Notice to Bidders/Tenderers
Tender Notice 1

A. Bidders are kindly requested to note the following:
   1. Closing date had been extended to 22nd November 2019 and new bid opening date is 25th November 2019.
   2. Changes on ITB FORM F: Price Schedule Form are as follows:

Before Changes:

Lot 1:

Lots	DESCRIPTION/SPECIFICATION OF ITEMS TO BE SUPPLIED	Unit of Measure	Country of Origin	Expected Delivery Time in weeks	Unit Price excluding GST (PGK)	Percentage Discount (PGK)	Discount Price excluding GST(PGK)
Lot A	**HIGHLIGHTER COLOUR**						
1	Blue (Tip size – Chisel)	Pkt					
2	Dark Green (Tip size – Chisel)	Pkt					
3	Light Green (Tip size – Chisel)	Pkt					
4	Orange (Tip size – Chisel)	Pkt					
5	Pink (Tip size – Chisel)	Pkt					
6	Purple (Tip size – Chisel)	Pkt					
7	Yellow (Tip size – Chisel)	Pkt					
Lot B	**PERMANENT MARKER COLOUR**						
8	Blue (Tip size – Bullet)	Pkt					
9	Black (Tip size – Bullet)	Pkt					
10	Green (Tip size – Bullet)	Pkt					
11	Red (Tip size – Bullet)	Pkt					
12	Black (Tip size – Bullet)	Pkt					
Lot C	**WHITE BOARD MARKER COLOUR**						
13	Black (Tip size – Bullet)	Pkt					
14	Blue (Tip size – Bullet)	Pkt					
15	Green (Tip size – Bullet)	Pkt					
16	Orange (Tip size – Bullet)	Pkt					
17	Red (Tip size – Bullet)	Pkt					
18	Red ink (Tip size – Bullet)	Pkt					
19	Green (Tip size – Bullet)	Pkt					
Lot D	**PAPERS/ENVELOPE/FILE TAB**						

20	Envelope Letter (White – Window 22x11.5cm)	Pkt					
21	Letter(Airmail) (White – Window 22x11.5cm)	Pkt					
22	Letter (White) (White – Window 22x11.5cm)	Pkt					
23	A3 size photocopy paper 80gsm (White)	Ream					
24	A3 photocopy paper white 80gsm – box	Ream					
25	A4 size Envelope (White)	Pkt					
26	A4 size Envelope (Brown)	Pkt					
27	A5 size Envelope (Brown)	Pkt					
28	A5 size Envelope (White)	Pkt					
29	A4 photocopy paper white 80gsm – box	Ream					
30	A4 photocopy paper Blue 80gsm – rims	Ream					
31	A4 photocopy paper Pink 80gsm– rims	Ream					
32	A4 photocopy paper Yellow 80gsm – rims	Ream					
33	Clear Sheet Protector (100shts p/box) – sheets	Box					
34	Crystal Clear File Tab	Pkt					
35	A4 Bubble Envelope	Each					
36	A5 Bubble Envelope	Each					
37	File Dividers A-Z	Pkt					
38	File Dividers White 5Tab	Pkt					
39	File Dividers un punched 5 tab	Pkt					
40	File Dividers Pink A4 10 tab	Pkt					
41	Manila Assorted colour Dividers 5 tab A4	Pkt					
42	Hard Cover (Black) for binding (Assorting colors)	Pkt					
43	Vanguard sheets (Assorted Colours)	Each					
44	Big rolls of brown paper (thick-to use for workshop or for packing shipments)	Each/Roll					
45	White A4 paper for invitation cards 220 gsm	Pkt					
Lot E	**FOLDERS**						
46	Classification Folder Legal size (2 dividers) - Hard Cover	Pkt/box					
47	Classification Folder Legal size (4 dividers) - Hard Cover	Pkt/box					
48	Classification Folder Legal size (6 dividers) - Hard Cover	Pkt/box					
49	Arch lever Files A4 X 20	Box					
50	Manila Folder – Std (Pkt of 100)	Pkt					
51	Manila folder Red (Pkt of 100)	Pkt					
52	Manila folder Grey (Pkt of 100)	Pkt					
53	Manila folder Orange (Pkt of 100)	Pkt					
54	Manila folder Green	Pkt					

