

United Nations Development Program



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Addendum to SLE/RFQ/2017/001 Supply of Stationery

ITEM Ref.	ITEM (AND SUBTYPE)	Minimum Specifications and Requirements
1	LAMPS BATTERY DRIVEN	<ol style="list-style-type: none"> 1. Desktop lamp/lantern with super bright LED (minimum 36 LEDs). 2. Sufficient to adequately illuminate an area of 5x5meter (light produced to be equivalent to 50W incandescent lamp or 200 lumens. 3. Battery driven, including batteries (price to be detailed separately) for minimum eight (8) hours continued operation. 4. Made of hard plastic resistant to water splashing / rain, solid design and durable for repeated use. 5. Minimum height 15 cm. 6. Each lamp must be packed in a strong carton box including internal cushioning i.e. bubble wrap or other cushioning material sufficient to protect lamps from damage during transportation.
2	BATTERIES AA for LAMPS (item 3)	<ol style="list-style-type: none"> 1. Non-rechargeable batteries. Batteries should be recyclable. 2. Batteries should not contain any toxic heavy metals. 3. Voltage: 1.5V 4. Size: AA 5. Type: alkaline 6. Batteries shelf life: at least 3 years from the supply date. 7. Pack of 10 batteries per each kits.
3	MASKING TAPE	<ol style="list-style-type: none"> 1. Masking tape. 2. Beige/Brown color. 3. Standard thickness. 4. Size: 36 mm wide minimum; 50 meters long rolls.
4	SCOTCH TAPE (CLEAR), FOR PACKING	<ol style="list-style-type: none"> 1. Heavy Duty Box sealing tape. 2. Clear type packing tape. 3. Size: 2" wide; 50 m long rolls. 4. Glue must be of good quality should not be removed easily.

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		5. Thickness 70 microns.
5	CERAMIC FINGERPRINT PADS (pre-inked, black)	<p>Pre-inked Ceramic fingerprint pads must comply with the following:</p> <ol style="list-style-type: none"> 1. Inner surface of the pad must be ceramic. 2. Container of fingerprint pad must be recyclable or recycled plastic material, and must include a lid with reliable closing protecting the pad against dust, making it water resistant, and avoid accidental opening. The lid must be attached to the container. 3. Resulting imprint must be carbon black, permanent, clear and crisp, must not smear and must dry instantly on ordinary non-coated paper. 4. Pad must deliver an adequate amount of ink to the finger. Under-coating or over-coating of fingers is not acceptable. 5. With adhesive base for securing to counter/desk. 6. Must contain a sponge under the ceramic inner surface for ink retainment. 7. All parts within the containers should be properly assembled, proving not loose, and ceramic pad should only be removable by use of a sharp tool. 8. Each pad must be pre-inked with sufficient ink to take no less than 1,000 prints. 9. Physical dimensions of pad must be 1.5 inches to 2 inches in diameter. 10. Rectangular pads of comparable dimensions will also be accepted. 11. Ink residue must not stain fingers and must be easily removed from fingers (without need for special chemicals, soap, tissue or paper towels preferably removable by simply rubbing the fingers, nontoxic). 12. Ink pad must not dry out if pad is left open during 6 hours in the shade, room temperature. 13. Ink contained in the pad must be certified non-toxic, and free of xylene, toluene or other harsh and dangerous chemicals. Bidder to state exact composition of the ink. <p>PACKING REQUIREMENTS: Pads to be in sealed plastic bag. Plastic bag should be made of recycled plastic, bio degradable material.</p>
6	PAPER ABSORBENT NAPKINS	<ol style="list-style-type: none"> 1. White air-laid paper napkins (made of 100% air-laid recycled paper). 2. Weight: 80 gsm thickness (+10% accepted). 3. Dimensions: 30cmx30cm. 4. 1/4 fold 5. 1 ply 6. Multipurpose, cleaning surfaces or for wiping fingers/ink. 7. Resistant, High absorbent. 8. Packaging Detail: 50 sheets/pack.
7	PAPER CLIPS	<ol style="list-style-type: none"> 1. Metal paper clips. 2. Size: 30mm (+/-6%) 3. Packed in box of 100 paper clips each.

