

# NOTICE

Tenders hereby invited for the supply and delivery of stationery and stores.

Tenders must be addressed to:-

“The Chairman  
Central Procurement Board  
Ministry of Finance and Planning  
Post Office Box 608  
Kingstown, St. Vincent and the Grenadines”

The envelope must be sealed and marked “**Tender for the supply of stationery and stores**” to the Ministry of Finance.

Detailed of this tender can be obtained from the Ministry of Finance and Planning. The closing date for the receipts of tenders is Wednesday May 15<sup>th</sup>, 2024 at 2:00 p.m.

Government does not bind itself to accept the lowest or any tender and reserve the right to accept any part of a tender.

**TENDER FOR STATIONERY AND STORES 2024**

	200	Sheets	Blotting Paper (19x24 Inches)
	150	Packs	Carbon Paper (Blue)
	100	Packs	Carbon Paper (Black)
	100	Pieces	Clipboards (Letter size)
	100	Pieces	Clipboards (Legal Size)
*	500	Pieces	Erasers
	100	Dozens	Elmer's Paper Glue 5fl. Oz (White)
	100	Dozens	Elmer's Paper Glue 5fl. Oz (Clear)
	100	Reams	Foolscap (Double)
	150	Reams	Foolscap (Single)
*	24	Dozens	Highlighters (Green)
*	24	Dozens	Highlighters (Pink)
*	24	Dozens	Highlighters (Yellow)
*	10	Gross	Markers (Black) Broad-Tip
*	10	Gross	Markers (Blue) Broad-Tip
*	10	Gross	Markers (Green) Broad-Tip
*	5	Gross	Markers (Red) Broad-Tip
	400	Rolls	Masking Tape 1"
	500	Rolls	Masking Tape 2"
	1500	Pieces	Notepads Ruled Feint Spiral Wire (160 pages 5 x 8)
	300	Rolls	Packaging Tape (Heavy Duty)
	2000	Packs	Paper Clips(25mm)
	1000	Packs	Paper Clips(33mm)
*	300	Pieces	Paper Punch Eyelet (4.5 punching diameter)
*	20	Gross	Pencil (Lead)
*	25	Gross	Pens (Black)
*	25	Gross	Pens (Blue)
*	20	Gross	Pens (Red)
	8000	Reams	Photocopying Paper (8.5 x 11") - Bright White - Hammermill/ HP/ Report/ Xerox - 20lbs.
	3000	Reams	Photocopying Paper (8.5 x 14") Bright White - Hammermill/ HP/ Report/ Xerox
	6000	Pieces	Reinforcement Labels
	600	Packs	Rubber Bands Waxed (3.5" x 1/18" and 3" x 1/16")
*	400	Pieces	12" Rulers (Wooden)
*	144	Pieces	18" Rulers (Wooden)
*	40	Dozens	Scissors
*	96	Dozens	Scotch Tape (3/4")
	400	Pieces	Pencil Sharpeners (Metal)
	100	Pieces	Stamp Pads (Blue)
	1000	Boxes	Staples
*	400	Pieces	Staple Machines (HEAVY DUTY)

	400	Pieces	Staple Removers
	300	Packs	Thumb Tacks
	600	Boxes	Treasury Tags (Metal Ended - 152mm)
*	400	Rolls	Jute String/Twine (White)
	10	Rolls	Wrapping Paper - Brown (250 Sheets per roll)

### Manuscript Books in Foolscap Binders

	20	Dozens	Two Quire Foolscap Feinted Ruled - 75 gsm
	20	Dozens	Three Quire Foolscap Feinted Ruled - 75 gsm
	20	Dozens	Four Quire Foolscap Feinted Ruled - 75 gsm
	20	Dozens	Five Quire Foolscap Feinted Ruled - 75 gsm
	20	Dozens	Six Quire Foolscap Feinted Ruled - 75 gsm

### Envelopes Printed "On St. Vincent an the Grenadines Government Service"

	25000		Paper Pockets 6" x 4" White
	25000		Paper Pockets 6" x 4" Brown
	40000		Paper Pockets 9" x 4" White
	40000		Paper Pockets 9" x 4" Brown
	45000		Paper Pockets 12" x 10" Brown
	30000		Paper Pockets 15" x 10" Brown
	20000		Paper Pockets 15.5" x 12" Brown
	25000		Paper Pockets 14" x 5.25" Brown
	15000		Paper Pockets (with Window) Envelopes 9" x 4" Brown

\* Please provide samples of items.

- Show a breakdown of all prices

- Prices must be inclusive of VAT

- Layout must include Brand and Unit Price for each item. See below:

Quantity	Item/ Description	Brand	Unit Price	Total Price
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