

## **Request for Quotation (RFQ) – Stationery Goods & Equipment**

Reference No: FGS/MOP/Goods/004/2026

Date: 10-January-2026

The Ministry of Planning, Investment and Economic Development (MoPIED) is seeking quotations from qualified and reputable suppliers for the provision of general stationery items to support its administrative and operational needs.

### **Purpose of the RFQ**

The purpose of this Request for Quotation (RFQ) is to invite eligible vendors to submit their best and final quotations for the supply and delivery of stationery items listed in Annex. The selected supplier will deliver the items to MoPIED FGS.

### **Eligibility Criteria**

Interested suppliers must meet the following criteria:

- Valid business license and tax compliance certificate.
- Experience in supplying office stationery to public or private institutions.
- Ability to deliver goods within the specified timeframe.

### **Delivery Terms**

- Delivery Location: MoPIED , [Hussien Elabe Fahiye Building, zoobe, Wadajir ].
- Delivery Period: Within [5] days from the date of Purchase Order.
- All goods must be brand new and of high quality.

### **Quotation Submission**

Suppliers must submit their quotations in a sealed envelope or via official email clearly marked:

“RFQ for Stationery Items – : FGS/MOP/Goods/004/2026”

Submission Deadline: [18-1-2026, 11:59:00AM, ], Submission via the ministry’s website or they should bring the quotations to the ministry office.[Hussien Elabe Fahiye Building, zoobe, Wadajir ].

### **Evaluation Criteria**

Quotations will be evaluated based on: Compliance with specifications, Delivery period, Price competitiveness and Supplier reliability and past performance

**The Federal Republic of Somalia**  
**Ministry of Planning, Investment and Economic Development**

**QUATATION PRICE**

No	ITEM	DESCRIPTION	Qty	Unit Price	Amount
1	HP LaserJet Pro 400 M401dn	5 Pcs	5		
2	HP office Jet Pro 8610	2 Pcs	2		
3	HP DeskJet 2050/2130	4 Pcs	4		
4	Premium Laser Toner Cartridge Q7553a	3 Pcs	3		
5	Laser 100 Color MFP M175a	3 Pcs	3		
6	Block note A4	30 Pcs	30		
7	Marker Pen	1 Box	8 pcs		
8	Plastic Bag A4 size	40 pcs	40 pcs		
9	Puncher	10 pcs	10 pcs		
10	Lanyard	10 Pcs	10 Pcs		
11	Glue Stick	20 Pcs	20 Pcs		
12	Office Trey	3 Pcs	3 Pcs		
13	Note book	20 Pcs	20 Pcs		
14	White Paper A4 Size	10 Pcs	10 Pcs		
15	Alpha Files	2 Pcs	2 Pcs		
16	Bag For Hand	30 Pcs	30 Pcs		

