

In reply please
refer to:

WCO/INO/ADM/RFQ 016-2025

Stationery Vendors
Jakarta
Indonesia
Attn: Sales Representative

Originator: Procurement Unit

Jakarta, 15 August 2025

Subject: Request For Quotation: Stationery Supplies for January 2026 – December 2027

CLOSING DATE: 29 August 2025, 16:00 Jakarta time

As part of its work, the World Health Organization, Country Office in Indonesia undertakes jointly with Member States and other specialized UN Agencies, a variety of health projects for which equipment and supplies are provided free of charge by the Organization. Purchases of such material are non-commercial and international in character, as the products in question are for use in health programmes mainly in Indonesia or in the offices of the Organization itself.

Please provide your best offer in IDR in Annex 1 and complete the vendor information form and submit your offer to wpinobids@who.int indicating the RFQ number in the Subject Line: WCO/ADM/RFQ/016-2025

Note:

- Price quoted is in **IDR currency only** with **DAP Jakarta**
- Prices quoted should be Customs Duty free as WHO is exempt from all statutory levies, taxes and duties. Terms and conditions attached.
- Payment will be made after work completion and will be processed 30 days upon submission of invoice

For WHO Representative, Indonesia

Vendor Information Form

In compliance with the Invitation to Bid requirements and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the bid upon which prices are quoted and delivered at the point as specified after the receipt of WHO Purchase Order.

| | |
|---|--|
| Company Information Requirements: | |
| Company Name: | |
| Company Address: | |
| Contact Person: | |
| Phone Number: | |
| Fax Number: | |
| Bank Name & Address: | |
| Bank Account Name: | |
| Account Number / Currency: | |
| SWIFT Code: | |
| Email address: | |
| Signature of Company's Authorized Representative: | |
| Date: | |

Annex 1 Price Schedule Stationery

The price offer must remain valid until December 2027.