Lot F	**BINDERS**						
56	Binder Spiral 8mm	Pkt/Box					
57	Binder Spiral 10mm	Pkt/Box					
58	Binder Spiral 12mm	Pkt/Box					
59	Binder Spiral 14mm	Pkt/Box					
60	Binder Spiral 16mm	Pkt/Box					
61	Binder Spiral 18mm	Pkt/Box					
62	Binder Spiral 20mm	Pkt/Box					
63	Binder Spiral 22mm X 50	Pkt/Box					
64	Binder Spiral 25mm	Pkt/Box					
65	Binder Spiral 28mm	Pkt/Box					
66	Binder Spiral 32mm	Pkt/Box					
67	Binder Spiral 35mm	Pkt/Box					
68	Binder Spiral 45mm	Pkt/Box					
69	Paper fasteners for manila folders	Pkt					
Lot G	**STORAGE MEDIA**						
70	CD/R (in pks of 10)	Pkt					
71	CD/R (in Spindle)	Spindle					
72	CD/R (loose)	Each					
73	DVD R (Single)	Each					
74	DVD RW (Single)	Each					
Lot H	**PAPER CLIPS/PINS**						
75	Fold back clips large 50mm –	Box					
76	Fold back clips medium 32mm (12bx p/box) box	Box					
78	Fold back clips small 15mm (12bx p/box) box	Box					
79	Fold back clips small 51mm – pcs	Box					
80	Fold back clips small 19mm (12bx p/box) box	Box					
81	Fold back clips small 25mm (12bx p/box) box	Box					
82	Fold back clips small 11mm	Box					
83	Slide on paper clips 28MM	Box					
84	Slide on paper clips 50mm (10bx p/box) box	Box					
85	Slide on paper clips 33mm (10bx p/box) box	Box					
86	Slide-on paper clips 28mm (colored)	Box					
87	Slide-on paper clips 50mm (colored)	Box					
88	Slide-on paper clips 33mm (colored)	Box					
89	Heavy duty staple pins 1/2" (1bx) – sheets	Pkt/Box					
90	Heavy duty staple pins 1/4" (2bx) - pcs	Pkt/Box					
91	Heavy duty staple pins 23/24"	Pkt/Box					

92	Heavy duty staple pins 3/8"	Pkt/Box					
93	Letter Clips 63mm	Pkt					
94	Letter Clips 30mm	Pkt					
95	Letter Clips 38mm	Pkt					
96	Letter Clips 52mm	Pkt					
97	Letter Clips 75mm	Pkt					
98	Office pins – pkts	Pkt					
99	Assorted colour flag pins	Pkt					
100	Standard staple pins 26/6" box	Pkt					
101	Staple Pins 9/16	Pkt/Box					
102	Staple Pins 73/10	Pkt/Box					
103	Staple Pins 73/12	Pkt/Box					
104	Staple Pins 23/12	Pkt/Box					
105	Staple Pins ¼	Pkt/Box					
106	Chart pins	Box					
Lot I	**EXERCISE BOOKS/NOTE BOOKS/LECTURE PAD**						
107	Exercise Book (200 pgs) – A4	Each					
108	Lecture Pad 100pgs	Each					
109	Lecture Pad 150pgs	Each					
110	Note Book 200 pgs (A1-A5)	Each					
111	Note Book 100pg (A1-A5)	Each					
112	Note Book (80mm) A5 160pg	Each					
113	Note Book (small) 100pg	Each					
114	Note Pads (A4)	Each					
Lot J	**OTHER STATIONERY**						
115	Step file organizer - silver	Each					
116	Name tags (Plastic) with lanyard	Each					
117	Chalk	Box					
118	Clear celco tape (thin)	Each					
119	Correction pen (twinks)	Each					
120	Desk Organizer	Each					
121	Dustless chalk	Box					
122	Glue Stick	Each					
123	Heavy duty stapler 15/16	Pkt/Box					
124	Heavy duty stapler 23/10	Pkt/Box					
125	Inbox Tray (3 tier)	Each					
126	Masking celco tape – 2”	Each					
127	Clear celco tape 2"	Each					
128	Multiple paper punch (Standard)	Each					
129	Paper punch (2 hole – Standard)	Each					
130	Plastic Cover (100sheets p/pk) s	Pkt					

131	Pencil – HB	Pkt					
132	Eraser (Small)	Each					
133	Pental oil (crayon) (SET)	Pkt					
134	Red ink for stamp pad - small	Each					
135	Rubber Bands (Assorted)	Pkt/Grm					
136	Ruler (30 cm)	Each					
137	Scissors (Std Size)	Each					
138	Self-Adhesive labels	Pkt					
139	Stamp pad - Standard	Each					
140	Staple remover - Small	Each					
141	Stapler Standard (26/6)*24/6)	Each					
142	Stick on pads	Each					
143	Stick on pads 51mm/38mm	Each					
144	Stick on pads 76mm/127mm	Each					
145	Stick on pads 76mm/51mm	Each					
146	Stick on pads 50mm/76mm	Each					
147	Stick on pads 76mm/76mm	Each					
148	Art & Craft Brush - Standard	Pkt					
149	Black ink for stamp pad – Small	Each					
150	Blue ink for stamp pad – Small	Each					
151	Contact (Business Card) holders	Each					
152	Blu Tak (PACKETS)	Pkt					
153	Calculator (non-scientific)	Each					
154	Sign Here Flags	Pkt					
155	Thumb Tacks	Pkt					
156	White board eraser	Each					
157	2 pins adapter	Each					
158	Power board 4 ports	Each					
159	Power board 6 ports	Each					
160	Extension cord 3m	Each					
161	Extension cord 5m	Each					
162	Business card folder (clear A4 plastic)	Each					
163	Stick on Strips (Fluorescence Green, Pink, Yellow, Blue)	Pkt					

Note for bidders:

- Price for Lots under Part A are for comparison purpose to determine the lowest technically competent bidder (s).

