

REQUEST FOR QUOTATION

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| RFQ NO.: MIB-PR-RFQ/2020/002 | RELEASE DATE: 09 January 2020 |
| RFQ NAME: Office Supplies | DUE DATE: 15 January 2020 (2:00 PM) |

Maldives Islamic Bank invites reliable and experienced vendors to submit quotations for the supply of office items.

Interested parties are requested to submit quotations for the following items as detailed in the table below:

| # | Item | UOM | Qty | Price - MVR | Total - MVR (including GST) |
|----|----------------------------------|-----|-------|-------------|-----------------------------|
| 1 | Ball point pen (Blue) | NOS | 1,000 | | |
| 2 | Ball Point Pen (black) | NOS | 1,000 | | |
| 3 | Hanging Folders | NOS | 500 | | |
| 4 | Box Flie 3" | NOS | 400 | | |
| 5 | No 35 -1M Stapler | NOS | 50 | | |
| 6 | No 10 -1M Staplers Pins | NOS | 1,000 | | |
| 7 | No 35 -1M Staplers Pins | NOS | 500 | | |
| 8 | No 23 -13H Staplers Pins | NOS | 500 | | |
| 9 | 12mm Binder Clips | BOX | 50 | | |
| 10 | 19mm Binder Clips | BOX | 50 | | |
| 11 | 25mm Binder Clips | BOX | 50 | | |
| 12 | Artline Glue Stick | BOX | 5 | | |
| 13 | Stick Notes | NOS | 200 | | |
| 14 | Stick Index Marker | NOS | 100 | | |
| 15 | Un-Ball eye Micro Blue Pen | NOS | 200 | | |
| 16 | Un-Ball eye Micro Black Pen | NOS | 200 | | |
| 17 | Un-Ball eye Micro Red Pen | NOS | 200 | | |
| 18 | Kores Finger Grip | DOZ | 50 | | |
| 19 | Rubber band (RED) - 500grm (Box) | PKT | 200 | | |
| 20 | 28mm Binding Comb | NOS | 50 | | |
| 21 | 32mm Binding Comb | NOS | 50 | | |
| 22 | 25mm Binding Clips | NOS | 50 | | |
| 23 | Index Divider 1-31 | NOS | 100 | | |
| 24 | Index Divider A-Z | NOS | 100 | | |
| 25 | Monitor Book | NOS | 50 | | |
| 26 | Cutter blades (Small) | NOS | 200 | | |
| 27 | Cutter blades (Big) | NOS | 200 | | |
| 28 | Cello tape (24MM) | NOS | 500 | | |
| 29 | Cello tape (48MM) | NOS | 200 | | |
| 30 | Scissors (medium) | NOS | 50 | | |

QUOTATION SUBMISSION

Quotations submitted in response to this RFQ should contain the following information.

- Price of the quoted items in Maldivian Rufiyaa (MVR).
- Prices should be given per item and in total (including GST), where applicable.
- Quantity of items quoted should be maintained.
- Delivery of this item should not exceed more than 7 days.

Quotations which are submitted for items that do not meet the specifications and or quantity described above will be disqualified.

Quotations submitted in response to this RFQ may be **submitted via email** including, RFQ number, RFQ name to **procurement@mib.com.mv**. Quotations must be submitted on or before **2:00 PM 15 January 2020**.

EVALUATION CRITERIA

All quotations will be evaluated based on the following criteria.

- **Price (100%)**

Price will be evaluated based on the lowest price proposed, i.e., the quotation with the lowest price will score the highest and maximum score of 100% while the remaining will be given scores relative to the lowest price.