

REQUEST FOR QUOTATIONS

LES/IEC/TEN/PAN/2014 – 2015/10

The Independent Electoral Commission (IEC) invites quotations for supply and delivery of training materials from **stationery companies**.

ITEMS	QUANTITY
1. Plastic folders (Document wallet A4 with stud) -	160,000
2. Crystal Bic Blue/Black pens -	160,000
3. Permanent Markers (Maxiflo) black/blue –	40 Boxes
4. Bostik - 110g	20 Boxes

EVALUATION CRITERIA

- **Price**
- **Lead time (5 days after receiving an order)**
- **IEC is not bound by lowest bidder**
- **Financial capability (Current bank statement)**

ADDITIONAL REQUIREMENTS

- Prices should include VAT
- Attached valid trading license certified from source.
- Attached copy of a valid tax clearance

The quotations should be deposited into the tender box at the reception area. At IEC 2nd floor MGC Park **on or before Friday, 14th of November, 2014 at 12:00hrs**. Envelopes should be clearly marked **“Supply of training materials”**.

N.B:

Potential Suppliers are advised to note that they are expected to comply with their registration and tax obligation. 5% and 10% source tax is applicable to local and foreign companies respectively.

For more information contact:

Procurement unit - IEC

MGC Park 2nd Floor

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The Independent Electoral Commission Reserves the right to accept or reject any or all Quotations.