

TITLE: CALL FOR QUOTATION FOR PROVISION OF OFFICE SUPPLIES AND STATIONARY

ISSUE DATE: 25th November 2020

DUE DATE: 4th December 2020

Background

The Federation of East African Freight Forwarders Associations (FEAFFA) is an apex body of national associations of clearing and forwarding agents in the EAC. FEAFFA is registered and domiciled in the United Republic of Tanzania in 2006 but its Secretariat is situated in Nairobi, Kenya. Current member associations are Association Burundaise des Agences en Douane et Transitaires (ABADT), Kenya International Freight & Warehousing Association (KIFWA), Rwanda Freight Forwarders Association (RWAFFA), Tanzania Freight Forwarders Association (TAFFA), Uganda Freight Forwarders Association (UFFA) and Zanzibar Freight Forwarders Bureau (ZFB). It represents over 2500 clearing and forwarding firms in the EAC region.

In line with its procurement policy, FEAFFA invites interested vendors to bid for the equipment specified below:

ITEM	Quantity	Description
Printing papers	6 boxes	White plain
Clear folders	7 packets	Yellow, blue, green, red and black
TONER 1	3	05A
TONER 2	5	83A
Box files 280mm*350mm 9606E PVC Paper Office Point	15	Office-point. 10green 5 black
Box files 280mm*350mm (A4) 9300E PVC Paper	10	5 Reg 5 Blue
File dividers	20 packs	A4,Multi-coloured and Alphabetical
Page markers	20 pieces	5-8 colour tabs
Staples pins	6 boxes	Office point 24/6"
Staples pins	2 boxes	Office point 23/17-H 17mm(5/8")

Cello tapes	5 Large and 10 small	5 Large 5 Small
Masking- Tape small size	5	5 Small
Envelopes	2 dozens	A3
Spring files	15	Various colours
Paper clips (Colored)	3 boxes	33mm Dingli Stationery multiple colours
Highlighters	3 boxes	Multiple colors
Marker pens	3 boxes	Various colors
Scissors	3 pairs	Small office size
Pencils	10 boxes	HB
Staple removers	5 pieces	Small size and various colors
Erasing Rubbers	10 pieces	Average size for office use
Rubber bands	5 boxes	Average office size
Sharp pointed pens	5 packets	2pcs-blue,2pcs-black,1pc- red
Pencil Sharpener	1 piece	Crank sharpener

Submission of quotations

Interested firms should submit their expression of interest together with all required documents to the Federation's office on 9th The Crescent, Westlands Nairobi or via email through info@feaffa.com by 15 00hrs Friday 4th December 2020.