LIST OF STATIONERY ITEMS FOR YEAR 2026-2027

| No | ITEM | | QTY | UNIT | Offered Brand | Unit Price (IDR) |
|----|----------------------------------|--|-----|-------|---------------|------------------|
| | ITEM DESCRIPTION | PREFERRED BRAND & SPECIFICATION | | | | |
| 1 | A4 paper | HVS Paper A4 Bola Dunia 80 gram | 1 | reams | | |
| 2 | A4 paper (Yellow) | HVS Paper A4 Bola Dunia 80 gram | 1 | reams | | |
| 3 | A3 Paper | HVS Paper A4 Bola Dunia 80 gram | 1 | reams | | |
| 4 | F4 paper | HVS Paper A4 Bola Dunia 80 gram | 1 | reams | | |
| 5 | Acrylic Standing A5 | Acrylic Standing Type L, A5 | 1 | Pcs | | |
| 6 | Acrylic Standing A4 | Acrylic Standing Type L, A4 | 1 | Pcs | | |
| 7 | Battery AA | Energizer Max AA (2A) Alkaline Battery (1 box of 72pcs) | 1 | Box | | |
| 8 | Battery AAA | Energizer Max AAA (3A) Alkaline Battery (1 box of 72pcs) | 1 | Box | | |
| 9 | Accounting book/Hard Cover Folio | Hardcover Folio Paperline 21 x 31,5 cm - 100 sheets | 1 | Book | | |
| 10 | Binder clips | Clip Binder Kenko no. 105, Box of 12 | 1 | Box | | |
| 11 | Binder clips | Clip Binder Kenko no. 107, Box of 12 | 1 | Box | | |
| 12 | Binder clips | Clip Binder Kenko no 111, Box of 12 | 1 | Box | | |
| 13 | Binder clips | Clip Binder Kenko no.155, Box of 12 | 1 | Box | | |
| 14 | Binder clips | Clip Binder Kenko no.200, Box of 12 | 1 | Box | | |
| 15 | Binder clips | Clip Binder Kenko no. 260, Box of 12 | 1 | Box | | |
| 16 | Binder clips | Clip Binder Kenko no. 280, Box of 12 | 1 | Box | | |
| 17 | Book stand | Metal Book Stand, Lion no.7, Size: Length 14 x Height 18 x Width 17 cm | 1 | Set | | |
| 18 | Book Card Holder | Book Card Holder, Business Card Holder Capacity 300 - 400 Cards | 1 | Pcs | | |
| 19 | Block Note | Blocknote A5 (148 x 210 cm) Paperline, 50 Pages + 2 sheets cover | 1 | Pcs | | |
| 20 | Block Note | Blocknote A4 (148 x 210 cm) Paperline, 50 Pages + 2 sheets cover | 1 | Pcs | | |
| 21 | Brother Tape | Brither Tape Cassette Black on White TZE-231, 12mm | 1 | Pcs | | |
| 22 | Box file | Box file Bantex jumbo, blue, type 4011 (1 Box of 12 pcs) | 1 | Box | | |
| 23 | Business file | Business file Daiichi-940 H or Equivalent (1 Pack 6 Pcs) | 1 | Pack | | |
| 24 | Cellotape | Brown Cellotape, Daimaru, 48 mm x 90 yard / 2 inch | 1 | Roll | | |
| 25 | Calculator | Calculator Casio MJ-120 D PLUS, 12 digits | 1 | Pcs | | |
| 26 | Cellotape | Cellotape Panfix, 1 inch x 72 yard, self adhesive | 1 | Roll | | |
| 27 | Cellotape | Cellotape Panfix, 1/2 inch x 72 yard, self adhesive | 1 | Roll | | |
| 28 | Cellotape | Cellotape Panfix, 1/2 inch x 10 yard, self adhesive | 1 | Roll | | |
| 29 | Cellotape | Cellotape Daimaru, Black, 48 mm x 12 m, 2 inch | 1 | Roll | | |
| 30 | Cellotape | Transparent Cellotape, Daimaru, 48 mm x 80 Yard | 1 | Roll | | |
| 31 | Clipboard/ Papan Jalan | Clipboard, Bantex-A4-4240 | 1 | Pcs | | |
| 32 | Clear Sleeves | Clear Sleeves, A4 Daiichi-9001 | 1 | Dozen | | |
| 33 | Correction Tape | Correction Tape, Joyko CT-522 | 1 | Pcs | | |
| 34 | Cutter | Cutter Big, size : L500 | 1 | Pcs | | |
| 35 | Cutter Refil | Cutter Refill L-150, Box of 12 | 1 | Box | | |
| 36 | Desk Organizer | Desk Organizer, V-tech VT-9003 Black | 1 | Pcs | | |
| 37 | Divider 10 tab | Bantex PP Colour Divider A4 #6010 00 (10 Pages/10 Tab Divider) | 1 | Set | | |
| 38 | Divider Number | Bantex PP Colour Divider A4 #6051 (12 Pages/ 1-12 Index) | 1 | Set | | |
| 39 | Divider 5 tab | Bantex Divider A4 #6045 (5 Pages/5 Tab Divider) | 1 | Set | | |
| 40 | Double side tape | Double tape Joyco, 24mm x 13M, 1 inch | 1 | Roll | | |
| 41 | Envelope brown | Envelope brown, Size A3, Kraft, Pack of 100 | 1 | Pack | | |
| 42 | Envelope brown | Envelope brown, Size A4, Kraft, Pack of 100 | 1 | Pack | | |
| 43 | Envelope brown | Envelope brown, Size F4, Kraft, Pack of 100 | 1 | Pack | | |
| 44 | Envelope white | Envelope white Royal No. 110, Peel and Seal + Security Cuts | 1 | Box | | |
| 45 | Envelope white | Envelope white Royal No. 90, Peel and Seal + Security Cuts | 1 | Box | | |
| 46 | Paper Flip chart | Paper Flipchart, white/HVS, 60 x 90cm, roll of 25 sheet | 1 | Roll | | |
| 47 | Glue stick | Glue stick Kenko, Large, 25gr | 1 | Pcs | | |
| 48 | Highlighter | Stabilo Boss (1 Pack of 4 color) | 1 | Pack | | |
| 49 | Map Karton | Bantex Carboard Document File Folio Batik #3455 03 | 1 | Pcs | | |
| 50 | Mark and Note | Mark and Note, Proto, Multicolor, Size: 20 x 50 mm, 240 sheets (40 sheets x 6 color) | 1 | Pcs | | |
| 51 | Permanent marker black | Permanent marker black Snowman | 1 | Pcs | | |
| 52 | Permanent marker blue | Permanent marker blue Snowman | 1 | Pcs | | |
| 53 | Paper Clips | Paper Clip Kenko, Big size, no.5, Box of 10 | 1 | Box | | |
| 54 | Paper Clips | Paper Clip Kenko, Small Size, no.3, Box of 10 | 1 | Box | | |
| 55 | Pen | Ballpoint Blue, Uniball Signo Broad UM153 | 1 | Pcs | | |
| 56 | Pen | Ballpoint Black, Snowman V-2 | 1 | Dozen | | |
| 57 | Pen | Ballpoint Blue, Snowman V-2 | 1 | Dozen | | |

