				
116	Mouse Pad - medium	1	pcs				
117	Mouse - Wireless	1	pcs				
118	Laptop bag - Imported. Medium size	1	pcs				
119	Dust blower - Medium	1	pcs				
120	Power Divider - surge protector – medium	1	pcs				
121	Power Divider - surge protector - big	1	pcs				
122	Flash Disk - 16 GB	1	pcs				
123	Flash Disk - 32 GB	1	pcs				

Notes

Lot 2: Cleaning Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
1	Abujede Textile - Abujede	1	meter				
2	Glove Plastic for cleaners - Heavy duty glove, plastic for cleaning	1	Pairs				
3	Air Freshener 300ml - Different Odors	1	pcs				
4	Tissue Paper for Car - Latest Quality	1	pkt				
5	Brooms with handle - Brooms with handle	1	Pcs				
6	Bucket Plastic - 20 Lit	1	pcs				
7	Ajax Small - Small Size in box of 60 pcs	1	box				
8	Ajax Big - Big Size in box 60 pcs	1	box				
9	Hand Liquid Soap - Liquid,500 ML	1	Pcs				
10	Bleach 800 ml - Ghion 800ml	1	Pcs				
11	Bleach 5 lit - Ghion 5 liter	1	pcs				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
12	Disinfectant - 5 liters	1	pcs				
13	Disinfectant - 1 liters	1	pcs				
14	Dettol 500 ml - 500ml	1	pcs				
15	Dettol 1 liter - 1 liter	1	pcs				
16	Dish Washing Liquid Soap - 500 ML	1	Pcs				
17	Dish Washing Liquid Soap - 1 liter	1	Pcs				
18	Liquid Laundry Soap 1 Liter - liquid for laundry, 1 lit (Largo)	1	pcs				
19	Liquid soap 2 liter - bright/light 2 litter size	1	pcs				
20	Liquid soap 5 liter - bright light/Largo 5 litter size	1	pcs				
21	Body Soap 80 gram size - Anita Soap / MAS	1	box				
22	Body Soap 100 gram -	1	pcs				
23	Mop – Cotton	1	pcs				
24	Mop – imported	1	pcs				
25	Powder soapOMO/ ZAHARA/ ROYAL in carton - 48 pcs of one carton big size	1	pcs				
26	Powder Soap(detergent) - 4kg Omo	1	pcs				
27	Powder Soap (detergent) - 200g	1	pcs				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
28	Powder Soap 500mg - 500mg'' Areal	1	pcs				
29	Powder soap (in bucket) - 5 kg	1	pcs				
30	Roach killer 300ml - 300 ml	1	PCS				
31	Tissue Paper - Kitchen towel	1	PCS				
32	Tissue paper - Mamco good quality pkt of 48 pcs	1	Pack of 48 pcs				
33	Sponge foam for washing - Pack of 12 pcs	1	Pack of 12 pcs				
34	Towel - small size(for Table cleaning)	1	pcs				
35	Towel - Medium size(for shower)	1	pcs				
36	Towel - Big size(for Shower)	1	pcs				
37	Traditional brooms -	1	pcs				
38	Vim – imported	1	pcs				
39	Washing wire - small size	1	Roll				
40	Window cleaner - Spray 500ml	1	Pcs				

Notes

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
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Lot 3: Kitchen Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella

Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
1	Tea Flask (Big size) - Top press	1	Pcs				
2	Water Glasses - Water Glasses Dozen of 12pcs	1	Dozen				
3	Knife (Medium size good quality) - for Vegetable chopping	1	Dozen				
4	Knife (Medium size good quality) - Bread cutter	1	Dozen				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
5	Electric Kettle - 2 liter	1	Pcs				
6	Table Spoon - stainless steel	1	Dozen				
7	Fork - stainless steel	1	Dozen				
8	Cooking Pots (Large size) - 5 liter	1	Pcs				
9	Cooking Pots (medium) - 3 liter	1	Pcs				
10	Service Tray (medium) -	1	Pcs				
11	Tea Cups -	1	Dozen				
12	Tea Spoon (small size) - stainless steel	1	Dozen				
13	Cooking Pan - Medium	1	Pcs				
14	Cooking Pan - Small	1	Pcs				