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8	BULLDOG CLIPS, medium size	<ol style="list-style-type: none"> 1. Medium size (30 or 35 mm) metal bulldog clips 2. Packed in box of 12 bulldog clips each.
9	STAPLER, medium size	<ol style="list-style-type: none"> 1. Adequate for stapling together up to 30 sheets of 80gsm paper. 2. Reliable mechanism and made of resistant materials. 3. To be used with 24/6 staples.
10	STAPLES for STAPLER (item above)	<ol style="list-style-type: none"> 1. Box of approximately 1000 staples (+30% accepted), 2. 24/6 size 3. Match with stapler.
11	SCISSORS	<ol style="list-style-type: none"> 1. Stainless steel blades and robust construction/parts. 2. Blades length: 18cm (+10% acceptable). 3. With plastic handles. 4. Rounded ends. 5. Any color.
12	CALCULATOR, solar battery	<ol style="list-style-type: none"> 1. Dual solar power 8 digits calculator. 2. Pocket-size. Dimensions (w x h x thick) approximate: 6 x 10 x 1 cm (Deviations of +20% accepted). 3. Large 8 Digit LCD display. 4. Auto Power off 5. Solar and cell batteries power. 6. Basic calculator functions: Sum (+), Subtraction (-), Divide (/), Multiply (*), plus memory, square root and percent. 7. Constant function.
13	PENS (blue)	<p>Box of 50 Pens:</p> <ol style="list-style-type: none"> 1. Good quality ball point pen. 2. Medium point. 3. Color: BLUE 4. Feather light, polypropylene barrel. 5. Standard ink capacity. 6. The ink should not contain heavy metals or harmful or hazardous substances.
14	PENS (black)	Specifications are the same as item 16, except color: BLACK
15	PENS (red)	Specifications are the same as item 16, except color: RED

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16	MARKERS	<p>Box of 12 Permanent Ink Markers:</p> <ol style="list-style-type: none"> 1. Made of plastic and aluminum. 2. Non-Toxic Ink (Ultra-low odor) 3. Refillable. 4. Minimum 5 ml ink content 5. Extended cap-off time without drying up (Test ISO 554). 6. Chisel tip size 1,5-3mm. 7. Writes on damp and most material surfaces. Long lasting and durable. 8. Colors: 3 of each (Black, Blue, Red, Green).
17	RULER	<ol style="list-style-type: none"> 1. Plastic material. 2. Flexible and resistant. 3. 30 cm long with millimeters graduation. 4. Transparent without color.
18	NOTEPAD, spiral	<ol style="list-style-type: none"> 1. Spiral bound notepad. 2. Hard cover paper: <ol style="list-style-type: none"> i. Minimum 150 gsm. ii. Color: BLACK (preferable) or other color, except RED or GREEN (not acceptable) iii. No specific printing on cover. 3. Recycled Paper Material made of at least 80% recycled paper material. 4. At least Elementary Chlorine Free (ECF) or Totally Chlorine Free (TCF). 5. Comply with Ecologo or other National environmentally friendly/recycled certificates. 6. A5 size. 7. 150 sheets (300 pages) 8. Inner sheets paper thickness: 60 gr. 9. Sheets white color with horizontal lines.
19	GARBAGE BAGS, large size, 70 micron	<ol style="list-style-type: none"> 1. Pack containing at least 5 bags of 60 liter capacity each bag. 2. Bags must be black color, strong, must not tear easily. 3. Bags made of recycled plastic material of minimum 70 micron thickness.
20	MANILA FOLDER	<p>Pack of 10 Manila folders:</p> <ol style="list-style-type: none"> 1. Standard Manila type file folders to contain documents of A4 size. 2. Made of thick, durable Manila plain paper.

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PLEASE NOTE CLOSING DATES CHANGE FROM 3rd FEBRUARY 2017 TO 13th FEBRUARY 2017

Sincerely yours,



Yona Samo
OIC Operations

January 30, 2017