- Part B price shall be negotiated with LTA vendor and included in LTA. These rates are not for comparison purpose.
- In case of discrepancy between unit price and total, the unit price shall prevail.
- Bidders are required to use the above format as much as possible. If there are extra items or additional details relevant to the above, then please make reference to each of the table and attach documents accordingly.
- All prices quoted should be in PGK
- Note Part B rate shall be negotiated with LTA vendor and included in LTA

After Changes:

	DESCRIPTION/SPECIFICATION OF ITEMS TO BE SUPPLIED	Unit of Measure	Unit Price (PGK) (A)	Percentage Discount	Final Price after Discount (PGK) (B)	Weighted score [C = Subtotal of B for each category * weighted % of each category]
	HIGHLIGHTER COLOUR	5%				
1	Blue (Tip size – Chisel)	Pkt				
2	Dark Green (Tip size – Chisel)	Pkt				
3	Light Green (Tip size – Chisel)	Pkt				
4	Orange (Tip size – Chisel)	Pkt				
5	Pink (Tip size – Chisel)	Pkt				
6	Purple (Tip size – Chisel)	Pkt				
7	Yellow (Tip size – Chisel)	Pkt				
Sub total						
	PERMANENT MARKER COLOUR	**5%**				
8	Blue (Tip size – Bullet)	Pkt				
9	Black (Tip size – Bullet)	Pkt				
10	Green (Tip size – Bullet)	Pkt				
11	Red (Tip size – Bullet)	Pkt				
12	Black (Tip size – Bullet)	Pkt				
Sub total						
	WHITE BOARD MARKER COLOUR	**5%**				
13	Black (Tip size – Bullet)	Pkt				
14	Blue (Tip size – Bullet)	Pkt				
15	Green (Tip size – Bullet)	Pkt				
16	Orange (Tip size – Bullet)	Pkt				
17	Red (Tip size – Bullet)	Pkt				
18	Red ink (Tip size – Bullet)	Pkt				
19	Green (Tip size – Bullet)	Pkt				
Sub total						

	PAPERS/FILE TAB	**60%**				
20	A3 size photocopy paper 80gsm (White)	Ream				
21	A3 photocopy paper white 80gsm – box	Ream				
22	A4 photocopy paper white 80gsm – box	Ream				
23	A4 photocopy paper Blue 80gsm – rims	Ream				
24	A4 photocopy paper Pink 80gsm– rims	Ream				
25	A4 photocopy paper Yellow 80gsm – rims	Ream				
Sub total						
	FOLDERS	**5%**				
26	Arch lever Files A4 X 20	Box				
27	Manila Folder – Std (Pkt of 100)	Pkt				
28	Manila folder Red (Pkt of 100)	Pkt				
29	Manila folder Grey (Pkt of 100)	Pkt				
30	Manila folder Orange (Pkt of 100)	Pkt				
31	File Dividers A-Z	Pkt				
32	File Dividers White 5Tab	Pkt				
33	File Dividers un punched 5 tab	Pkt				
34	File Dividers Pink A4 10 tab	Pkt				
35	Manila Assorted colour Dividers 5 tab A4	Pkt				
36	Manila folder Green	Pkt				
Sub total						
	BINDERS	**5%**				
37	Binder Spiral 8mm	Pkt/Box				
38	Binder Spiral 10mm	Pkt/Box				
39	Binder Spiral 12mm	Pkt/Box				
40	Binder Spiral 14mm	Pkt/Box				
41	Binder Spiral 16mm	Pkt/Box				
42	Binder Spiral 18mm	Pkt/Box				
43	Binder Spiral 20mm	Pkt/Box				
44	Binder Spiral 22mm X 50	Pkt/Box				
45	Binder Spiral 25mm	Pkt/Box				
46	Binder Spiral 28mm	Pkt/Box				
47	Binder Spiral 32mm	Pkt/Box				
48	Binder Spiral 35mm	Pkt/Box				
49	Binder Spiral 45mm	Pkt/Box				
50	Paper fasteners for manila folders	Pkt				
Sub total						
	PAPER CLIPS/PINS	**5%**				
51	Fold back clips large 50mm –	Box				
52	Fold back clips medium 32mm (12bx p/box) box	Box				