Notes

Lot 4: Sundries Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella
 Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
1	Bottled water - 1 liter	1	pcs				
2	Bottled water - 0.5 liter	1	pcs				
3	Drinking Water - 20 litter of Jerri can	1	gallon				
4	Ambo Mineral water - Plastic, 500ml	1	pcs				
5	Biscuit(Cookies) -	1	pkt				
6	Biscuits Abu walad -	1	box				
7	Biscuits Abu Walad -	1	pkt				
8	Biscuit - Abuwlada/Fruit cake	1	Pcs				
9	Soft drink(soda) - Plastic bottle, 500ml	1	Pcs				
10	Coffee - Coffee beans	1	kg				
11	Coffee - Powder, packed	1	Kg				
12	Cookies - Packed fasting and non-fasting cookies	1	kG				

#	Requested Item	Requested QTY	Requested UoM	Financial bid submitted? (Yes/ No)	Physical sample provided? (Yes/No)	Delivery capacity per week	Lead time for full QTY (Calendar days)
13	Fruit cake - plastic covered	1	Pcs				
14	Kolo - Packed , 1 kg	1	kg				
15	Fruit juice - 500 ml , plastic bottle	1	pcs				
16	Milk powder - 2500 mg NIDO	1	pcs				
17	Milk powder - 900 mg NIDO	1	pcs				
18	Milk powder - 400 mg NIDO	1	pcs				
19	Sugar – white	1	kg				
20	Tea Flask (small size) - Good quality, 1 liter	1	Pcs				
21	Tea leaf - pkt of 100 leaf(Wush wush, Addis Tea)	1	Carton				
22	Tea Leaf - Addis tea	1	Kg				
23	Tea leaf - 25 pcs of bags d/t flavor	1	pkt				
24	Tea spices mix - kerefa, cloves, cardamom	1	Kg				
25	Dust Bin - Big/for Garbage collection/100-120 Liter	1	pcs				

Notes

SECTION 7: Bidding Form & Declaration (Envelope 1)

1. THE SUPPLIER'S BID

To: Norwegian Refugee Council

Sir / Madam,

We offer to deliver the supplies in accordance with all requirements of the current Invitation to Bid, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

We understand that you are not bound to accept the lowest or any bid received.

Registered company name:	
Any other trading names:	
Any associated companies (cross holding/ joint ownership/ shareholding/ etc.)	
Name of Signatory:	Date of Signing:
Title of Signatory:	Name of Bidder:
Signature & stamp:	Tel N°:
	Email:
	Address:

Bank name (to be used for this contract)	
Account number	

1. PAST EXPERIENCE/ REFERENCES

N.	Supplies delivered*	Name and contact information of the client	Date of the work	Value of the Contract
1				
2				
3				
4				
5				
6				

*** Please attach proof of successful completion of the contracts (i.e. certificates of completion, references, etc.)**

SECTION 8: Priced offer (Envelope 2)

