



**COUNTY GOVERNMENT OF NAKURU**  
**COUNTY ASSEMBLY OF NAKURU**

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COUNTY ASSEMBLY

P. O. BOX. 907-20100  
NAKURU

**SUPPLY AND DELIVERY OF STATIONERIES AND TONERS**  
**UNDER FRAMEWORK**

TENDER NO: CAN/REG/030/2020-2022

SUBMISSION DEADLINE: 18<sup>TH</sup> DECEMBER 2020 AT 11.00 A.M.

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## SECTION 1: INVITATION FOR REGISTRATION

**TENDER NAME:** Supply and delivery of stationeries and toners

**TENDER NO:** CAN/REG/030/2020-2022.

1. The County Assembly of Nakuru hereinafter referred as “Procuring entity” intended to invite candidates for supply and delivery of stationeries and toners Invitation is open to all eligible enterprises(s) owned by youth.
2. Interested eligible candidates may obtain further information from and inspect the registration documents at County Assembly of Nakuru, P.O Box 907-20100 Nakuru in the procurement office during normal office working hours.
3. A complete set of registration documents may be downloaded by interested candidates in the Assembly’s website: [www.assembly.nakuru.go.ke](http://www.assembly.nakuru.go.ke).
4. Applications for Registration must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at County Assembly of Nakuru, P.O Box 907-20100 Nakuru or to be addressed to:

**The Clerk, County Assembly of Nakuru,  
P. O. Box 907-20100  
Nakuru**

So as to be received on or before **18th December 2020 at 11.00 a.m.**

5. Only candidates prequalified under this Registration process will be invited to tender as and when need arises.

## SECTION 11: INSTRUCTION TO TENDERERS

### 2.1 *Scope of Tender*

- 2.1.1 The County Assembly of Nakuru hereinafter referred to as the procuring entity intends to register suppliers for stationeries and toners for a period of two years.
- 2.1.2 It is expected that Registration applications will be submitted to be received by the procuring entity not later than **18th December 2020 at 11.00 a.m.**
- 2.1.3 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

### 2.2 *Submission of Application*

- 2.2.1 Applications for Registration shall be submitted in **Only One Original Copy** in sealed envelopes marked with the tender name and reference number and deposited in the tender box at (address and location) or be addressed to County Assembly of Nakuru, P.O Box 907-20100 Nakuru so as to be received on or before **18th December 2020 at 11.00 a.m.** The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.5 Questions arising from the registration documents should be directed to the Clerk of County Assembly whose address is in the Invitation Notice.

### 2.3 *Eligible Candidates*

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 (6) of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set Registration criteria shall be prequalified.

## 2.4 *Qualification Criteria*

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 Litigation history of the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 *Joint Venture*

2.5.1 Joint ventures must comply with the following: -

- a. Following are the minimum qualification requirements.
  - i. The lead partner shall meet not less than 60% of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above (24).
  - ii. The other partners shall meet individually not less than 30% of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above
  - iii. The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.
- b. The formation of a joint venture after registration and any change in a registered joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as another

joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

- c. Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The Registration of a joint venture does not necessarily register any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may Register if it meets all the Registration requirements, subject to a written approval of the procuring entity

## **2.6 *Public Sector companies***

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7. *Conflict of Interest***

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other Registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## **2.8. *Updating Registration Information***

2.8.1 Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

**2.9. Essential Criteria for Registration**

2.9.1 (a); Experience: Prospective Suppliers should have at least three years' experience in the supply of Goods/Service/Works. They should demonstrate competence, willingness and capacity to service the contract. AGPO Groups are exempt from this requirement.

(b); Prospective Suppliers requires special experience and capacity to organize supply and delivery of items, or services at short notice.

(c); County Assembly reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

2.9.2 Personnel: The supplier/contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVS of the key personnel or individual or group to execute the contract must be indicated.

**2.10. Financial Condition**

2.10.1 Where applicable, Supplier's financial position will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position. Potential suppliers/ contractors will be registered on the basis of satisfactory information given.

**2.11. Registration document**

2.11.1 This document includes questionnaire forms and documents required of prospective suppliers/providers. In order to be considered for registration, prospective suppliers/providers must submit all the information herein requested.

**2.12. Reserved and Open Category**

2.12.1 Categories marked "**RESERVED**" have been specifically set aside for enterprises owned by the Youth, Women and Persons Living with Disabilities. Categories marked "**OPEN**" are accessible to all interested and competent suppliers.

**2.13. Contract Price**

2.13.1 The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Clients Accounting Officer. Prices quoted should be inclusive of all delivery charges.



