**INVITATION TO TENDER**

**Date**: 09/09/2024

Dear Sir/Madam,

**REF: HALOLAO/T001 – Office Stationery**

The HALO Trust invites you to submit quotations for the following equipment / services for **24** months. HALO intends to enter into a preferred supplier agreement with a qualified company to supply office stationery and equipment listed below for a period of 24 months.

1 A0 map paper

2 A2 map paper

3 A3 Laminating film

4 A3 map paper

5 A3 Yellow envelope

6 A4 Blue paper

7 A4 laminating films

8 A4 binding cover

9 A4 map paper

10 A4 paper Double AA

11 Yellow envelope A4

12 A4 yellow paper

13 Alphabet stencil ruler

14 Arch-E map paper

15 Acrylic tape

16 Binding comb No.32

17 Binding combs No.38

18 Binding combs No. 51

19 Black pen

20 Board market ( Black)

21 Board marker ( Blue)

22 Board marker ( Green)

23 Board marker ( Red)

24 Calculator

25 Carbon paper

26 Clip board

27 Color pencil

28 Color tape 2x10

29 Cutter

30 Cutter blade

31 Document binder

32 Document tray

33 File folder 999F

34 File folder 888F

35 A4 file folder 221

36 Folder black clip No. E111

37 Folder black clip No. E108

38 Folder black clip No.E110

39 Folder black clip No. E112

40 Glue stick 40g

41 Heavy duty stapler

42 Highlighter

43 Hold clear pocket F4

44 Key ring

45 Lao keyboard sticker

46 Map pen ( Black)

47 Map pen ( Blue)

48 Map pen ( Red)

49 Map pencil

50 Stapler No.10

51 Metal paper fastener

52 Mouse pad

53 Noodle tape 5mm

54 Book 441

55 Book 100 pages

56 Book 200 pages

57 Note book A4

58 Sticker note 12x50mm

59 Paper A3

60 Blue pen

61 Pencil 0.5

62 Pencil lead

63 Pencil sharpener

64 Permanent marker ( Blue)

65 Permanent marker ( Black)

66 permanent marker ( Red)

67 Photo paper

68 Pin

69 Plastic folder

70 Post box

71 Protractor

72 Large puncher 28L

73 Rubber

74 Ruler

75 Ruler stainless 39cm

76 Scissor No.6

77 Scissor No.8

78 Big Scotch tape

79 Small scotch tape

80 Stamp ink( Blue)

81 Stamp ink ( Red)

82 Stamp pad ( Blue)

83 Stamp pad ( Red)

84 Staple pin No.10

85 Staple pin 1208M

86 Staple pin No.1210

87 Staple pin No. 1213

88 Staple pin No.23/10

89 Staple pin No. 23.17

90 Sticker note 50x75mm

91 Sticker note 75x100mm

92 Sticker note 75x75

93 Suspension flies

94 Tape dispenser

95 White board cleaner spray

96 White board easer

97 White envelope

98 Yellow envelope 7x10

99 Big Paper Tape

100 Big Foam Tape,2-side

101 Red pen

102 Small Foam Tape,2-side

**Suppliers should return the following to make their bid**:

1. Supplier Quotation including the following details
   * Pricing - Unit Costs and Total Costs
   * Lead Times – Standard lead times for production/delivery
   * Specification – Including make/model reference where applicable
   * Payment Terms
2. Complete the Supplier Quote Form
3. Complete Supplier Quotation Form
4. Complete Past and Current Experiences Form
5. Complete Supplier Questionnaire Form

All submissions must be submitted to HALO Lao Logistics in **sealed envelope** to one of our below office locations:

* Vientiane Office – Phonxay village**,** House No.**:** 006/7 unit 01**,** Xaysetha district, Vientiane Capital, Lao PDR
* Sepon Office (HQ) - Road 9, Houychengkhao Village, Road 9, Sepon District, Savannakhet, Lao PDR

**Deadline for submission of complete offer is:** **20/09/2024** Late bids will be disqualified.

HALO will consider all submissions and make an award based on an assessment of the quality, technical requirements, lead times and value for money of the goods/services offered.

Any questions relating to the tender must be submitted to HALO by **18/09/2024** via email to [logistics@halolaos.org](mailto:logistics@halolaos.org)

HALO will share answers to all questions with all bidders.

Any and all agreements entered into as a result of this call will be subject to the Terms and Conditions of HALO’s Preferred Supplier Agreement, unless expressly agreed otherwise in writing.

All bidders will be contacted with the outcome of the award.

HALO reserves the right to reject any and all proposal. HALO shall not be liable for any costs incurred in the submission of any proposal.

Yours sincerely,

Vongdeuane Khounphom

Logistics Manager

HALO Trust Lao PDR