Lot 1: Stationary Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
1	Envelopes	A3 Kaki	1	Pack of 50 pcs			
2	Envelope	A4 Kaki	1	Pack of 50 pcs			
3	Envelope	A5, kaki	1	Pack of 50 pcs			
4	Envelope	small, White	1	Pack			
5	Printing paper	A3 size, 80gm	1	Ream(500 sheet)			
6	Printing paper	A4 size, 80 gram Double A/ Gold/SPECTRA/A++/paper one	1	Ream(500 sheet)			
7	Sheet protector	A4 size, Plastic Type and transparent	1	Pack of 100 pcs			
8	Colored papers	mixed Colored, A4 size	1	Ream			
9	Registration Book	A4 hardcover book 200 pages, imported	1	Pcs			
10	Registration Book	A3 hardcover book 200 pages, imported	1	Pcs			
11	Agenda book	up-to-dated year, imported	1	Pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
12	Marker Artline marker 90	Permanent marker artline 12 pcs each	1	Pack of 12 pcs			
13	White board Marker	White board markers 4 pcs	1	Pack of 4 pcs			
14	Marker highlighter	Highlighter(of 10pcs)	1	Pkt			
15	Ball-Pen	cello/Radius/Lexi Black, Blue, Red(pkt of 50pcs)	1	Pack of 50 pcs			
16	Pencil	HP grade, black lead	1	Box of 12			
17	Sharpener	Metal pencil sharpener	1	Box of 24			
18	Big Puncher	Heavy Duty	1	Pcs			
19	Stapler Big size	Big Stapler kangaroo	1	Pcs			
20	Stapler kangaroo medium	Kangaroo DS- E 335, DS 435	1	Pcs			
21	Puncher	Small (DP250 Kangaroo)	1	Pcs			
22	Puncher	Medium(DP720 Kangaroo)	1	Pcs			
23	Puncher	DB 800, big size	1	Pcs			
24	Stapler	small Stapler kangaroo	1	Pcs			
25	Staples	Big	1	Pkt			
26	Staples	small size Kangaroo type No. 384556 , box of 10 pkt	1	Box			
27	Staples	24/6 Medium size kangaroo No. 384556 box of 10 pkt	1	Box			
28	Staples	23/8 Large size kangaroo No. 384556 box of 5 packs	1	Box			
29	Binder Clip	Metal, 25mm((box of 12pcs)	1	box of 12pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
30	Binder Clip	Metal, 32mm(box of 12pcs)	1	box of 12pcs			
31	Binder Clip	Metal, 41mm(box of 12pcs)	1	box of 12pcs			
32	Binder Clip	Metal, 51mm(box of 12pcs)	1	box of 12pcs			
33	Duster	White Board eraser(Duster)	1	Pcs			
34	Blackboard Duster	Wood, 14.5 x 6.5 x 3.5cm	1	Pcs			
35	Blackboard Ruler	100 cm metallic	1	Pcs			
36	Blackboard Ruler	T- square 100 cm wooden	1	Pcs			
37	Blackboard Set Square	30-60-90 degrees with detachable handle	1	Pcs			
38	Exercise Book Ruled	Exercise book 50 pages, printed with 8mm lines without plastic cover	1	Dozen			
39	Exercise Book Square	Exercise book 50 pages, printed with 5mm square lines without plastic cover	1	Dozen			
40	Exercise Book Ruled	Exercise book 50 pages, printed with 8mm lines with plastic cover	1	Dozen			
41	Exercise Book Square	Exercise book 50 pages, printed with 5mm square lines with plastic cover	1	Dozen			
42	Exercise Book Ruled	Exercise book 100 pages, printed with 8mm lines without plastic cover	1	Dozen			
43	Exercise Book Square	Exercise book 100 pages, printed with 5mm square lines without plastic cover	1	Dozen			
44	Exercise Book Ruled	Exercise book 100 pages, printed with 8mm lines with plastic cover	1	Dozen			
45	Exercise Book Square	Exercise book 100 pages, printed with 5mm square lines with plastic cover	1	Dozen			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
46	Box File	Kent Green/Yellow/ Black	1	Pcs			
47	Calculator	Casio calculator, DJ120D	1	PCS			
48	Calculator	Scientific Calculator Casio	1	PCS			
49	Carbon Paper	8000/H, Pkt of 100pcs	1	Pack of 100 pcs			
50	Chalk	calcium carbonate, assorted colors	1	Box of 60 pkt			
51	Chalk	calcium carbonate, white	1	Box of 60 pkt			
52	Clock, teaching	wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	1	Pcs			
53	Clock, teaching	wood or plastic (The clock face fits in a plastic base so that the clock can stand up on a flat surface)	1	Pcs			
54	Compass	Plastic, for blackboard, 45cm	1	Pcs			
