



Liberia Anti-Corruption Commission

Adjacent CMB Law Group, LLC, Tubman Boulevard, Congo Town, Monrovia, Liberia
www.lacc.gov.lr

REQUEST FOR QUOTATION (RFQ)

Provision of Assorted Stationery for Liberia Anti-Corruption Commission (LACC)

25th May 2021

Ref: LACC/RFQ/001/2021

Dear Sir / Madam:

We are seeking a vendor/supplier to provide assorted stationery for Liberia Anti-Corruption Commission and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before 11th June 2021, 4:00 p.m. to the Procurement Unit at the LACC Head Office in Congo Town.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by the LACC after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	Upon delivery and inspection
Validity of Quotation	60 DAYS
Preliminary Examination - Completeness of quotation.	Partial bids not permitted.
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries	rkiawoin@lacc.gov.lr or bteh@lacc.gov.lr
Additional Requirements: Please attach current business registration, current tax clearance and PPCC vendor registration.	

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Procurement Unit



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Annex: Specifications

S/N	Description	Qty	Unit	Unit Price	Compliance	
					Yes	No
1	A4 Paper	1	ctn			
2	Legal Papers	1	ctn			
3	Glue Stick	1	ctn			
4	Paper glue (liquid)	1	ctn			
5	Writing Pad (Yellow A4 size)	1	ctn			
6	Writing pad (Yellow A5 size)	1	ctn			
7	Stick-on pad (rainbow colors)	1	ctn			
8	Note Pad (Spiral binding)	1	ctn			
9	White envelop (regular)	1	ctn			
10	Brown envelop (A4)	1	ctn			
11	Brown envelop (A5)	1	ctn			
12	Paper clips (l/s)	1	ctn			
13	Paper Clips (s/s)	1	ctn			
14	Binder Clips (L/s)	1	ctn			
15	Binder Clips (M/s)	1	ctn			
16	Binder Clips (S/s)	1	ctn			
17	Binding Cover plastic (A4)	1	pk			
18	Binding Combs (L/s)	1	pk			



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19	Binding Combs (m/s)	1	pk			
20	Binding Combs (s/s)	1	pk			
21	Marker (Assorted Colors)	1	pk			
22	Whiteboard Marker (erasable)	1	pk			
23	Whiteboard (Large size)	1	ea			
24	Fastener	1	pk			
25	Manila folder (A4)	1	ctn			
26	Manila Folder (Legal)	1	ctn			
27	Hanging folder	1	ctn			
28	Box file (black)	1	ctn			
30	Rings files	1	ea			
31	Manuscript book (L/s)	1	ea			
32	Signature book	1	ea			
33	Correction pen	1	doz			
34	Perforator (Giant size) steel	1	ea			
35	Perforator (medium) Steel	1	ea			
36	Staple Machine (Giant size)	1	ea			
37	Staple Machine (regular size)	1	ea			
38	Staple Pin (regular)	1	pk			
39	Staple Pin (Giant size)	1	pk			
40	Staple Pin removal	1	doz			
42	Ball point pen (good quality), 50 per box	1	box			



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43	Pencils (2HB)	1	pk			
44	Highlighter (assorted colors)	1	ctn			
45	Desk Tray, 3 levels (Iron with Screws)	1	set			
46	Battery AAA size	1	pk			
47	Battery AA (finger size)	1	pk			
48	Blank DVD	1	ea			
49	USB drive (8 GB, 16 GB,)	1	ea			
50	Scissors (medium size)	1	doz			
51	Clip board	1	ea			
53	Desk Calculator L/s (12 digit)	1	ea			
54	External Hard Drive (125 GB, 1TB)	1	ea			
55	Executive Bond Paper	1	ream			
	Printer Ink & Cartridges/toners					
56	HP 920 Ink	1	set			
57	283 A Cartridge	1	pc			
58	HP 920xL ink	1	set			
59	Ink # 320 -323	1	set			
60	Ink # 310-313	1	set			
61	Cartridge T	1	ea			
62	728 Ink	1	ea			
63	85A Ink	1	ea			
64	564 A	1	set			



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65	2420 Toner	1	ea			
66	61 ink	1	set			
67	Cartridge 126	1	ea			
68	Cartridge 128	1	ea			
69	Canon toner 2024	1	ea			
70	Cartridge 80 A	1	ea			
71	285 A Cartridge	1	pc			
72	63 A ink	1	set			
73	CF 230 A	1	pc			

Signature of Bidder: _____ Date: _____