**SECTION III: APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	INSTRUCTION TO BIDDERS			
2.12	The tender is Open to all eligible to enterprise(s) owned by youth			
2.13	Prices quoted should include delivery to the Assembly			
2.1.2	Only one tender document should be submitted			
2.2.1	<b>18th December 2020 at 11.00 a.m.</b>			
2.4.1	Evaluation criteria: The tenders/Applications will be evaluated in three stages as follows: <b>A. STAGE ONE MANDATORY REQUIREMENTS (TO BE EVALUATED ON A „YES OR NO“ BASIS:</b>			
		<b>NO.</b>	<b>REQUIREMENT</b>	<b>YES/NO</b>
		MR 1	Must Submit a copy of the Certificate of Incorporation/or Registration	
		MR 2	Must Submit a Copy of Valid Tax Compliance Certificate for company or proprietors of business names.	
		MR 3	Provide Valid AGPO Certificate (YOUTH)	
		MR 4	Must Submit a Dully filled, signed and Stamped Business Questionnaire.	
		MR 5	Proof of Physical location of Business-Must Submit Copy of Business Permit from a County	

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			Government.	
		MR 6	Tender document with all attachments must be serialized through pagination.	
		MR 7	Dully filled, signed and stamped Letter of Application.	
		MR 8	Attach CR12 for limited companies issued by the Registrar of companies or Copy of IDs for the for proprietors of Business Names	
		MR 9	Dully filled, signed and stamped Declaration Form (Have not been debarred from participating in public procurement).	
			<b>N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2<sup>ND</sup> STAGE</b>	
<b>B. STAGE TWO: TECHNICAL REQUIREMENTS</b>				
<b>TECHNICAL EVALUATION</b>				
	<b>NO.</b>	<b>EVALUATION CRITERIA</b>	<b>SPECIFICATIONS/RQUIREMENTS</b>	<b>MAXIMUM SCORES</b>
	1.	Registration Document	Well bound and properly filled with mandatory requirements. Properly Filled.....30 Not Properly Filled... ..0	30
	2.	Number of years in Business	Two years & Above.....20 Less than two years.....10	20
	3.	Financial Situation & Performance	Evidence of adequate working capital inform of Access to line(s) of credit or Availability of other financial resources inform of (cash in hand, over draft facility	30

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			etc.)	
	4.	Litigation History	Filled.....20 Not Filled.....0	20
		<b>Total Scores</b>		<b>100%</b>
<p>The pass mark for the Technical Evaluation will be 60%. Candidate will have attained those points will have their Applications Considered for Registration/Framework Contracts</p>				

## LETTER OF APPLICATION

### *Notes on letter of application*

- a) The letter of application will be prepared by the applicant and will follow the form presented herein.
- b) The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.
- c) The letter of application will be signed by duly authorized representatives of the applicant.
- d) Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

LETTER OF APPLICATION

Date .....

To .....

*(Name and address of the procuring entity)*

Ladies and/or Gentlemen.

1. Being duly authorized to represent and act on behalf of .....  
*(name of firm)* (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name

2. Attached to this letter are copies of original documents defining
  - a. The Applicant’s legal status
  - b. The principal place of business and
  - c. The place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

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4. Your Agency and its authorized representatives may contact the following persons for further information.

<b>General and managerial inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Technical inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Financial inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

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This application is made with the full understanding that:

- a) Bids by registered applicants will be subject to verification of all information submitted for Registration at the time of bidding.
  - b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the Registration process, and reject all applications
  - c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
6. We confirm that if we bid, that bid, as well as any resulting contract, will be:
- a. Signed so as to legally bind all partners, jointly and severally; and
  - b. Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail:

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

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Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner).	For and on behalf of (name of partner)



**SECTION IV: STANDARD FORMS**

**FORM 1: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business

You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name  
 .....

Location of business premises.  
 .....

Plot No..... Street/Road .....

Postal Address ..... Tel No. .... Fax ..... E mail  
 .....

Nature of Business  
 .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs.  
 .....

Name of your bankers ..... Branch .....

	Part 2 (a) – Sole Proprietor
	Your name in full ..... Age .....
	Nationality ..... Country of origin .....
	Citizenship details .....
	Part 2 (b) Partnership
	Given details of partners as follows:

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	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
<b>Part 2 (c) – Registered Company</b>				
Private or Public .....				
State the nominal and issued capital of company-				
Nominal Kshs. ....				
Issued Kshs. ....				
Given details of all directors as follows				
	Name	Nationality	Citizenship Details	
	Shares			
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
Date .....		Signature of Candidate .....		

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

**FORM 2: PAST EXPERIENCE**

**NAMES OF THE APPLICANT CLIENTS IN THE LAST TWO YEARS, NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.**

**1. Name of 1<sup>st</sup> Client (Organization).**

- (i) Name of client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the client (Organization).....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date) .....  
(Attach documentary evidence of existence of contract).

**2. Name of 2<sup>nd</sup> Client (Organization).**

- (vii) Name of client (Organization).....
- (viii) Address of Client (Organization).....
- (ix) Name of Contact Person at the client (Organization).....
- (x) Telephone No. of Client.....
- (xi) Value of Contract.....
- (xii) Duration of Contract (date) .....  
(Attach documentary evidence of existence of contract).

**3. Name of 3<sup>rd</sup> Client (Organization).**

- (xiii) Name of client (Organization).....

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- (xiv) Address of Client (Organization).....
- (xv) Name of Contact Person at the client (Organization).....
- (xvi) Telephone No. of Client.....
- (xvii) Value of Contract.....
- (xviii) Duration of Contract (date) .....  
(Attach documentary evidence of existence of contract).