55	Screen Cleaner Fluid and Brush	like magic	1	Pcs			
56	Correction Fluid	Pen Type	1	Pcs			
57	Crayon, wax	Packs of 8 colors	1	pack			
58	Paper Cutter, Big	A3 size	1	Pcs			
59	Paper Cutter, Small	A4 size	1	Pcs			
60	Dose/ File Separator	A- z/1-30 Flat for File	1	Pcs			
61	Dry cell Battery	AA Size	1	Pair			
62	Dry cell Battery	Energizer-AAA Size 1.5V,	1	pair			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
63	Dry cell Battery	D" Size	1	Pcs			
64	Duct tape	50mm, silver	1	Pcs			
65	Elastic Band	Big and Small Size (small rolls of 3-5m)	1	Pcs			
66	Soft eraser for pencils	Soft eraser for pencils	1	Box of 40 pcs			
67	Eraser for Drawing, for Technical drawing	Eraser for drawing, For Technical drawing	1	Pcs			
68	Fastener clip		1	Packet			
69	File	Suspension File , made of strong cards	1	Pcs			
70	Flip Chart 25 page	25 page, "23 X 32" A1 imported	1	Pcs			
71	Flip Chart 25 page	25 page, "23 X 32" A1 local	1	Pcs			
72	Flip Chart Stand	Stand	1	Pcs			
73	Globe	Inflatable, diameter 42cm,with stand	1	Pcs			
74	Hard Paper	for binding/pkt of 100pcs	1	pack of 100 pcs			
75	ID Cards Holder	transparent, vertical style	1	Pcs			
76	Ink pad		1	PCS			
77	Stamp Ink		1	PCS			
78	Masking Tape	Adhesive, transparent 1.5cm x 10m	1	Pcs			
79	Masking Tape	shera	1	Pcs			
80	Note Book	Sinarline spiral small size	1	Pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
81	Note Book	Sinarline spiral Medium Size	1	Pcs			
82	Note book	Sinarline spiral A4 size A4 SIZE-21X29.7CM,	1	Pcs			
83	Paper Clip	small/box of 10pkt/	1	Box			
84	Paper Clip	Big/box of 10pkt/	1	Pcs			
85	Paper Tray	2- layer mesh	1	Pcs			
86	Paper Tray	3-layer mesh	1	Pcs			
87	Plaster transparent	Big Size, scotch tape	1	Pcs			
88	Protractor	Plastic for blackboard 44cm, ridged plastic	1	Pcs			
89	Ruler	50cm Plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	1	Pcs			
90	Ruler	30cm plastic (The ruler with magnifier is made of durable plastic and should be resistant to breakage)	1	set of 10			
91	Scissor	Small	1	Pcs			
92	Scissor	Big	1	Pcs			
93	Scissors	All purpose,sharp,180mm	1	Pcs			
94	Scissors	safety, school, B/B,135mm (The scissors are fitted with a protective cover made of hard plastic, which cannot be removed accidentally)	1	BOX-10			
95	Sharpener	Pencil, mounted on a table	1	Pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
96	Spiral Ring	6mm(box of 100pcs)	1	Box			
97	Spiral Ring	8mm(box of 100pcs)	1	Box			
98	Spiral Ring	12mm(box of 100pcs)	1	Box			
99	Spiral Ring	14mm(box of 100pcs)	1	Box			
100	Spiral Ring	16mm(box of 100pcs)	1	Box			
101	Spiral Ring	18mm(box of 100pcs)	1	Box			
102	Spiral Ring	20mm(box of 100pcs)	1	Box			
103	Spiral Ring	22mm(box of 50pcs)	1	Box			
104	Spiral Ring	25mm(box of 50pcs)	1	Box			
105	Spiral Ring,	10mm(box of 100pcs)	1	Box			
106	Staple Remover	Standard	1	Pcs			
107	Student's Geometry sets	Student's geometry set of 7 items packed in a sturdy plastic wallet.	1	Box of 20 set			
108	Tape	Adhesive, transparent 1.5cm x 10m	1	Pcs			
109	UHU	solid glue 25 ml	1	Pcs			
110	West Basket/Garbage	paper bin	1	PCS			
111	White Board double sided mobile with stand(rotatable)	90x60cm, imported	1	Pcs			
112	White Board	90x120cm, imported	1	Pcs			
113	Yellow Stick Note	(Post-it-Note), small(12 pkt)	1	Pkt			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
114	Yellow Stick Note	(Post-it-Note),medium (12 pkt)	1	Pkt			
115	Yellow Stick Note	(Post-it-Note),big(12 pkt)	1	Pkt			
116	Mouse Pad	Medium	1	Pcs			
117	Mouse	Wireless	1	Pcs			
118	Laptop bag	Imported. Medium size	1	Pcs			
119	Dust blower	Medium	1	Pcs			
120	Power Divider	surge protector – medium	1	Pcs			
121	Power Divider	surge protector – big	1	Pcs			
122	Flash Disk	16 GB	1	Pcs			
123	Flash Disk	32 GB	1	Pcs			
TOTAL							

