

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY

#### 1. Introduction

Fairtrade Africa (FTA) is the umbrella organisation representing Fairtrade certified producers in Africa. FTA aims to effectively represent producers within the International Fairtrade system and to contribute to livelihood improvement of African producers by increasing access to markets. Established in 2005, FTA directs policy and strategic development of the organisation. FTA has four (4) regional networks – East and Central Africa, Southern Africa, West Africa and the Middle East supporting producer activities.

FTA is seeking reputable firm to supply and deliver general office stationery for the Secretariat and the East and Central Africa Network office.

#### 3. Scope of Services

The identified services provider will be expected:

- i. To supply items as and when needed
- ii. Quantity of items will vary with need

#### **Below is the price schedule of items**

PRICE SCHEDULE OF ITEMS

NAME OF COMPANY.....

TENDER NUMBER.....

Item Description	Qty	Unit price including VAT
Small Paper Clips	PKT	
Big Paper Clips	PKT	
Stapler	PCS	
Staple remover	PCS	
Glue stick	PCS	
Staple pins	PKT	

Sticky Notes	PDS	
Photocopying papers - white	BOX	
Photocopying papers - blue	BOX	
BIC Fine Pens - Black	BOX	
BIC Fine Pens - Blue	BOX	
Envelopes Brown -A4	DZ	
Envelopes White -A4	DZ	
Envelopes Brown -A5	DZ	
Envelopes White -A5	DZ	
Flip Charts	PCS	
Permanent Marker	PCS	
Envelopes Brown -B5	DZ	
Envelopes White -B5	DZ	
Quotation/Clear Folder	DZ	
Notebook A5	PCS	
Notebook A4	PCS	
Tonner for HP Printer M125A	PCS	
Bull dog Clips -Big	DZ	
Bull dog Clips -Medium	DZ	
Box File medium	PCS	

Bic Ball Pen Finepoint - Black	PKT	
Bic Ball Pen Finepoint - Blue	PKT	
Presentation Folders A4	PCS	
HB Pencils Steadtler	DOZ	
Erasers BR40	PCS	
A4 Photocopying Papers - White	BOX	
A4 Photocopying Papers - Blue	BOX	
Glue Stick 40GSM Pritt	PCS	
File Dividers 1 - 10 PVCs	DOZ	
Sticky Notes 3X3 Assorted	PCS	
Rulers 30CM Long	PCS	
Masking Tape 2"	PCS	
Cellotape 2"	PCS	
Paper Clips 50MM	PKT	
Document Wallet PVC	PCS	
Staplers 23/10	PKT	
Stickers K22 Afri White	PKT	
Envelopes Brown A4	PCS	
Envelopes Brown A5	PCS	
Envelopes Brown DL	PCS	

Manila Folders	DOZ	
Staplers	PCS	
Staple Remover	PCS	
Notebook A5 - 48pages	PCS	
Highlighters Assorted	DOZ	
Box File	PCS	

### **1. Qualifications of Service Provider**

1. Proven track record in rendering satisfactory services to high-end premises.
2. Financially sound and stable, evidenced by authentic financial statements for the past two years of operation

### **9. Submission of proposal to offer services/items**

This will include:

- i. The organisations detailed profile
- ii. CV's of key personnel in the firm
- iii. A listing of organisations where similar service is being/ has been offered
- iv. Valid Certificate of Registration
- v. Tax compliance certificate

### **Financial proposal**

1. Clear breakdown of the financial proposal including all the chargeable taxes.
2. Terms of payment

### **2. Duration**

The duration of the contract is anticipated to run for a period of one year.