

LOT 2: Stationery Items

Vendors are to tick column 'yes' or 'no' in the below table on ability to supply the required stationery and email this document with the expression of interest to email address: Delegation-Fiji-Procurement@eeas.europa.eu

Item Number	Specifications Required*	Yes	No
1	Battery (disposable) 1.5V, size AA, alkaline type		
2	Battery (disposable) 1.5V, size AAA, alkaline type		
3	Calculator - Dimensions (D × W × H) : 209×155×36.3mm Two way power (battery + Solar)		
4	CD-R – Recordable Media – 700MB/80min 50/pack		
	WRITING		
5	Black Retractable Ballpoint pen – 0.7mm		
6	Red Retractable Ballpoint pen – 0.7mm		
7	Blue Retractable Ballpoint pen – 0.7mm		
8	Black Permanent marker – Fine Tip – 1.0mm - long lasting colour and durable nib for marking surfaces such as plastic, metal, glass, cardboard, wood, photos, oily and damp surfaces		
9	Blue Permanent marker – Fine Tip – 1.0mm - long lasting colour and durable nib for marking surfaces such as plastic, metal, glass, cardboard, wood, photos, oily and damp surfaces		
10	Red Permanent marker – Fine Tip – 1.0mm - long lasting colour and durable nib for marking surfaces such as plastic, metal, glass, cardboard, wood, photos, oily and damp surfaces		
11	Black Permanent marker – Bold Tip – 3- 5mm - long lasting colour and durable nib for marking surfaces such as plastic, metal, glass, cardboard, wood, photos, oily and damp surfaces		
12	Blue Permanent marker – Bold Tip – 3- 5mm - long lasting colour and durable nib for marking surfaces such as plastic, metal, glass, cardboard, wood, photos, oily and damp surfaces		
13	Red Permanent marker – Bold Tip – 3- 5mm - long lasting colour and durable nib for marking surfaces such as plastic, metal, glass, cardboard, wood, photos, oily and damp surfaces		
14	Correction film/tape , disposable dry line, approximately length 2500 mm and width 4 mm		

Item Number	Specifications Required*	Yes	No
15	Correction Pen with 1.0mm nib, approx. 8ml, white		
16	Pack of 6 Highlighter in assorted colours – Desk style – ideal for normal & specialty paper – chisel point allowing for marking 3 line widths – fine, medium and broad		
17	Pencil mechanical 0.7 mm with a small eraser on the top. Plastic body, with refill leads 0.7mm		
18	Refill leads for pencil mechanical 0.7mm		
19	Pencil Sharpener , easy grip, metal, one hole, pocket type		
20	Hexagonal pencil – HB		
21	PVC free Eraser – smudge free and clean erasing		
22	30cm Plastic ruler in assorted colours		
23	Marker for whiteboard – assorted colours		
24	Eraser for whiteboard		
	BOOKS & PADS		
25	Self-stick notes – 76mm x 76mm – 100sheets – Assorted colours		
26	Self-stick notes – 76mm x 51mm – 100sheets – Assorted colours		
27	Self-stick notes – 97mm x 97mm – 100sheets – Assorted colours		
28	Self-stick notes – 127mm x 75mm – 100sheets – Assorted colours		
29	Side Spiral Hard cover notebook – A5 – 60gsm, 7mm ruled 200pages		
30	Case bound Hard cover notebook – A4 – 80gsm, 7mm ruled 200pages		
31	Carbon Paper – 100sheet box		
32	A4 Signature Book – PVC cover - 24 compartments		
	OFFICE EQUIPMENT		
33	Extension cord 220 v, 5 meter cable, max 5 sockets, the block should have an on/off illuminated switch to turn off the power to the block of 5 outlets		
34	Extension cord 220 v, 3 meter cable, max 5 sockets, the block should have an on/off illuminated switch to turn off the power to the block of 5 outlets		
35	Pocket, transparent , for 4 CD-rooms, size A4		
36	Scalpel (Paper Cutter)		