Notes

Lot 2: Cleaning Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
1	Abujede Textile	Abujede	1	meter			
2	Glove Plastic for cleaners	Heavy duty glove, plastic for cleaning	1	Pairs			
3	Air Freshener 300ml	Different Odors	1	Pcs			
4	Tissue Paper for Car	Latest Quality	1	Pkt			
5	Brooms with handle	Brooms with handle	1	Pcs			
6	Bucket Plastic	20 Lit	1	Pcs			
7	Ajax Small	Small Size in box of 60 pcs	1	Box			
8	Ajax Big	Big Size in box 60 pcs	1	Box			
9	Hand Liquid Soap	Liquid,500 MI	1	Pcs			
10	Bleach 800 ml	Ghion 800ml	1	Pcs			
11	Bleach 5 lit	Ghion 5 liter	1	Pcs			
12	Disinfectant	5 liters	1	Pcs			
13	Disinfectant	1 liters	1	Pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
14	Dettol 500 ml	500ml	1	Pcs			
15	Dettol 1 liter	1 liter	1	Pcs			
16	Dish Washing Liquid Soap	500 MI	1	Pcs			
17	Dish Washing Liquid Soap	1 liter	1	Pcs			
18	Liquid Laundry Soap 1 Liter	liquid for laundry, 1 lit (Largo)	1	Pcs			
19	Liquid soap 2 liter	bright/light 2 litter size	1	Pcs			
20	Liquid soap 5 liter	bright light/Largo 5 litter size	1	Pcs			
21	Body Soap 80 gram size	Anita Soap / MAS	1	Box			
22	Body Soap 100 gram		1	Pcs			
23	Mop	Cotton	1	Pcs			
24	Mop	imported	1	Pcs			
25	Powder soap ZAHARA/ ROYAL in carton	48 pcs in carton big size	1	Pcs			
26	Powder Soap(detergent)	4kg OMO	1	Pcs			
27	Powder Soap (detergent)	200g	1	Pcs			
28	Powder Soap 500mg	500mg" Areal	1	Pcs			
29	Powder soap (in bucket)	5 kg	1	Pcs			
30	Roach killer 300ml	300 ml	1	PCS			
31	Tissue Paper	Kitchen towel	1	PCS			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
32	Tissue paper	Mamco good quality pack of 48 pcs	1	Pack of 48 pcs			
33	Sponge foam for washing	Pack of 12 pcs	1	Pack of 12 pcs			
34	Towel	small size(for Table cleaning)	1	Pcs			
35	Towel	Medium size(for shower)	1	Pcs			
36	Towel	Big size(for Shower)	1	Pcs			
37	Traditional brooms		1	Pcs			
38	Vim	imported	1	Pcs			
39	Washing wire	small size	1	Roll			
40	Window cleaner	Spray 500ml	1	Pcs			
	TOTAL						