| | | | | | | |
|----|-------------------|---|---|-------|--|--|
| 58 | Pen | Ballpoint Red, Snowman V-2 | 1 | Dozen | | |
| 59 | Pencil | Pencil, Steadler 2B | 1 | Dozen | | |
| 60 | Pencil Eraser | Pencil Eraser, Steadler B-20 | 1 | Pcs | | |
| 61 | Pocket file | Clear Protector Sheet/Pocket file A4, Bantex 2040 | 1 | Box | | |
| 62 | Post-it Color | Post-it Color 653 / 3 M (1 pack of 12 color) | 1 | Pad | | |
| 63 | Post-it Color | Post-it Color 654 / 3 M (1 pack of 5 color) | 1 | Pad | | |
| 64 | Post-it Color | Post-it Color 655 / 3 M (1 pack of 5 color) | 1 | Pad | | |
| 65 | Post-it Color | Post-it Color 656 / 3 M (1 pack of 5 color) | 1 | Pad | | |
| 66 | Push Pins | Push Pins, Joyko | 1 | Set | | |
| 67 | Ring binder | Ring Binder, Bantex 1450, Box of 20 | 1 | Box | | |
| 68 | Ring binder | Ring Binder, Bantex 8222, Box of 20 | 1 | Box | | |
| 69 | Rotary Sharpener | Rotary Sharpener, Bantex-BE1003 | 1 | Pcs | | |
| 70 | Scissor | Scissor Joyko SC-848 | 1 | Pcs | | |
| 71 | Scissor | Scissor Joyko SC-838 | 1 | Pcs | | |
| 72 | Sign-Here | Sign-Here 3M, 680-9 - 50 Sheet Scissor Joyko 680-9 - 50 Sheet | 1 | Box | | |
| 73 | Signature Book | Signature Book Elba E41403 | 1 | Pcs | | |
| 74 | Sharpener | Sharpener Kenko SP-318 | 1 | Pcs | | |
| 75 | Stamp Ink | Red, 25ml-Trodat 7011 | 1 | Pcs | | |
| 76 | Stamp Ink | Violet, 25ml-Trodat 7011 | 1 | Pcs | | |
| 77 | Stapler | Stapler HD - 10 MAX | 1 | Pcs | | |
| 78 | Stapler | Stapler HD-10D MAX | 1 | Pcs | | |
| 79 | Stapler | Stapler HD-50 MAX | 1 | Pcs | | |
| 80 | Staples | Staples No.10-1M, Box of 20 | 1 | Box | | |
| 81 | Staples | Staples No.3-1M, Box of 20 | 1 | Box | | |
| 82 | Tape Cutter | Tape Cutter Muscle/TD-2 48mm, 2 Inch | 1 | Pcs | | |
| 83 | Label | Tom & Jerry Label No. 121 | 1 | Pack | | |
| 84 | Whiteboard marker | Whiteboard marker, Snowman Black | 1 | Pcs | | |
| 85 | Whiteboard marker | Whiteboard marker, Snowman Blue | 1 | Pcs | | |
| 86 | Whiteboard marker | Whiteboard marker, Snowman Red | 1 | Pcs | | |

Signature :

Name :

Title :

Name of Company :