

**Suppliers All,**

**Rwanda**

**Date: 01<sup>st</sup> September, 2023**

Dear suppliers,

**Subject: Request for Quotation - Office Stationery**

Rwanda Media Commission (RMC) is in need of a comprehensive range of office stationery supplies to support our daily operations. We would like to request the quotations for the following items herewith attached to this letter.

Please provide us with your best possible prices, including any applicable discounts for bulk orders. Additionally, kindly ensure that you check all the items we typically require and base your quotation on that.

We kindly request that you submit your quotation no later than September 7<sup>th</sup>, 2023, at 5:00 PM. You can send your quotation to [rwandarmc@gmail.com](mailto:rwandarmc@gmail.com) or deposit it at our office.

If you have any questions or need further clarification, please do not hesitate to contact us at 3536.

Thank you for your prompt attention to this request. We look forward to receiving your quotation.

Sincerely,

**Emmanuel MUGISHA**

**Executive Secretary**

**Rwanda Media Commission**



<b>N</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	adapter cable	pcs	1	
2	antivirus user 1 (karspersky)	pcs	1	
3	antivirus user 3 (karspersky)	pcs	1	
4	batteriesA	pcs	1	
5	batteriesAAA	pcs	1	
6	batteriesAA	pcs	1	
7	binder clips 1 packet	pqt	1	
8	binding slid bars 1 packet	pqt	1	
9	bloc not	pcs	1	
10	bic	pcs	1	
11	calculator	pcs	1	
12	cash receipt vouchers	pcs	1	
13	catridge (epson L5190)	pcs	1	
14	catridge (hp laserjet p2015 )	pcs	1	
15	catridge (hp 88 black)	pcs	1	
16	catridge (hp 88 ccyan	pcs	1	
17	catridge (hp 88yellow )	pcs	1	
18	catridge (hp 88magenta )	pcs	1	
19	catridge( canon image runner1133)	pcs	1	
20	catridge (laser jet pro 200 color M251n	pcs	1	
21	catridge hp laser jet pro 8600	pcs	1	
22	2202	pcs	1	
23	cassette video	pcs	1	
24	cassette audio	pcs	1	
25	cd recordable	pcs	1	
26	cd writable	pcs	1	
27	chronometer	pcs	1	
28	correction fluid set	pcs	1	
29	certificate paper	pcs	1	
30	computer mouse(wireless)	pcs	1	
31	compaq presario charger	pcs	1	
32	digital recorder	pcs	1	
33	expense book	pcs	1	
34	envelops A4	pcs	1	
35	envelopes A3	pcs	1	
36	envelopes A5	pcs	1	
37	endersing ink	pcs	1	
38	external hdd(500gb)	pcs	1	
39	flash disk (toshiba 8G)	pcs	1	
40	flash disk (sandisk 8g)	pcs	1	
41	flash disk (hp 8g)	pcs	1	
42	flash disk (adata8g)	pcs	1	
43	flip chart paper	pcs	1	
44	flip chart stand	pcs	1	
45	file holder	pcs	1	
46	highlighters (sportliner)	pcs	1	
47	haeadsets ( cable)	pcs	1	
48	headset (wireless)	pcs	1	
49	headset logitech wireless	pcs	1	
50	laptop battery hp core i5	pcs	1	
51	laptop bag	pcs	1	

52	internet security (karspesky) 1user	pcs	1		
53	internet security (karspesky)3 users	pcs	1		
54	micro cassette	pcs	1		
55	microphone	pcs	1		
56	mini to mini cable	pcs	1		
57	marker (permanent )	pcs	1		
58	network cable ( Rj 45 )	pcs	1		
59	Ondulaire (apc 650 VA)	pcs	1		
60	PAPER CLIPS GF (SBT)	pcs	1		
61	PAPER CLIP 32mm	pcs	1		
62	paper clip pf (sbt)	pcs	1		
63	paper clips (trombone coeuleur)	pcs	1		
64	paper glue (uhu)	pcs	1		
65	paper trays (plastics )	pcs	1		
66	plastics paper file (classeur)	pcs	1		
67	purchase order book carbonless	pcs	1		
68	porte disquitte	pcs	1		
69	post it note (neon rainbow)	pcs	1		
70	post it note	pcs	1		
71	power extension (kadris)	pcs	1		
72	perforated plastics folder	pcs	1		
73	plastic file (farde a tringle )	pcs	1		
74	plastic eraser	pcs	1		
75	punching machine (medium)	pcs	1		
76	punching machine	pcs	1		
77	punching machine (big)	pcs	1		
78	pen holder	pcs	1		
79	PVC cards white	pcs	1		
80	photo papers	pqt	1		
81	papers	pqt	1		
82	rubber band (multicolor)	pqt	1		
83	ruler	pcs	1		
84	report covers	pcs	1		
85	ribbons colors	pqt	1		
86	signatures book (12 pages )	pcs	1		
87	scissors big	pcs	1		
88	registre book (courier expedie)	pcs	1		
89	registre book (courier recu)	pcs	1		
90	registre books (jambo)	pcs	1		
91	staple remover	pcs	1		
92	scissors small	pcs	1		
93	spiral 8mm	pcs	1		
94	spiral 10mm	pcs	1		
95	spiral 12mm	pcs	1		
96	spiral 14mm	pcs	1		
97	spiral 20mm	pcs	1		
98	spiral 25mm	pcs	1		
99	stapling machine GF(hs-2000)	pcs	1		
100	stapling machine medium(ds -12)	pcs	1		
101	staples PF	pcs	1		
102	staples GF	pcs	1		
103	sport liner mark pen	pcs	1		
104	stamp ink	pcs	1		

105	scotch	pcs	1		
106	zebra direct ink roller ball pen (BE DX5)	pqt	1		
107	transparent adhesive roll	pqt	1		
108	pencils	pcs	1		
109	agenda A5	pcs	1		
110	sharpener	pcs	1		
111	hp laptop battery	pcs	1		
112	balaji pen	pcs	1		
113	pen allwrite	pcs	1		
	<b>TOTAL</b>				

