



IOM International Organization for Migration  
 OIM Organisation Internationale pour les Migrations  
 OIM Organización Internacional para las Migraciones

*1 Isaac John Street, Ikeja GRA, Lagos*

## REQUEST FOR QUOTATIONS (RFQ) AND GENERAL INSTRUCTION TO SUPPLIERS (GIS)<sup>1</sup>

To All Interested Vendors

Project:

Ref. No.:

Date : \_24.01.2019

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

IOM invites interested eligible Suppliers to submit hard copy Quotation for Stationery in her Lagos office-1 Isaac John Street, Ikeja GRA, Lagos, Nigeria. Please refer to table below (Consider all unit as one) with closing date as 15<sup>th</sup> February, 2019.

Item No	Item Description	Unit	Qty
	Ricoh Toner MP 25015		
	CE 741 A CYAN 307A		
	CE 740A BLACK 307A		
	CE 743 MAGENTA 307A		
	CE 742 YELLOW 307A		
	Laser Magenta 131A		
	Laser Cyan 131A		
	Laser yellow 131A		
	Laser Magenta 131A		
	Laser Black 131A		
	Laserjet 80A Black Ink		
	Laserjet 80A Cyan Ink		
	Laserjet 80A Magenta Ink		
	Laserjet 80A Yellow Ink		
	Laser 83A Black		
	Laser 83A Yellow		
	Laser 83A Magenta		
	Laser 83A Cyan		

Laserjet 78A Black			
Laserjet 78A Magenta			
Laserjet 78A Cyan			
Laserjet 78A Yellow			
Laserjet 305A Yellow			
Laserjet 305A Cyan			
Laserjet 305A Magenta			
Laserjet 305A black			
Laserjet 201A Black			
Laserjet 201A Magenta			
Laserjet 201A Yellow			
Laserjet 201X Yellow			
Laserjet 201A Blue			
Laserjet HP Cyan 410A			
Laserjet HP Black 410A			
Laserjet HP Magenta 410A			
Laserjet HP Yellow 410A			
LaserJet HP Cyan 401A			
LaserJet HP Black 401A			
LaserJet HP Magenta 401A			
LaserJet HP Yellow 401A			
LaserJet 201A Cyan			
C-EXV 33 Toner Image Runner 2520/2625/2530			
CD-R 100MB LG			
Envelope Hi Choice (25 Pack) 110 X 220 MM			
Brown Big Manila Cattleaxe Envelope 12 X 10 (25 Per Pack)			
Arch file 65 X 24 X 36cm			
Envelope White 43 X 8.7 Inch			
Envelope White A4 10m			
A4 Royal Executive Band Paper			
A4 Paper (Double A)			
Blue Biro			
Black Biro			
Citizens Calculator			
Scissors			
Stapler kangaroo			
Staples Pins No 56 Rexel			
Pin Remover			
Punch File			
Sticky Notes (Post It)			
Correction Pen			
Sticky File Divider			
Pencils			
Sharpener			

Eraser			
Wall Pins 3-1/2 (100 Per Pack)			
A4 File Divider			
Document Tray 3 Tier			
Paper File Tray			
Note Book Hard Cover (Long Type)			
Note Book Hard Cover (Short Type)			
Paper Gum			
Celotape			
Masking Tape			
Binder Clip Big			
Binder Clip Small			
Stamp Pad			
White Board Marker			
Highlighter (Merit)			
Biro Ball Pen			
Paper Clips Non Stainless			
Paper Clips Stainless			
finger battery			
hi watt long life battery			
power supply heavy duty battery 2 Per Pair (5 Pairs)			
Endorsing Ink			
Punch Files			
3 in 1 Label plus			
Table Pen Holder			
Transparent file jacket			
A4 Clear Sheet Protector (100 Sheet Per 1)			
A4 Envelope Brown Big			
A3 Envelope Brown Big			

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action.

We require hard copies delivered at our office at the above address

Very truly yours,

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