53	Fold back clips small 15mm (12bx p/box) box	Box				
54	Fold back clips small 51mm – pcs	Box				
55	Fold back clips small 19mm (12bx p/box) box	Box				
56	Fold back clips small 25mm (12bx p/box) box	Box				
57	Fold back clips small 11mm	Box				
58	Slide on paper clips 28MM	Box				
59	Slide on paper clips 50mm (10bx p/box) box	Box				
60	Slide on paper clips 33mm (10bx p/box) box	Box				
61	Slide-on paper clips 28mm (colored)	Box				
62	Slide-on paper clips 50mm (colored)	Box				
63	Slide-on paper clips 33mm (colored)	Box				
64	Heavy duty staple pins 1/2" (1bx) – sheets	Pkt/Box				
65	Heavy duty staple pins 1/4" (2bx) - pcs	Pkt/Box				
66	Heavy duty staple pins 23/24"	Pkt/Box				
67	Heavy duty staple pins 3/8"	Pkt/Box				
68	Letter Clips 63mm	Pkt				
69	Letter Clips 30mm	Pkt				
70	Letter Clips 38mm	Pkt				
71	Letter Clips 52mm	Pkt				
72	Letter Clips 75mm	Pkt				
73	Office pins – pkts	Pkt				
74	Assorted colour flag pins	Pkt				
75	Standard staple pins 26/6" box	Pkt				
78	Staple Pins 9/16	Pkt/Box				
79	Staple Pins 73/10	Pkt/Box				
80	Staple Pins 73/12	Pkt/Box				
81	Staple Pins 23/12	Pkt/Box				
82	Staple Pins ¼	Pkt/Box				
83	Chart pins	Box				
Sub total						
	NOTE BOOKS	**5%**				
84	Note Book 200 pgs (A1-A5)	Each				
85	Note Book 100pg (A1-A5)	Each				
86	Note Book (80mm) A5 160pg	Each				
87	Note Book (small) 100pg	Each				
88	Note Pads (A4)	Each				
Sub total						
	OTHER STATIONERY	**5%**				
89	Step file organizer - silver	Each				

90	Name tags (Plastic) with lanyard	Each				
91	Clear celco tape (thin)	Each				
92	Desk Organizer	Each				
93	Dustless chalk	Box				
94	Glue Stick	Each				
95	Heavy duty stapler 15/16	Pkt/Box				
96	Heavy duty stapler 23/10	Pkt/Box				
97	Inbox Tray (3 tier)	Each				
98	Masking celco tape – 2”	Each				
99	Clear celco tape 2"	Each				
100	Multiple paper punch (Standard)	Each				
101	Paper punch (2 hole – Standard)	Each				
102	Plastic Cover (100sheets p/pk) s	Pkt				
103	Pencil – HB	Pkt				
104	Eraser (Small)	Each				
105	Pental oil (crayon) (SET)	Pkt				
106	Red ink for stamp pad - small	Each				
107	Rubber Bands (Assorted)	Pkt/Grm				
108	Ruler (30 cm)	Each				
109	Scissors (Std Size)	Each				
110	Self-Adhesive labels	Pkt				
111	Stamp pad - Standard	Each				
112	Staple remover - Small	Each				
113	Stapler Standard (26/6)*24/6)	Each				
114	Stick on pads	Each				
115	Stick on pads 51mm/38mm	Each				
116	Stick on pads 76mm/127mm	Each				
117	Stick on pads 76mm/51mm	Each				
118	Stick on pads 50mm/76mm	Each				
119	Stick on pads 76mm/76mm	Each				
120	Art & Craft Brush - Standard	Pkt				
121	Black ink for stamp pad – Small	Each				
122	Blue ink for stamp pad – Small	Each				
123	Contact (Business Card) holders	Each				
124	Blu Tak (PACKETS)	Pkt				
125	Calculator (non-scientific)	Each				
126	Sign Here Flags	Pkt				
127	Thumb Tacks	Pkt				
128	White board eraser	Each				
129	2 pins adapter	Each				
130	Power board 4 ports	Each				

131	Power board 6 ports	Each				
132	Extension cord 3m	Each				
133	Extension cord 5m	Each				
134	Business card folder (clear A4 plastic)	Each				
135	Stick on Strips (Fluorescence Green, Pink, Yellow, Blue)	Pkt				
Sub total						
Grand Total in PGK						

Note for bidders:

- Part A will determine lowest price using weighted score assigned to each category, thus the selection of the Awardee bidder.
- Part B fee will be established in the LTA. However, these will not be used to select the awardee bidder.
- In case of discrepancy between unit price and total, the unit price shall prevail.
- Bidders are required to use the above format as much as possible. If there are extra items or additional details relevant to the above, then please make reference to each of the table and attach documents accordingly.