4. Others

(Please note that documentary evidence could be in form of L.P. O' s, L.S. O' s, Copies of Contract Agreements etc.).

NB: County Assembly of Nakuru Reserves the Right to conduct due diligence to verify the above information.

**FORM 3: TENDER-SECURING DECLARATION FORM**

[The Bidder shall complete in this Form in accordance with the instructions indicated]

Date: [Insert date (as day, month and year) of Bid Submission]

Tender No. [Insert number of bidding process]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we:
  - a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
  - b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
    - (i) Fail or refuse to execute the Contract, if required, or
    - (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
  - Our receipt of a copy of your notification of the name of the successful Bidder; or
  - a. Twenty-eight days after the expiration of our Tender.
1. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the

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bi, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: [insert signature of person whose name and capacity are shown] in the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on ..... day of ....., ..... [insert date of signing]

**FORM 4: LITIGATION HISTORY**

**Name of Contract Supplier**

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Applicants should however indicate if no such litigation.

<b>Year</b>	<b>Award for or Against</b>	<b>Name of the Client Cause of Litigation and Matter in Dispute</b>	<b>Disputed Amount (Current Value, Kshs. Equivalent).</b>

**FORM 5: SCHEDULE OF REQUIREMENTS/PRICE SCHEDULE  
TONERS AND CATRIDGES**

No	Item Description	Unit	COUNTRY ORIGIN	UNIT PRICE
1.	TK 6305-5501i	Pc		
2.	TK 475	Pc		
3.	80A	Pc		
4.	05A	Pc		
5.	305A	Pc		
6.	131A	Pc		
7.	130A	Pc		
8.	26A	Pc		
9.	201A	Pc		
10.	307A	Pc		
11.	645A	Pc		
12.	653A	Pc		
13.	59A	Pc		
14.	32A	Pc		
15.	507A	Pc		
			<b>TOTAL AMOUNT</b>	

**STATIONERIES**

No	Item Description	Unit	COUNTRY ORIGIN	UNIT PRICE
1.	Printing Papers A4	Ream		
2.	Pritt Glue 43gms	Dozen		
3.	Blank CDS with cases	Dozen		
4.	Blank DVDS with cases	Dozen		



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5.	Heavy duty Office tray,2 tiers	Pcs		
6.	Staple Remover	Pcs		
7.	Conqueror Paper A4	Ream		
8.	Medium Size Pair of Scissors	Pcs		
9.	Cello Tape 2"	Pc		
10.	Spring Files	Pc		
11.	White Out	Pc		
12.	Eraser (Pencil and biro)	Dozen		
13.	Pencil Sharpener	Pcs		
14.	File Fastener	Pcs		
15.	Printed and bound folders (as per sample)	Pcs		
16.	Counter Book 3q	Dozen		
17.	Counter Book 2q	Pcs		
18.	Suspension Files	Pcs		
19.	Thumb Tacks	Pkts		
20.	Embossed Papers	Ream		
21.	Binding Covers	Dozen		
22.	Binding Spirals	Dozen		
23.	Printed Envelopes A4	Dozen		
24.	Printed Envelopes A5	Dozen		
25.	Sharp pointed Biro	Pkts		
26.	Hb Pencils	Pkts		
27.	Notebooks A5	Dozen		
28.	Loose Leaf A4	Dozen		
29.	Paper Clips	Pkts		
30.	Giant Size Stapler	Pcs		

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31.	Medium Size Stapler	Pcs		
32.	Staple Pins 23/15	Pkts		
33.	Staple Pins 24/6	Pkts		
34.	Photocopier Staple Pins SH-10	Pkts		
35.	Permanent Marker	Dozen		
36.	Scientific Calculator	Pcs		
37.	Yellow Stickers 3"x3"	Dozen		
38.	Box Files	Dozen		
39.	Highlighters	Pcs		
40.	Branded Leather Folders	Pcs		
41.	Flash disk 32 gb			
42.	Headphones	Pcs		
43.	Medium Size Paper Punch	Pcs		
44.	Giant Paper Punch	Pcs		
45.	Self-Inking Stamps	Pcs		
46.	Stores Issues Voucher with County Assembly Logo (Material; NCR carbonated Paper 55GSM)	Pcs		
47.	Printed Bin Cards (A4 manila)	Pcs		
48.	AAA Batteries	Pkts		
49.	AA Batteries	Pkts		
50.	9V rechargeable Battery	Pcs		
51.	4 port Extension Cable	Pcs		
52.	Rubber Bands	Pkts		
53.	30cm Rulers	Pcs		
54.	12 Digits Calculator	Pcs		

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55.	Stamp Ink	pcs		
56.	Ink Pad	pcs		
57.	Spine Labels (51mm*25mm)White	pcs		
58.	Book End shelve holders	pcs		
59.	Velo-binding strips set	pcs		
60.	Adjustable self-inking Stamps	pcs		
61.	Date due stamp	pcs		
62.	Magazine Holders	pcs		
			<b>TOTAL AMOUNT</b>	

**Name of the Tenderer..... Signature.....Date.....**