Notes

Lot 3: Kitchen Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
1	Tea Flask (Big size)	2 liter, Top press	1	Pcs			
2	Water Glasses	Water Glasses Dozen of 12pcs	1	Dozen			
3	Knife (Medium size good quality)	for Vegetable chopping	1	Dozen			
4	Knife (Medium size good quality)	Bread cutter	1	Dozen			
5	Electric Kettle	2 liter	1	Pcs			
6	Table Spoon	stainless steel	1	Dozen			
7	Fork	stainless steel	1	Dozen			
8	Cooking Pots (Large size)	5 liter	1	Pcs			
9	Cooking Pots (medium)	3 liter	1	Pcs			
10	Service Tray (medium)		1	Pcs			
11	Tea Cups		1	Dozen			
12	Tea Spoon (small size)	stainless steel	1	Dozen			
13	Cooking Pan	Medium	1	Pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
14	Cooking Pan	Small	1	Pcs			
	TOTAL						

Notes

Lot 4: Sundries Materials

Please indicate the area you are bidding for

Addis Ababa Shire Assosa Gambella Jigjiga Dollo Ado Bulehora

If you are interested to quote for more than one area office, please duplicate the section and attached it within.

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
1	Abujede Textile	Abujede	1	meter			
2	Glove Plastic for cleaners	Heavy duty glove, plastic for cleaning	1	Pairs			
3	Air Freshener 300ml	Different Odors	1	Pcs			
4	Tissue Paper for Car	Latest Quality	1	Pkt			
5	Brooms with handle	Brooms with handle	1	Pcs			
6	Bucket Plastic	20 Lit	1	Pcs			
7	Ajax Small	Small Size in box of 60 pcs	1	Box			
8	Ajax Big	Big Size in box 60 pcs	1	Box			
9	Hand Liquid Soap	Liquid,500 MI	1	Pcs			
10	Bleach 800 ml	Ghion 800ml	1	Pcs			
11	Bleach 5 lit	Ghion 5 liter	1	Pcs			
12	Disinfectant	5 liters	1	Pcs			
13	Disinfectant	1 liters	1	Pcs			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
14	Dettol 500 ml	500ml	1	Pcs			
15	Dettol 1 liter	1 liter	1	Pcs			
16	Dish Washing Liquid Soap	500 ML	1	Pcs			
17	Dish Washing Liquid Soap	1 liter	1	Pcs			
18	Liquid Laundry Soap 1 Liter	liquid for laundry, 1 lit (Largo)	1	Pcs			
19	Liquid soap 2 liter	bright/light 2 litter size	1	Pcs			
20	Liquid soap 5 liter	bright light/Largo 5 litter size	1	Pcs			
21	Body Soap 80 gram size	Anita Soap / MAS	1	Box			
22	Body Soap 100 gram		1	Pcs			
23	Mop	Cotton	1	Pcs			
24	Mop	imported	1	Pcs			
25	Powder soap ZAHARA/ ROYAL in carton	48 pcs in carton big size	1	Pcs			
26	Powder Soap(detergent)	4kg OMO	1	Pcs			
27	Powder Soap (detergent)	200g	1	Pcs			
28	Powder Soap 500mg	500mg" Areal	1	Pcs			
29	Powder soap (in bucket)	5 kg	1	Pcs			
30	Roach killer 300ml	300 ml	1	PCS			
31	Tissue Paper	Kitchen towel	1	PCS			

#	Item	Specification	Quantity	UoM	Unit price (USD) Excl. VAT	Unit price (USD) Incl. VAT	Total (USD) Incl. VAT
32	Tissue paper	Mamco good quality pack of 48 pcs	1	Pack of 48 pcs			
33	Sponge foam for washing	Pack of 12 pcs	1	Pack of 12 pcs			
34	Towel	small size(for Table cleaning)	1	Pcs			
35	Towel	Medium size(for shower)	1	Pcs			
36	Towel	Big size(for Shower)	1	Pcs			
37	Traditional brooms		1	Pcs			
38	Vim	imported	1	Pcs			
39	Washing wire	small size	1	Roll			
40	Window cleaner	Spray 500ml	1	Pcs			
	TOTAL						

Notes
