

**AMENDMENT-1 Summary:
REQUEST FOR QUOTATION (RFQ)**

Long Term Agreement (LTA) for Outsourcing a Company for Stationery Supply Services and Management

Reference# of original RFQ	Items listed in Original RFQ		Proposed Changes		Remarks
	Item Description	Brand	Item Description	Brand	
1	A4 Business Card Holder (Big) 20 sheets to hold 400 name cards	Deli or equivalent	A4 Business Card Holder (Big) 20 sheets to hold 600 name cards	Deli or equivalent	Elaborated the requirements
18	Colour Paper Clip (29mm)		Colour Paper Clip (29mm)	Comix or equivalent	Elaborated the requirements
25	File - 2 Ring Transparency	Elfen or equivalent	Item not required		Dropped the item
29	Flip Chart Paper		Flip Chart Paper (25 sheet)	Shipra or equivalent	Elaborated the requirements
63	Pen Cello Gel (Red)	Staedtler or equivalent	Pen Cello Gel (Red)	Cello or equivalent	Elaborated the requirements
			Pen Cello Gel (Red)	Cello or equivalent	New Requirement
66	Pendrive (16GB)	Transcent or equivalent	Item not required		Dropped the item
67	Pilot Dot Pen (Blue)	Pilot or equivalent	Item not required		Dropped the item
68	Pilot Dot Pen (Red)	Pilot or equivalent	Item not required		Dropped the item
			Tape Invisible Dispenser	Camat or equivalent	New Requirement
117	Tape Packing (Brown, 12"x 22"x14"), 7 ply	Flashpack or equivalent	Tape Packing (Brown, 2")	Elfen or equivalent	Elaborated the requirements