Item Number	Specifications Required*	Yes	No
37	2 hole punch with retractable paper guide approx. 20sheet capacity		
38	Heavy Duty Punch with adjustable paper guide approx. 300 sheet capacity		
39	Stapler , Plastic half strip takes 26/6 pins. Approx. 20sheet capacity		
40	C2 stapler pin remover		
41	Heavy Duty Stapler . Approx 200 sheet capacity		
42	Staples standard 26/6 – box/5000		
43	Staples 9/10 – box/5000		
44	Multipurpose Scissors – approx. 205mm		
45	Metal Guillotine – guard shield and blade lock, adjustable paper guide, approx. 20sheets A3		
46	Permanent Invisible tape – Matte surface can be written on Size: 12mm x 33m		
47	Permanent Invisible tape – Matte surface can be written on Size: 19mm x 33m		
48	Permanent Invisible tape – Matte surface can be written on Size: 24mm x 33m		
49	Tape Dispenser - 19mm x 33m		
50	Round Paper clip – approx. 25mm Pack/100		
51	Round Paper clip – approx. 33mm Pack/100		
52	Round Paper clip – approx. 50mm Pack/100		
53	Fold back clips - approx. 15mm box/12		
54	Fold back clips - approx. 19mm box/12		
55	Fold back clips - approx. 25mm box/12		
56	Fold back clips - approx. 32mm box/12		
57	Bulldog clips - approx. 41mm box/12		
58	Push pins with plastic head – assorted colours – pack/100		
59	Two piece paper fastener – 75mm paper capacity – pack/50		
60	Rubber Band – 500gram – W x L – 3.0mm x 75mm - Box		
61	Rubber Band – 500gram – W x L – 6.0mm x 100mm - Box		
62	Self – Inking Stamp – assorted messages/ colour		
63	Stamp pad – assorted colours – 70mm x 110mm		

Item Number	Specifications Required*	Yes	No
64	Stamp pad – assorted colours – 160mm x 90mm		
65	Water based ink for re-inking stamp pad – assorted colours – 100ml		
66	Ink for Self-Inking Stamp – assorted colours – 15ml		
67	Self-Adhesive labels – assorted colours 14mm circles removable labels– 1200/Pack		
68	Velcro Fasteners – Strip type – approx. 19mm x 4m/box		
69	Multi-purpose re-usable adhesive for hanging posters, etc 75g/Pack		
70	Superglue – extremely strong glue for wood, plastic, glass, metal and rubber		
71	Glue stick – non-toxic, washable for paper, photo and fabric Size: 35g		
	FILING		
72	Lever Arch Files – 75mm spine holds up to 50mm of paper with accessories, metal paper holder and compressor bar Size: A4		
73	2D Ring binder – A4 Size -25mm holds up to approx. 100pages		
74	Clear A4 Copy safe plastic pockets with multi-punched holes 100/box		
75	Self-Adhesive Flags for indexing 100/pack in assorted colours		
76	Self-Adhesive Flags with Sign Here message - 100/pack in assorted colours		
77	A4 Portrait Coloured Plastic Tab dividers – 1-20Tab		
78	A4 Refillable Display Book with 20 pocket clear plastic inserts. Assorted colours		
79	Manila Folders – Foolscap size in assorted colours. Spine expandable to 20mm capacity – 100/pack		
80	Polypropylene Document Wallet – store 25mm paper A4 Size in assorted colour		
81	Hardboard clipboard with powerful clamp on top		
82	Medium Packaging Tape –Clear polypropylene with high tack rubber adhesive tape Size: 48mm x 100m		

Item Number	Specifications Required*	Yes	No
83	Packaging tape dispenser – high quality and light weight maximum tape size 48mm x 100m		
84	Laminator A3 Machine - 30sec heat up time Laminates 75-250micron pouches		
85	Laminating Pouches – A4 – approx. 100micron – 100/pack		
86	Laminating Pouches – A3 – approx. 125micron – 100/pack		
87	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 6mm		
88	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 8mm		
89	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 10mm		
90	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 12mm		
91	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 16mm		
92	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 19mm		
93	Plastic Binding Coils – Quality A4 binding coil 100/box Assorted colours Size: 25mm		
94	A4 Binding Covers – 300gsm board 100/pack		
95	A4 Binding Covers – 200micron transparent 100/pack		
96	Rubbish Bin – 30cm Blue plastic bins; 15L		
97	Name Plates/Holder – 210x59mm clear plastic table display with printable inserts for both sides. 25/box		

Item Number	Specifications Required*	Yes	No
98	Name badges – with pin and clip – clear plastic to hold name tags or business cards. Size: 90 x 57mm 50/box		
99	Key Tags – 2.2 x 1.15 x 0.2 inch tough plastic key tags with paper insert comes out for easy writing without removing ring attachment. Easily open and close flap over paper insert for identification.		
100	Archiving Boxes – Medium strength with hinged lid and handles Size L454 x H297 x D350mm. The archiving box should be made of strong cardboard material and with a closing tab. They should be flat packed and pre-cut for easy assembly; <div data-bbox="354 873 877 1305" data-label="Image"> <p>The image block contains three photographs of archiving boxes. The top-left photo shows an assembled white box with its lid open, revealing a white interior and a small white tab. The top-right photo shows an assembled white box with its lid closed. The bottom photo shows a flat-packed cardboard box, which is a light brown color and has been partially unfolded to show its internal structure and flaps.</p> </div>		