



International Organization for Migration (IOM)
The UN Migration Agency

**REQUEST FOR QUOTATIONS (RFQ)
AND
GENERAL INSTRUCTION TO SUPPLIERS (GIS)¹**

To : _____
Project: _____
Ref. No.: _____
Date : _____

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of IOM Projects, the IOM invites interested eligible Suppliers to submit Quotations for the supply and delivery of following stationeries.

Item No.	Item Description	Quantity	Unit
1	Paper A4 for copy machine/printer 80gr/mp, 500 sheets/top	250	top
2	Original Cartridge for copy machine/printer (C-EXV 33 for IR2520)	20	piece
3	Original Cartridge for copy machine/printer CRG-718Y; CRG-718M; CRG-718Bk; CRG-718C	10	piece
4	Original Cartridge for copy machine/printer HP HP78A for HP 1606DN, 1536DNF	10	piece
5	Set CMYK for HP CM1312 Original	10	piece
6	Original Cartridge for copy machine/printer CRG 728 for Canon MF4730	10	piece
7	Original Cartridge for copy machine/printer CRG 719 for Canon MF6140DN	10	piece
8	Cartridge FX10 for fax	3	piece
9	Pencils, any color, hardness HB, with eraser	100	piece
10	Mechanical Pencil	100	piece
11	Mines for Mechanical Pencil	100	box
12	Pen with blue gel and metal top	200	piece
13	Pen with black gel and metal top	100	piece
14	Pen with red gel and metal top	100	piece
15	Regular pens, no mechanism (blue, black, red)	200	piece
16	Post- it notes, cubes with adhesive, different color 75x75 mm	100	piece

¹ This RFQ template is for the procurement of Goods requiring a more formal selection process with cost threshold of less than USD 250,000. It contains general instruction to Suppliers and applicable forms which can be modified by the Mission to suit their specific requirements.