## Supply of Office Stationery Items for 2022- 2024

## SUMMARY OF SCOPE FOR WORK:

- 1. Ordering stationery items on Call-off basis and the Contractor shall perform such Services in accordance with the contract terms and rates. The Call-off shall be affected within 48 hours from receiving of an official request. The Contractor should be able to deliver urgent requirement within 24hrs from receiving of an official request
- 2. Supply well known country make and brand of stationery items.
- 3. The Contractor shall use proper vehicle for transporting of Stationery. The delivery will be to locations mentioned below.
  - Ghala Office
  - Ghala Operations Building (Behind Ghala Office)
  - Bausher Head Office
  - Any other locations within the Muscat Governorate as and when instructed.