

# INVITATION TO OPEN TENDER / OFFER



## NLCS International Malta Office

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**OPEN Tender No/Ly/846/345/19**

Dear Sir / Madam - (Manufacturers / Supplier / Broker / Seller Mandate )

### **TENDER / OFFER Office Stationery**

- 1 Your organisation along with others is invited to offer a tender /offer for provision of the above.
- 2 [**One**] copy of your tender /offer must be sent online to Mr Pierre Calleja ( administrator) NLCS International Malta Office on Email: [tenders.nlcs@gmail.com](mailto:tenders.nlcs@gmail.com) not later than 20<sup>th</sup> April 2019.
- 4 Please contact me if you have any questions about the tendering procedure. Below you will find instructions and information regarding the tendering procedures.

I look forward to your response.

Yours sincerely



Pierre Calleja

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**INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES**

- 1: These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Mr Pierre Calleja on what's app +35679736657 same number is Viber and Mobile or on his email: [info.nlcsmalta@gmail.com](mailto:info.nlcsmalta@gmail.com) , if you have any doubts as to what's required or you have difficulty in providing the information requested

**Product :**

- 2: A: Plastic arch files  
B: A4 Paper box x 5 reams  
C: A3 Paper by packet  
D: common ball pens box  
E: 2 hB pencils x Box  
F: plastic A4 folders  
G: stapler size 26  
H: Punchers  
I: Desk trays x 3 Plastic  
J: Heavy duty stapler for approx 200 pages  
K: pen drives 32g  
L: ball pens Red x box  
M: Yellow high lighter  
N: Printer calculator with roll

**Quantity:**

- 3: A: 10000  
B: 5000 Boxes  
C: 2000 Packets  
D: 200 Boxes  
E: 100 Boxes  
F: 1000 Boxes ( with puncher ready)  
G: 5000 items

H: 5000 Items

I: 1000 sets

J:100

K: 2000

L: 200 boxes

M: 2000

N: 1000

**Contract Period**

4 The contract is to be for a period of SPOT

**CIF Port**

5 Tripoli

**Country:**

6 Libya

**This product must be origin from**

7: Any

**Packaging:**

8:

**Others specifications:**

9:

**Confidentiality of Tenders**

10 Please note the following requirements, you must note:

- Important that the Bidder makes his offer on the company letterhead
- Our group is entitled for commission. Malta only: for members 6% . Non Members 8% Europe & other countries: 10% commission ( our Commission is to be included in the price offered)
  
- All documents received are treated with the strictest confidentiality.
- Specification of the product must be attached with this tender / offer



- Attached with this, bidder must send us the offer in full details.

If the bidder is already a member with NLCS, please write membership number on your offer

Sometimes we don't have all information about the products required, But if the bidder needs more information, please send us an email with questions on : [tenders.nlcs@gmail.com](mailto:tenders.nlcs@gmail.com) and quote the tender number our number Txxx and we will do our best to get the answers required.



## **Payment:**

BY Letter of Credit (LC100%)

A: Irrevocable confirmed transferable /Non-Transferable LC

B: LC at sight from 50 top banks of the world

## **PROCESS**

**1: Print these documents sign and stamped them.**

**2: Make your offer in full details on your letterhead**

**3: Attach all other specifications / plans if needed**

**4: if you are a member with NLCS Malta use your Member number**

**5: if you are not member please make the tender fee by online banking and submit the payment receipt with the docs**

**6: Send everything on our tenders' email: [tenders.nlcs@gmail.com](mailto:tenders.nlcs@gmail.com)**

**7: If you don't receive feedback from us within one hour after you submit the documents, please call +356 79736657 to see if your tender arrived in our office**

**Always ask how much the tender documents cost because it varies from country to the other.**